

Minutes – Pryor Field Airport Authority (8/9/2023)

- **Present (Authority, Staff):** John Scherff, Larry Hall, Bryan Johnstone, Adam Fox (Airport Manager), Natalie Hobbs, PE (GMC), Emily Reischman (CPA)
- **Present (Guests):** Judith Burleson, David Gambmo, Bob Russell, Dalton VanCor, Mickey Letson, Eric Rose, Bob Russell, Alfred Wright
- **Mr. John Scherff, Vice Chairman, called the meeting to order at 5:01pm**

Open Session:

Mr. Scherff asked if there was anyone in the audience that wanted to read the minutes before a vote was carried out. Mrs. Burleson responded with yes and came forward to read the minutes. The minutes from July's Regular Meeting were motioned for acceptance by Mr. Johnstone, second by Mr. Hall. The Vote was carried unanimously.

Executive Session:

Mr. Scherff asked for a motion to enter into executive session. Mr. Hall motioned at 5:05PM to enter executive session pursuant of Alabama Code 36-25A-7-6. Second by Johnstone. The Roll Call vote was carried unanimously. At 5:27PM the session ended, and the regular meeting was called back to order. Motion by Mr. Johnstone, Second by Mr. Scherff. The Roll Call vote was carried unanimously.

Discussion Items:

- Mr. Fox requested board approval to allow him to work with the legal counsel on responding to complaint letters. **Motioned by Mr. Scherff, Second by Mr. Hall. The vote was carried unanimously.**
- Mr. Fox explained that Chairman Fowler requested this line item be on the agenda to discuss how to properly elect board officer appointments going forward. Mr. Fox proposed that whatever method the board decides should be updated on the By-Laws. Mr. Scherff mentioned that in the absence of the Chairman that he is willing to work with the airport manager in coming up with the terminology for the By-Law update. **Mr. Scherff motioned to allow the airport manager to amend the By-Laws with a method of appointing Chairman, Vice Chairman, Secretary, and Treasury. Second by Mr. Johnstone. The Vote unanimously carried.**
- Mr. Fox requested to close the Renasant Bank account to eliminate the number of accounts the Authority has. **Motion by Mr. Johnstone. Second by Mr. Hall. The vote unanimously carried.**
- Mr. Fox explained that the financials were informational only. Mr. Fox went through the Profit and Loss statement for the June 2023 Airfest with Revenues being \$117,990, Cost being \$234,297. This left a bottom-line number of \$116,307 which is \$21,307 over the approved \$95,000 budget. Mr. Fox mentioned the impact the airshow had from a publicity standpoint, economic impact for the communities and that the in-kind from community partners were invaluable. Mr. Fox mentioned that ways he is making up the \$21k over budget expense is by starting airport concessions that have already brought in over \$1,000, Providing freight operations since April that have brought in over \$17k in additional revenue. Mr. Fox also went over the proposed budget with the board that included cleaning up line items to streamline the budget process and to make it easier to understand. Mr. Fox explained that he is not including a budget line item for the airshow unless the board decides to move forward with another airshow. Mr. Fox pointed out that he is including \$30k in appropriations from Limestone County, City of Decatur, City of Athens and \$40k from Morgan County even though he submitted appropriation requests of \$250k from each. He also

stated that their appropriations would only cover the airport insurance leaving no money towards projects and job growth. The capital purchases for the year included a car, lav cart, terminal improvements, tow bars, a GPU and a mower. Other cash flows that would be on the balance sheet were a construction loan of \$1.2M with a project cost of \$2.6M for the northwest project. Mr. Fox explained that the largest increase for a line item would be the payroll line item to accommodate increased salaries and hire a full-time customer service representative. He also explained that his contract renewal is coming up and in the board packets for approval along with the budget since they coincide with each other. Mr. Fox explained that all of this is to allow each board member to have the information well in advance before board action is required and that next month the P&L YTD with variances will be given to the board with this proposed budget.

- Mr. Fox requested a motion to swap ARCO Utility bills over to the Authority in order to start the transition of taking over the hangar facility. Mr. Fox explained that the hangar lease has been out of lease since 1998 and that other tenants such as ARCO, we currently cover the utility bills. Mr. Johnstone asked when the transition is likely to take place. Mr. Fox explained that the goal has been December 31, 2023. **No Action Taken.**
- Mrs. Hobbs updated the board on all of the projects to include the Northwest taxiway/Access Road, Sewer, and the Southeast taxiway. She mentioned that Wiregrass is working to get a construction timeline for the Northwest taxiway. She mentioned that she has a meeting with Acquisition Integration coming up to start the review process for their facility. She explained that the sewer project is 90% complete and ready for bid.
- Mr. Fox updated the board about the Airport Capital Improvement Plan (ACIP) year by year that included \$18M in airport improvements. He explained that this would be brought back for approval next month with a resolution giving the Chairman the authority to sign future grant paperwork.
- Mr. Fox explained that the FBO numbers were down due to July being the end of year with based corporate partners. JetA sales were 13,569 ending the YTD with 19,415 over the previous year. Avgas sales were 3,965 with a total YTD of 47,566 gallons. He ended his report by stating that recording the board meetings would allow each board member the opportunity to go back and watch the meetings. He also explained that he will work with Wear Howell to start presenting the monthly financial statements for board approval in order to ensure each board member understands the financial situation at all times.

Public Comment:

- N/A

Adjournment:

- Next Board meeting will be September 12, 2023. **Mr. Scherff asked for a motion for adjournment at 6:36PM. It was motioned by Mr. Johnstone, second by Mr. Hall. The vote was carried unanimously.**