# ***Minutes – Pryor Field Airport Authority (08/13/2024)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, Roger Minor, John Scherff, Larry Hall, Adam Fox (Airport Director), Tim Westhoven, PE (GMC)
* **Present (Guests):** Judith Burleson, Patrick Bramlett, Jordan Smith, Sam Buchanan, John Cross, Suzanne Johnson, Bob Russell, Alfred Wright
* **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. Mr. Hall Motioned. Seconded by Mr. Fowler. The vote was carried unanimously.**

**Discussion Items:**

* Mr. Fox presented the airport financials via the Profit and Loss Report. The income for the month of July was $193,150.51. The next items presented are as follows: The COGS of $99,225.55 and the Net Operating Income of $43,178.89 and Total Other Income of $783,854.63 which leaves a Net Income of $820,048.66. Mr. Fox further explained the airport’s financials by breaking down the Balance Sheet as of July 2024 including Accounts Receivable at $24,341.02 and Other Current Assets/Inventory at $76,872.39. This leaves a total of $12,003,543.19 for Total Fixed Assets. As for Liabilities and Equity with a total of $14,365,058.70, Mr. Fox explained the Accounts Payable total of $72,044.75 being the amount of fuel purchased and not paid for yet. Mr. Scherff asked about line item 492 from the P&L and Mr. Fox explained that it represents income received for a sponsorship for the 2025 Airshow. **Mr. Fowler motioned to approve the financials. Seconded by Mr. Minor. The vote was carried unanimously.**
* Mr. Fox started by seeking approval to allow Chairwoman to execute all required documents for the SE Taxiway project. We received a grant through the Direct Spending Bill, with a total project cost of $3,555,556.00. That cost is broken down to $3,200,000.00 from the FAA, and State/Local match of $177,778.00. Mr. Minor asked about the project being bonded, and Mr. Fox clarified the project is in fact bonded for the total project amount and each step will be reviewed before payment is made. **Mr. Fowler motioned to approve the request. Mr. Minor seconded.** Mr. Fox followed with an update on the NW Taxiway Project. The concrete will need to have additional work done to it to bring it up to compliance for water runoff. We are currently waiting for the timeline for completion. The sewer project for the SE Development is currently out to bid, set for August 27th. Also working on a timeline with the county on the for the access road.
* Mr. Fox updated the group on the Airport Capital Improvement Plan. He explained for this month it is information only. The plan is to continue the progress of the Airport Improvement. This plan contains projects over the next five years with a projected funding need of $30,617,650.00.
* Mr. Fox touched on the itemized budget for the proposed 2025 North Alabama Airfest, totaling $310,750 in revenue, $243,750 in expenses with a total of $67,000 projected profit. Currently, total commitments for sponsorships, including the presenting sponsor, totals to $75,450 (65.6% of the total). Mr. Minor asked a few questions about ticket prices and when the money for sponsorships will be due. He also asked about rain insurance and recommended increasing that line item. Mr. Fox asked to amend the budget to reflect the increase for the insurance premium to $9,500 in the budget. Mr. Hall asked about details of the scholarship line item. Mr. Fox suggested one of them be named in honor of Mr. Vernon Austin for the Calhoun Scholarship. Mr. Scherff noted his concern with the budget and the need for the ticket sales to be that large of a line item. He suggested not including that cost/income as needed revenue and lowering the Performer budget down to compensate for the change. He also recommended the increase in cost for a general admission ticket to $20/ticket instead of $15/ticket. Mr. Scherff and Mr. Minor both touched on their disapproval of the airshow overall. Mrs. Hooper expressed how impressed she is that Mr. Fox was able to generate a total of more than $75,000 committed sponsorships without having a finalized date for the show. She asked for a total of sponsorships, Mr. Fox replied with a total of 18. Mr. Scherff asked about the MISC line item and what all that covers. Mr. Fox explained that covers items for sale, i.e. t-shirts, drinks. Mrs. Hooper asked about details on the use of the advertising line item in the budget. Mr. Fox said he plans to use every avenue possible to advertise including billboards, radio ads, social media targets ads, etc. He plans to hire a marketing firm to be able to coordinate those advertisements. He also noted that the proposed date for the airshow is not in competition with any other airshow or large events in the area like the previous airshow. **Mrs. Hooper motioned to approve the Airshow with the proposed amended budget. Seconded Mr. Fowler. Mr. Minor and Mr. Scherff opposed. The vote was carried.**
* Mr. Scherff started off by noting that the ARCO Maintenance Hangar was built for Mr. Vernon Austin, who operated out of there for over 40 years and had just retired prior to his recent death. He noted intentions are to turn that hangar into a school facility under contract with the airport. **Mr. Scherff asked for a motion to rename the ARCO hangar to “Vernon Veston Austin Hangar”. Mr. Minor seconded the motion. The vote was carried unanimously.** Mr. Fox and Mr. Scherff discussed possible details about having a commemorative plaque to be added next to the hangar. Mr. Scherff and the rest of the board approved Mr. Fox liberty to move forward with the purchase of said plaque.

**Reports:**

* **FBO Report:** Mr. Fox discussed sales of fuel. Jet A sales this month were 23,602.1 gallons, July 2023 sales totaling 13,000. The annual total of Jet A (YTD) 258,889.33 gallons. Compared to last year's YTD of 188,417 gallons of Jet A. 100LL sales this month were 4,053.9 gallons, compared to last year’s 3,965.6 gallons sold in July 2023. The annual total of 100LL (YTD) was 42,796.56 gallons. Compared to last year's YTD of 47,566.42 gallons of 100LL.Revenue from fuel sales for the month of July for Jet A is $116,254.78 and Avgas is $23,818.62. COGS is $88,650.96, which leaves a Gross Profit Margin of 36.7%. Total FBO Service Fees were $17,723.40. No questions were asked.
* **Virtower Report:** Total operations were 1,414 for the month of July. Noting the business jet number was 181. Noteworthy aircraft that are included in those numbers were several Citations, Premier Jets, Learjets, Challengers (300, 350, 650) and several other different business jets with the C525 class leading in the number of visits for July. No questions asked.
* **Public Involvement:** Between Mr. Fox and the airport staff, Pryor Field is represented on at least six boards that are involved in the community. Mr. Fox was able to introduce Mr. Butch Roberts, the CEO of Huntsville International, to the Decatur Rotary. Mr. Minor addressed the presentation of the outside of the FBO and Mr. Fox agreed that the landscaping, signage, and sidewalks need to be addressed.

**Public Comment:**

* Patrick Bramlett and Judith Burleson thanked Mr. Scherff and the board for the suggestion and approved dedication of the hangar to Mr. Vernon.

**Adjournment:**

* Next Board meeting will be September 10, 2024, at 5:00PM. **Mr. ­­­Hall motioned for adjournment at 5:51PM. It was seconded by Mr. Minor. The vote was carried unanimously.**