# ***Minutes – Pryor Field Airport Authority (11/12/2024)***

* **Present (Authority, Staff):** Faith Hooper,Nathan Fowler, John Scherff, Larry Hall, Roger Minor, Adam Fox (Airport Director), Matt Thompson (GMC)
* **Present (Guests):** Judith Burleson, Jordan Smith, Sam Buchanan, John Jones, John Cross, Kathleen Powell, Alfred Wright, Jean Cole
* **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. Fowler motioned. Seconded by Mr. Minor. 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 November was $194,203.36. The Gross Profit was $105,718.26 after the COGS of $88,485.10 was deducted. Mr. Fox touched on the Airport Equipment line item of $27,051.21 which includes the purchase of tow bars and air stairs for the heavier aircraft coming into Pryor Field. For the November period, the Net Operating Income was $11,670.23. Some other notable income was bank interest and appropriations from the city/county grants. Mr. Fox pointed out that the City of Decatur dropped from $30,000 to 27,000 due to budget cuts on their end to have a positive budget. Our representative indicated this amount should go back to normal next year. The City of Athens was $7,500 (which is calculated quarterly), Limestone County was $30,000 and Morgan County was $40,000. Another income line-item Mr. Fox noted was the Grant AI Aviation line item totaling $42,949. That is the first payout for the SE Taxiway Project. Other expenses totaling $21,788 includes the principal for the NE Taxiway project and a few deposits for the upcoming airshow. Net Income for the period was $145,369.23. Notable items on the balance sheet are mentioned on as follows: Accounts Receivable total of $14,364.04, inventory for fuel on hand of $77,454.26, Total Assets of $14,539,067.49. The final handout that was discussed was the Sales by Item list. Total sales by item was $193,958.29. Mr. Minor asked about the office supplies and community involvement costs. Mr. Fox explained that most of the community involvement is most of the chamber events. The office supplies are purchased in bulk, so that cost will roll over to cover multiple months instead of monthly costs. Mr. Minor and Mr. Scherff addressed the equipment that was purchased for the heavier aircraft and requested there be a report of how often those are used in the coming year. They also verified with Mr. Fox that the heavier aircraft will not be towed/moved without the aircraft pilot present and in the cockpit to assist in relocation. **Mr. Minor motioned to approve the financials. Seconded by Mr. Fowler. The vote was carried unanimously.**
* Mr. Fox presented construction projects and recapped the progress. The NW Project is nearing completion. GMC is working on the specifics of the project to get the guidelines from the FAA. The construction for the most part has been approved by ADEM, so we are expected to have that portion opened soon. The SE Taxiway project is moving right along. The lime treatment has been completed and still on schedule for the runway to be open on schedule. Limestone County Commission on our behalf has executed a contract with Rev Construction to complete our sewer project. The revenue gap was covered by funds supplied from The Department of Commerce so now that project is fully covered. This project will become property of Limestone County Water and Sewer, as we are not equipped to manage that type of business. Limestone County Commission will be bidding out 100% funds for industrial development access. That includes paving a new strip into the airport, as well as surrounding roads including Airport Rd. Mr. Scherff asked when the groundbreaking will be for AI. Mr. Fox stated that he has requested a letter of intent from the company but has not received that yet, so in turn, we are still not sure about a date for groundbreaking. **No vote was motioned.**
* Mr. Fox discusses the consideration regarding Long-Term Ground Leases. Strata-G are working to get their design build team to decide on a local contractor to complete their project. That should start in the December/January timeframe. They’re about two weeks out from finalizing the big-ticket items that need to be addressed to be able to move forward. **No motions were made.**
* Mr. Fox presented the consideration and possible action regarding Engineer of Record. During the previous month’s board meeting it was discussed that November completed the contract of the Engineer of Record from the previous 5 years. GMC came forward as a contender for the next 5 years, and provided a contract for the agreement. **Mr. Fox requested approval to select GMC to be the Engineer of Record for the next 5 years. Mr. Scherff motioned the approval of the GMC contract and noted that he feels he can speak for everyone at the table on how happy the board is with the work GMC has provided in the past. Seconded by Mr. Hall. The vote was carried unanimously.**

**Reports:**

* **FBO Report:** Mr. Fox discussed sales of fuel. The month of November was a good month for numbers! Jet A sales this month were 25,557.53 gallons, compared to last month's 17,726.30 gallons sold in October. The annual total of Jet A (YTD) 25,557.53 gallons, as this is the first month of the fiscal year. Compared to last year's YTD of 21,590.73 gallons of Jet A. 100LL sales this month were 4,955 gallons, compared to last month's 3,778.10 gallons sold in October. The annual total of 100LL (YTD) was 4,955 gallons. Compared to last year's YTD of 5,190.55 gallons of 100LL.Revenue from fuel sales for the month of November was $149,497.59. COGS was $87,901.63 which leaves a Gross Profit Margin of 41.2%. Total fees were $23,948.95 and hangar rent was $20,250. Total Revenue as mentioned earlier was $193,958.29. No questions were asked.
* **Virtower Report:** Total operations were 1,591 for the month. Noting the total business jet operations were 126. Noteworthy aircraft included in those numbers were several Citations, Challengers, and DC9s. No questions asked.
* **Public Involvement:** Pryor Field participated in the Endless Opportunities event that was held by Decatur Morgan County Chamber. Multiple school systems around North Alabama attended with more than 2,000 8th graders to come and explore different career opportunities offered in the area. We were one of two aviation related companies there and we provided a table-top flight simulator for the kids to test out. We currently have a staff member on the TRC Campaign with the Morgan County Chamber as well. Those efforts go to finding support and sponsorships for the different events hosted by the chamber in year 2025. The airport hosted a groundbreaking event for the Southeast taxiway and were able to give light to the great efforts provided by Councilman Dale Strong for the funding he secured for us to do this project.
* **North Alabama Airfest:** North Alabama Airfest is at $162,650 funds committed to sponsorships with the original goal of $115,000. ICAS will be held in December and we should hear the schedules for different air teams. Mr. Scherff asked about the total number of funds spent on the airshow. Mr. Fox stated that $14,000 has been spent towards the $72,000 budget for performers.
* **Airport Developments:** Mr. Fox has been asked to work with the ACCS Workforce Leadership Council. He is looking forward to what all that will consist of and the opportunities that will open up for the airport. Calhoun’s Aviation Center of Excellence was touched on just a little bit and that will include Pryor Field in that growth and large project. Calhoun will release information as that project develops. Currently, Mr. Fox is actively getting quotes to redo the flooring in the lobby area and possibly the conference room and offices. Mr. Minor asked about the A&P Program going into the restored Vernon Austin Hangar and Mr. Fox said the projected date to start the program with Calhoun is Fall 2025.

**Public Comment:**

* An attendee asked about the runway closure, sewer project and Mr. Fox said he will follow up with detailed information about the sewer project as that develops. The runway closure was explained in detail and noted that the last day for the closure is December 6th, weather permitting.

**Adjournment:**

* Next Board meeting will be December 10, 2024, at 5:00 PM. **Mr. Scherff motioned for adjournment at 5:38PM. It was seconded by Mr. Minor. The vote was carried unanimously.**