#  ***Minutes – Pryor Field Airport Authority (12/10/2024)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, John Scherff, Larry Hall, Adam Fox (Airport Director), Tim Westhoven (GMC)
* **Present (Guests):** John Jones, Suzanne Johnson, Jordan Smith, Sam Buchanan, Patrick Bramlett, Kimberly Wilcox, Judith Burleson, Kathleen Powell
* **Mrs. Faith Hooper, Chairwoman, called the meeting to order at 5:00PM**

**Open Session:**

**Mrs. Hooper presented the minutes from the previous meeting to the board for approval. A few edits were brought up for clarification and typos. Those were noted and will be fixed for records. Mr. Scherff Motioned. Seconded by Mr. Hall. The vote was carried unanimously.**

**Discussion Items:**

* Mr. Fox presented the airport financials via the Profit and Loss Report for the month of November. Before touching on the specifics, Mr. Fox mentioned the closure of the airport starting on November 4th and going through the 4th of December. These numbers reflect that closure. The total income was $90,533.10. The next items presented are as follows: COGS of $34,393.47, a Gross Profit of $56,139.63 and the Total Expense $62,701.83, leaving a Net Operating Income of -$6,562.20. Mr. Fox pointed out that if one line item of $7,085.30 was eliminated from the shared expense for November, that would result in being cash positive for the month of November. That expense is something that will come back to the airport at a later date, but it’s an expense for the month of November. Mr. Hall asked if YTD was cash positive, and Mr. Fox confirmed, we are positive. Key points from the balance sheet were touched on next. Total Accounts Receivable were $12,776.70 with an Inventory Asset total of $62,215.70, which covers the fuel in the tank at the end of the period. The Total Assets were $13,661,367.55 including a monthly AP total of $28,835.39 for the Net30 JetA purchase agreement. **Mr. Hall motioned to approve the financials. Seconded by Mr. Fowler. The vote was carried unanimously.**
* Mr. Fox presented updates on the progress of new and current airport projects. A preconstruction meeting is scheduled to discuss the start of the 100% funded Sewer Project for the Southeast Development. Total days allocated for that specific project is 180 days but is likely to finish sooner. The Southeast Taxiway Phase 2, which required the runway to be closed, was suggested to be completed in 25 days and they were able to complete that phase in 24 days. Phase 1 of the Northwest Taxiway Project is being wrapped up and will hopefully be finished by the end of the year. Mr. Scherff asked if the airport received any grants from the state to pay towards the loan for the projects. Mr. Fox confirmed a grant was received for $310,000 which includes the funds from the ‘Build Back Better Law’ and those funds were applied to the principal. **No vote was motioned.**
* Mr. Fox discussed the consideration and possible action of Long-Term Ground Leases. Mr. Fox debriefed with an update on the few of the ground leases that are in the works. The 8,000 square foot facility that was board approved a few meetings back that will be built just north of the Summer Air, Inc. hangar is reviewing the contract and timeline and getting ready to execute a plan of action to start the building process. Mr. Fox will provide those updates as information comes in for them. That company is required to build that facility to its max capacity based on its length, width, and door height. That will ensure the airport will benefit from this facility beyond the 35-year ground lease. One of the southeast ground lease tenants, Acquisition Integration, is still planning to start construction sometime before the April deadline. Mr. John Jones with Strata-G has mentioned a few drone ops that could get started in the next few months and are eager to start construction on their project as well. **No vote was motioned.**
* Mr. Fox presented the consideration and possible action regarding Rules and Regulations Updates. Mr. Fox starts by reporting that there is now a private hangar available for the first time since his tenure that hasn’t been a lease takeover. Mr. Fox brought to the table a recommendation to adjust the verbiage to the Rules and Regulations stating the following: “*All new leaseholders must have an airworthy, flyable aircraft within sixty (60) days after the execution of the lease per 14 CFR 91.7. Leaseholders who are building their own experimental aircraft are eligible for a hangar only for final assembly of the aircraft. Experimental aircraft must be in an airworthy, flying condition within one (1) year of signing the lease. Tenants that do not have a safe, flying aircraft within the allotted timeframe will be notified to remove all belongings from the hangar facility. After ten (10) days the items will be removed from the hangar by the Authority at the owner’s risk and cost.”* Mr. Fox expressed that this proposed change would not apply to the current leaseholders, only to the new leaseholders going forward. Mr. Scherff spoke first, noting that he is not a fan of the change due to the timing of the change. He also noted that if this change is approved, it should apply to current leaseholders as well. Mr. Fowler pointed out that this discussion has taken place multiple times prior to Mr. Fox’s tenure and should have been added/revised in the Rules and Regulations at that time. Those changes were not added at that time, which has brought the discussion back around again. Mr. Fox reiterated that he does not intend for this adjustment to apply to current leaseholders as he does not want to be the one having to require logbooks, documents, etc. to be brought forwards to prove airworthiness for current leaseholders and their aircraft. **Mr. Hall motioned for this topic to be tabled until the next board meeting, seconded by Mr. Fowler. The vote was 3-1 with Mr. Scherff opposed.**

**Reports:**

* **FBO Report:** Mr. Fox discussed sales of fuel. Jet A sales this month were 10,320.70 gallons, compared to last month's 25,557.53 gallons sold in October. The annual total of Jet A (YTD) is 35,878.23 gallons. Compared to last year's YTD of 44,374.73 gallons of Jet A. 100LL sales this month were 1,757.57 gallons, compared to last month's 4,955 gallons sold in October. The annual total of 100LL (YTD) is 6,712.57 gallons. Compared to last year's YTD of 9,612.10 gallons of 100LL.
* **Virtower Report:** Total operations were 417 for the month of November due to the runway closure.
* **Public Involvement:** The Aviation Counsil of Alabama are exploring a general aviation license plate for the state of Alabama. The proceeds from the license plate can contribute to the scholarships given out every year from the ACA. For the plate to be approved, the plate will have to have a certain number of presales. As more information comes, those updates will be passed along.
* **North Alabama Airfest:** Mr. Fox went back over the P&L for the Airfest. So far, a total of $162,650.00 in funds have been raised so far. As the new year starts, the movements for commitments will start to increase due to the refresh of yearly budgets. We’ve been offered a deal with a group out of Missouri that will be bringing three helicopters down for rides and will be looking for a sponsor for their involvement. It’s been confirmed that the Army Golden Knights has made a commitment to the North Alabama Airfest.

**Airport Developments:** The Northwest Phase II has received a ‘go letter’ from ALDOT Aeronautics confirming we will receive 95% of funding for that phase. Our match for that is $17,000. A ‘go letter’ from AIG has also been received for the second round of FFA and ALDOT funds. That will be $282,000 that will go towards the loan for the Northwest Taxiway. Mr. Fox touched on the upcoming movement with the hangars. The plan is to move a current tenant into the open hangar which will result in two hangars opening and becoming available as of January 1. Until the Rules and Regulations are finalized, no one on the waitlist will be contacted for those open hangars. The last development touched on was pointing out the new renderings of the Calhoun Community College Aviation Center of Excellence. This development will eventually become airport property and be located south of the FBO/terminal in the frisbee golf course location. This development will be a direct reflection of how the airport contributes to the growth of the community and is coming full circle. Mr. Scherff confirmed that the portion of the development including the hangars would have to be located inside the fence of the airport and Mr. Fox agreed that was correct. Mr. Fowler asked when Calhoun will start paying rent for the Vernon Austin Hangar and Mr. Fox speculates it should be sometime around May 2025. Mr. Minor in his absence provided a letter of approval for the partnership with Calhoun and states “we as a board should support the project with any resources that we have available to us to take advantage of this opportunity.”

**Public Comment:**

* Mr. Bramlett spoke to openly thank Mr. Fox and the board members for their commitment to the airport and their efforts in trying to make things better. Mrs. Burleson agreed and expressed her gratitude as well.

**Adjournment:**

* Next Board meeting will be January 14, 2025, at 5:00PM. **Mr. ­­­Scherff motioned for adjournment at 6:13 PM. It was seconded by Mr. Fowler. The vote was carried unanimously.**