# ***Minutes – Pryor Field Airport Authority (10/8/2024)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, John Scherff, Larry Hall, Roger Minor, Adam Fox (Airport Director), Tim Westhoven (GMC)
* **Present (Guests):** John Jones, Suzanne Johnson, Alfred Wright, John Colgan, Sam Buchanan, Patrick Bramlett
* **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 Report. Fuel sales for JetA were $83,246.72 and Av Gas sales were $22,258.93 for a total FBO Fuel Sales total of $105,505.65. FBO Fees totaled $20,197.14 and Hangar Rental at $20,700.00 for the month of September. The total income was $146,871.54. The next items presented are as follows: COGS of $64,312.91, The Gross Profit of $82,548.63 and the Total Expense $55,619.62, leaving a Net Operating Income of $26,929.01. Key points from the balance sheet were touched on next. The bank account total as of the end of September was $1,628,570.20 and Total Accounts Receivable was $13,197.24 with an Inventory Asset total of $70,874.19. Leaving a total Current Asset amount of $1,745,279.97 and Total Fixed Assets total of $12,587,424.76. The Total Liabilities and Equity was $14,331,658.07 including a monthly total of $41,533.39 for the Net30 JetA purchase agreement. **Mr. Fowler motioned to approve the financials. Seconded by Mr. Minor. The vote was carried unanimously.**
* Mr. Fox presented construction projects and recapped the progress. Starting with the NW project, the work is close to being completed and will be inspected in the following weeks to be officially inspected and make sure all the changes have been made to spec. The SE project has been approved and finalized so crews are now present in the area working. This project will require the runway to be closed for at least 29 days. The schedule isn’t in stone, but the runway will be open in the evenings and weekends during the closure. The final project discussed was the sewer project. All four entities have been included in the discussion about the gap in funding and they’re all in agreement that feet will be hitting the ground to try to find those funds. The lower end of the bids received were $2,638,075 with the original grant being $2M. **No vote was motioned.**
* Mr. Fox discusses the consideration and possible action of Long-Term Ground Leases. The newly proposed ground lease is different from others, where this only includes the hangar facility. The facility would be 8,000 square feet and be located next to the Summer Air hangar that was just built. This facility would have two fighter jets and would provide training on those specific jets. The proposed Operator, Jon Socolof, has paid the earnest money for the lease as of this meeting. The airport will be in control of all aircraft in the hangar and will be paid for the towing services for those aircraft. A lease-back agreement once completed is also included in the ground lease. Mr. Minor expressed his concerns regarding ramp space and whether the additional hangar locations are encroaching on that available space. Mr. Fox verified that these proposed hangar locations were presented and approved in a master plan in 2022. Mr. Fox also confirmed the new proposed lease will not overlap any existing ramp space, nor will it be a factor in future ramp expansion plans. **Mr. Fox requested a motion to approve the ground lease presented to the board. Mr. Hall motioned for approval. Seconded by Mr. Fowler. Mr. Scherff opposed. Mr. Minor abstained his vote due to his ramp being the adjoining to the proposed lease. He also made it a point to note that he thinks this lease will have negative affects on the ramp growth for the airport. The motion was passed 3-1-1.** Additionally, Mr. Fox presented a Lease-Back Hangar Rental Agreement between Pryor Field and Jon Socolof which allows Pryor Field the lease half of the hangar as we see fit in the amount of $1/square foot (4,000 sq ft) per month. **Mr. Fox requested a motion to approve that agreement. Mr. Fowler motioned to approve, Mr. Hall seconded, and the motion was carried unanimously.**
* Mr. Fox presented the Request for Qualifications for Engineer of Record. The 5-year term is up, and GMC has been a wonderful company to work with regarding all aspects of the job. **Mr. Fox requested the approval of the RFQ and approval to move forward with interviews to be able to present the board with recommendations at the November board meeting. Mr. Fowler motioned to approve, seconded by Mr. Minor. The vote was carried unanimously.**
* Mr. Hall read his Secretary Report for FY 24. Everyone attended the required amount of board meeting and everyone on the board was eligible to maintain their position or a new position on the board. This report was followed with no questions or oppositions.
* Mrs. Hooper explained that it was time to appoint new Board Officers. Mr. Hall nominated Mrs. Hooper. Roll call vote for Mrs. Hooper as Chairwoman was as follows: Mr. Minor-yes, Mr. Scherff-yes, Mr. Hall-yes, Mrs. Hooper-yes, Mr. Fowler-yes. **Mrs. Hooper remained the Chairwoman.** Mrs. Hooper asked for nominations for Vice Chairman. Mr. Hall nominated Mr. Fowler. Roll call vote was as follows: Mr. Minor-yes, Mr. Hall-yes, Mrs. Hooper-yes, Mr. Scherff-no. Mr. Fowler-yes. **Mr. Fowler remained the Vice Chairman.** Mr. Fowler nominated Mr. Hall for Secretary. The roll call vote was as follows: Mr. Minor-yes, Mr. Hall-yes, Mrs. Hooper-yes, Mr. Scherff-yes. Mr. Fowler-yes. **Mr. Hall remains the Secretary.** Mr. Hall nominated Mr. Scherff for Treasurer. The roll call vote was as follows: Mr. Minor-yes, Mr. Hall-yes, Mrs. Hooper-yes, Mr. Scherff-yes. Mr. Fowler-yes. **Mr. Scherff remains the Treasurer.**

**Reports:**

* **FBO Report:** Mr. Fox discussed sales of fuel. Jet A sales this month were 17,726.30 gallons, compared to last month's 20,212.30 gallons sold in August. The annual total of Jet A (YTD) 296,827.10 gallons. Compared to last year's YTD of 247,011 gallons of Jet A. 100LL sales this month were 3,778.10 gallons, compared to last month's 4,555 gallons sold in August. The annual total of 100LL (YTD) was 51,129.86 gallons. Compared to last year's YTD of 56,223.02 gallons of 100LL.Gross Profit Margin for September was 40.34%. Total fees were $29197.14, and Hangar Fees were $20,700.00.
* **Virtower Report:** Total operations were 1,158 for the month of September. Noting the business jet number was 117. Mr. Fox pointed out that the business jet numbers have consistently been in the 100’s for the periods that have been reported within the last year. Noteworthy aircraft that are included in those numbers were several CJ4s, XLS+, and several other business jets with double digit visits. Mr. Fowler asked if the airport saw an increase in air freight when the ports closed. Mr. Fox stated that there was an increase then, along with the hurricane weather that resulted in aircraft coming to Pryor Field instead of Memphis. Mr. Fowler also asked about IFR operations and what the classification for the airport is now. Mr. Fox confirmed that the FAA recognizes the Virtower report for our IFR numbers and once the airport gets the 11 based jets here then the airport will be classified as a national airport. Mr. Minor asked if the airport is competitive as far as pricing. Mr. Fox confirmed we stay competitive with our local airports in the area. Mr. Minor asked if the two fighter jets will count towards the 11 needed jets to meet the next classification, and Mr. Fox confirmed they would.
* **Public Involvement:** The Aviation Counsil of Alabama Conference was held in September. Mr. Fox sat on three panels where he discussed different topics including FBO Operations and Marketing Airports. Mr. Fox still serves as Treasury for the ACA and they have recently adopted the budget he proposed which includes funding for lobbyists for help funding for Airports in Alabama. Later in the month of October, two employees will attend QC Training hosted by Titan Aviation Fuels. Athens Jr. ROTC reached out to Pryor Field about possible community service projects to do around the airport. They were able to come out and restripe the marking on the north and south end ramps. The final thing Mr. Fox noted for public involvement was his meeting with a lobbyist about a Groundbreaking Ceremony for the Taxiway Delta with Dale Strong that will be held in October.
* **North Alabama Airfest:** Mr. Fox went back over the P&L for the Airfest. Currently, the deposit for contracts totals $11,660, which includes performer deposits. The target for sponsorships was $115,000 and as of the time of the board meeting the total committed is $160,700. That leaves our budget at 139.7%.

**Airport Developments:** In the coming month, a special session may be held to discuss with another company a potential ground lease. They are looking to meet a specific deadline of total completion at the beginning of 2026. The lobby floor and the airport sign on the road are two projects that are actively being quoted with options. It is possible to receive a grant for the sign. As far as appropriations go, Morgan County committed $40,000 and Decatur City committed $27,000. In the previous years, Decatur City has always committed to $30,000. The lobby lights will be updated due to only one of the nine are in operating order. No questions were asked.

**Public Comment:**

* Mr. John Jones from Strata-G introduced himself and discussed future projects at Pryor Field. That includes a large maintenance, repair and overhaul facility on the SE side of the airport. Mr. Jones also mentioned he will be bringing a military drone operation to Pryor Field by January 2025.

**Adjournment:**

* Next Board meeting will be November 12, 2024, at 5:00PM. **Mr. ­­­Scherff motioned for adjournment at 6:17 PM. It was seconded by Mr. Minor. The vote was carried unanimously.**