# ***Minutes – Pryor Field Airport Authority (09/10/2024)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, John Scherff, Larry Hall, Roger Minor, Adam Fox (Airport Director), Matt Thomason, PE (GMC)
* **Present (Guests):** Judith Burleson, Sam Burleson, Patrick Bramlett, Jordan Smith, Sam Buchanan, Sara Rutland, Kimberly Wilcox, John Jones, John Cross, Suzanne Johnson, 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. Minor. The vote was carried unanimously.**

**Discussion Items:**

* Mr. Fox presented the airport financials via the Profit and Loss Statement, Balance Sheet and Sales by Item Summary. August 2024 highlights include total income was $252,317.78, total COGS was $78,745.87 which left a Gross Profit was $173,571.91. Total expense for the month was $73,760.49 which left a net operating income of $99,811.42. Other income, including interest and Airshow sponsors come to a total other income of $4,305.93 plus other expenses, which include the construction loan, the Airshow, and Airport Improvement Program totaling $9,867.24, leave a total of $94,250.11 for the Net Income for the period. From the Balance Sheet, Mr. Fox points out the accounts receivable line item of $15,968.68 that is currently awaiting payment. Inventory assets at the end of the period were $97,354.18 on hand. No change in the Buildings and Improvements line item. Total Liabilities and Equity is $14,408,869.10. The Sales by Item page shows a breakdown of each item. Mr. Fox requested a motion to approve the financials. **Mr. Fowler motioned to approve the financials. Seconded by Mr. Hall. The vote was carried unanimously.**
* Mr. Fox presented an update on the construction projects at the airport and touched on the Airport CIP. The Northwest Project was touched on again, mentioning the failures from the project that didn’t meet specifications. The contractor that was assigned to do those improvements voiced their concerns about not being able to meet FAA specifications. Instead, they have proposed removing the panels that do not meet the specifications and repouring them. They’ve provided a completion date of October 13th if they’re given the okay to do so. Mr. Fox proposed via discussion only that on October 15th he would like to pursue their bond and seek out another company to come in and complete the project and fix the problems. This should give them ample time to complete the problems. The tentative completion date for this project was supposed to be February 14th, 2024. More information will be brought to future board meetings as it comes. Mr. Fowler asked about the repairs and Mr. Fox confirmed the extent of the repairs and stated the grading of the concrete is the failing point of the project. The Southeast Project Notice to Proceed and other documents have been executed for the AG Peltz subcompany of Abramson. A preconstruction meeting will be on September 17th and the project is set to begin asap. The sewer project bids were opened, and two very good bids were received. The lowest bidder was $2,658,000. Limestone Commission EDA has some opportunities for more funding for this project so a date will be set to discuss those options. The access road funding has been provided 100% from ALDOT. Rounding up, that’s an $800,000 project. Looking to bid that project out in the near future. **No vote was motioned.**
* Mr. Fox discusses the Airport CIP for the years 2025-2030. He touched on some of the projects that would be included in those years including extending the runway totaling to $30,617,650.00. Mr. Fox was seeking a motion to approve the ACIP and to allow Chairwoman Hooper to sign all associated documents affiliated with the CIP. **Mr. Hall motioned to approve the financials. Seconded by Mr. Fowler. The vote was carried unanimously.**
* Mr. Fox presented the Airport Insurance Renewals. Workers’ Compensation being the first renewal mentioned. The new quote being $10,062 based on total salaries. **Mr. Scherff motioned to approve the renewal quote for Workers’ Compensation. Mr. Minor seconded the motion.** The second renewal mentioned is the Public Officials quote. The new quote, including the engineering fee is $6,057.00. **Mr. Scherff motioned to approve this quote. Mr. Minor seconded the motion. The vote was carried unanimously.** The next renewal Mr. Fox was seeking approval for is for the Comprehensive General Liability Coverage. This coverage renewal quote is $36,010.00. Mr. Fox is requesting approval to increase the coverage to $25,000,000 on the hangarkeepers and keep the other coverage at $10,000,000 for General Aggregate and Occurrence Limit at $5,000,000. Also staying the same is the Products & Personal Injury at 5,000,000. This would increase the renewal to $41,760.00. **Mr. Scherff motioned to approve the increase in coverage. Seconded by Mr. Minor. The vote was carried unanimously.**
* Mr. Fox requests an amendment regarding the new hangar for Summer Air LLC. This amendment will allow Pryor Field to store aircraft and conduct other business in the leased premises. The lessee will be charged based on the fee schedule provided and the lessor will provide reasonable space for the lessee’s aircraft. **A motion was made by Mr. Hall to approve the amendment. Seconded by Mr. Fowler. The vote was carried unanimously.**
* Mr. Fox touched on a few specific items while presenting the new FY25 Budget. The majority of the expenses would carry over the same from FY24 budget, with just a few increases including insurance. Some of the items were cut like utilities, as the cost for utilities last year ended up not being as high as projected. Payroll was the main increase in the expenses to account for potentially covering a nightshift for the airport. Overall, the Net Ordinary Income would be $138,000. Total Net Income for FY25 is projected to be $176,000 with this proposed budget. **Mr. Hall made a motion to approve the FY25 budget. Seconded by Mr. Fowler. All approved and the vote was carried unanimously.**

**Reports:**

* **FBO Report:** Mr. Fox discussed sales of fuel. Jet A sales this month were 20,212.3 gallons, compared to last month's 23,6020.10 gallons sold in August. The annual total of Jet A (YTD) 279,101.63 gallons. Compared to last year's YTD of 205,653 gallons of Jet A. 100LL sales this month were 4,555.20 gallons, compared to last month's 4,053.90 gallons sold in August. The annual total of 100LL (YTD) was 47,351.76 gallons. Compared to last year's YTD of 52,362.72 gallons of 100LL.Revenue from fuel sales for the month of September is $26,888.46 for AvGas and $97,558 for JetA. COGS for AvGas is $18,920.80 and $58,262.99 which leaves a Gross Profit Margin of 37.97%. FBO Fees for the month of August were $14,092. No questions were asked.
* **Virtower Report:** Total operations were 1,834 for the month of August. Single Engine took the bulk of that number at 1,529. Noteworth aircraft that are included in those numbers were several DC9, a few Gulfstream 280s, and several CRJ200 with the Gulfstream 280 and Citations leading in the number of visits for August. No questions asked.
* **Public Involvement:** Mentioned the EDA boards and Chamber boards are keeping the airport involved in events. The State of the State meeting was a bigger meeting we were able to attend. The Total Resource Campaign has kicked off for the Morgan County Chamber. Between Mr. Fox and the airport staff, Pryor Field is represented on at least six boards that are involved in the community. Mr. Fox also mentioned the ACA Annual conference coming up in September. The airport will be present on at least 3 panels during that meeting.
* **North Alabama Airfest:** Mr. Fox confirmed the $3,000 spent in August on the Airfest, which was locking in the Titan Aerobatic Team. We are still actively looking for sponsors but as of the meeting, we have a total commitment of $133,350. Skip Stewart, Mini Jet Airshows, Ghostwriter, and Fighter Jet Inc have all been confirmed for performers. Updates will be brought to the board meetings monthly. Mr. Scherff suggested a few possible performers to reach out to and Mr. Fox confirmed that a few of those suggested have been contacted and we are waiting to hear back.
* **Airport Developments:** In reference to the Southeast Development rendering provided in the packet, we are currently working with a company that brought their entire board here to Pryor Field to discuss the property and have provided a LOI. They are looking at executing a ground lease document by November and occupying 36,000 sq ft of usable hangar space and enough apron space to accommodate 10 C-130 aircraft. This company would be operating independently to the AI facility that has already secured a ground lease for their designated space on the Southeast Development. We have also received a LOI for the 8,000 sq ft area next to the Summer Air LLC hangar on the North end of the field. They are proposing a lease-back of half the hangar at $1/sq ft. There are other items that are currently being discussed and worked on as far as coming to agreement.

**Public Comment:**

* No public comments were made.

**Break to Executive Session:**

* **Chairwoman Hooper made a motion to break to Executive Session to discuss pending litigations. Seconded by Mr. Fowler.** Mr. Adam’s confirmed the discussion of the meeting fit the parameters to be considered an executive session. Roll call vote was all yes. **Motion was adjourned at 6:07 pm.**

**Adjournment:**

* Next Board meeting will be October 8, 2024, at 5:00PM. **Mr. ­­Scherff motioned for adjournment at 6:44PM. It was seconded by Mr. Fowler. The vote was carried unanimously.**