

Minutes – Pryor Field Airport Authority (11/12/2019)

- **Present (Authority, Staff, Consultant):** Nathan Fowler, Clint Shelton, Brian Johnstone, John Scherff (teleconference), Adam Foutz (Airport Manager), Natalie Hobbs (Goodwyn Mills Cawood)
- **Present (Guests):** Emily Reischman, Larry Hall, Patrick Bramlett, Rick Hart, James Kennedy, Mike McGuire, Alan Nunnelee, John Colgan, Melinda McCall, Terrence McCall, Darrel Caldwell, Bob Hall, Don Hull, Sam Buchanan, Judith Burleson.
- **Mr. Nathan Fowler, Chairman, called the meeting to order at 5:00pm.**
- **Reimbursements to Mr. Adam Foutz in the amount of \$58.83 motioned by Mr. Shelton, second by Mr. Johnstone. Unanimously moved.**
- Establishment of Airport Manager expense account will be opened with a limit of \$1,000.00. Airport Manager shall provide itemized receipts to Accountant and Board. Board will be informed of emergency purchases for airport matters via email immediately. **Motioned by Mr. Shelton, seconded by Mr. Johnstone. Unanimously moved.**
- **Rules and Regulations incorporation of Part 103 Rules and Regulations motioned by Mr. Shelton, second by Mr. Johnstone. Unanimously moved.**
 - Copies will be disseminated and in Airport Manager office at all times.
- **Adoption of Schedule of Rates and Fees motioned by Mr. Shelton, second by Mr. Johnstone. Unanimously moved.**
 - Copies will be disseminated and in Airport Manager office at all times.
- **Quarterly Financial Review motioned by Mr. Scherff, second by Mr. Shelton. Unanimously moved.**
- Goodwyn Mills Cawood will be presenting estimated up-front costs related to land acquisition at the next board meeting. Costs will be reimbursable once the grant is issued.
- **Renewal of Public Officials Liability Insurance motioned by Mr. Johnstone, second by Mr. Shelton. Unanimously moved.**
- Tabled discussion of termite bond/bait stations until Spring due to upcoming capital expenditures.
- **Approval of Master Agreement with Goodwyn Mills Cawood for Professional Services motioned by Mr. Johnstone, second by Mr. Shelton. Unanimously moved.**
- Airport Manager announced new phone line direct to Huntsville TRACON for clearances on the ground. TRACON can be reached at 256-542-2070.
- Airport Manager provided update on certification of the grass strip.
 - FAA not allowing until Airport Layout Plan (ALP) update due to approach studies required.
- Airport Manager provided information on proposal from GigaParts to lease FlyDCU.com for free, in exchange for first right-of-refusal on professional IT services on items not subject to State Bid Law.
- Airport Manager provided update on relocation of commercial tenant.
- Airport Authority held a blind lottery to establish official hangar wait list via names in a cup. (attached).
- Airport Manager provided quote from Rebel Fuel Service and QT Pod in relation to self-service system replacement. Mr. Scherff voiced support in replacing with new system. After discussion, Airport Authority Board selected to have special session during the week of November 25th to take advantage of trade-in discounts offered by QT Pod. Discount of \$3,495.00 reduces at the end of November by \$1,000.00. Airport Manager will provide FBO Lease Terms to Airport Counsel for review and discussions with FBO will be held prior to the special session.
- **Motion to adjourn my Mr. Johnstone, seconded by Mr. Shelton. Unanimously moved. Adjourned at 7:02pm.**
- **The next board meeting will be November 12, 2019 at 5:00pm.**