

Minutes – Pryor Field Airport Authority (02/13/2024)

- **Present (Authority, Staff):** Faith Hooper, Nathan Fowler, John Scherff, Larry Hall, Roger Minor, Adam Fox (Airport Director), Tim Westhoven, PE (GMC), Mr. Jimmy Adams (Legal)
- **Present (Guests):** Judith Burleson, Don Hull, Alfred Wright, Jennifer Farineau, Sam Buchanan, Jordan Smith
- **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. Mr. Fowler seconded. The vote was carried unanimously.

Discussion Items:

- Mr. Fox presented the budget to the board covering the operational activities at the airport for the months of Oct/Nov and the month of December. Mr. Fox stated that there were issues with the Oct./Nov. financials presented at the previous meeting as it pertains to the airport maintenance line item. He explained that the previous financials for these months showed \$-14k net operating income when in fact the bottom line was \$4,557. He also explained that the true operating income should be higher, but we show airport maintenance in our operating side of the P&L as well as prepaid insurance that has to be allocated each month even though the funds were spent months ago. The December financials showed a net operating income of \$2,036 even with the prepaid insurance and the airport maintenance line item which Mr. Fox explained that the Airport Maintenance line item should be taken out due to the fact that we cover that line item with city and county appropriations. Mr. Fox went further to explain that YTD we have made improvements to the airport in the amount of \$113k and our liquid cash has increased \$36,000. Mr. Minor asked if the grant money we receive can be used anywhere at the airport. Mr. Fox responded that the grants we receive are tied to specific projects. Mr. Fowler asked why we are delayed one month on financials. Mr. Fox responded that as of right now he is allowing Wear Howell to be one month behind as we catch up on monthly financial reports and that he has taken much of the monthly allocations in house. He mentioned that the Wear Howell new rate is \$1300 monthly. **Mr. Fowler motioned to accept the amended financials for Oct./Nov. and December. Seconded by Mr. Minor. The vote was carried unanimously.**
- Mr. Fox mentioned that we have received a federal grant of \$294,000 and that the board has already approved the chairperson to sign the grant offer. This grant was explained to repay the Authority for the bank bond pulled last year to pay ourselves back for the NW taxiway project. Mr. Fox explained that there will be three years of these AIG grants.
- Mr. Fox mentioned that there are still conversations being had regarding another long-term ground lease for an 8k sq ft hangar to be built next to the Winter hangar. He mentioned that he asked for 45 days to pursue a general contractor to get estimates together. Next Mr. Fox presented a request from Mr. Winter to amend their lease to reflect their new name, Summer Air LLC. **Mr. Fowler motioned. Seconded by Mr. Minor. The vote was carried unanimously.**
- Mr. Fox gave the board an overview of the airport projects by stating that the NW project is behind and is expected to incur liquidation damages based on the contract with Wiregrass. He mentioned that they will start the next phase of the project next week with the removal and paving of the access road. He

mentioned that the Summer Air hangar is underway and moving fast with removing topsoil and will soon start the four to five feet of fill dirt for the finished elevation build up for their hangar. Mr. Fox explained that they have received the funds to purchase the property needed for the sewer expansion project and the access road. He explained that his hope is to have an MOU completed between CCC and Limestone Water/Sewer by the end of February to bid the project out following that. Mr. Fox that there will be an agreement for Limestone County Commission brought back to the Board for approval regarding the access road property and an agreement for maintenance on the grass area around the road. He stated that the road needs to be maintained professionally with the businesses looking to call this side of the property home. Mr. Fox gave the board an update on the CCC A&P hangar. He explained that you can spend as much money as you want on hangar updates, but he has narrowed down realistic updates that total \$50,850. Mr. Fox went through each update on the hangar and the estimated cost. Mr. Scherff mentioned looking into a waste oil heater. He also questioned the old plumbing. Mr. Fox mentioned he will work with their counsel to see if it is needed to satisfy the FAA. Mr. Minor mentioned that the contractor should paint the steel in the hangar while they are painting the insulation. Mr. Fox mentioned that the quote for painting insulation is \$3,100 and that painting the steel is \$12k. Mr. Minor mentioned that he would like to see the hangar roof to be a standing seam roof instead of doing the bare minimum so that it would last another 40 years as it is already over 40 years old. Mr. Minor asked what the rental income would be for the hangar. Mr. Fox explained that it would be \$2,430 a month with CCC taking over the hangar June 1st as of right now. Mr. Scherff mentioned a not to exceed \$65,000 out of budget line item to include a standing seam roof. Mr. Hall mentioned putting a margin to bring the vote to \$69k. Mr. Scherff requoted his motion to include \$69k for the items mentioned and a standing seam roof. **Mr. Scherff motioned. Seconded by Mr. Hall. The vote was carried unanimously.**

- Mr. Fox requested to amend the board's original approval to purchase an AC/DC GPU for a not to exceed \$48k to allow him to purchase a DC GPU instead. Mr. Fox explained that the initial approval was back in September 2023. Mr. Fox explained that the larger aircraft have never asked for an AC GPU and that most on the market are more than what was approved, or they are \$100k more than what the initial approval was for. Mr. Fox explained that down the road as these larger aircraft are based at DCU that they might need an AC/DC GPU, however, this is not the case as of right now. Mr. Minor asked if we still have a plug in GPU for aircraft to start and if I could pull the aircraft. Mr. Fox explained that they could, but it is a liability and that during time crunch situations the apron is not large enough to move the aircraft around. Mr. Minor offered his battery pack GPU for pop up situations. Mr. Fox explained that during the summer that most of these aircraft needing this service ask for it to be plugged in to run systems such as the air conditioning. Mr. Scherff mentioned that he wouldn't want to spend \$25k on a DC only GPU since you can't produce the AC side of the house on that unit. Mr. Fox explained that the aircraft that could use the AC GPU have only asked for air stairs and that in his opinion this would be more valuable to have than the AC/DC GPU at this time. Mr. Fowler asked for the fee associated with the current DC GPU. Mr. Fox explained that it is \$100 for constant power and \$50 for jump start. Mr. Fox requested board approval to change the original motion of purchasing an AC/DC GPU for a not to exceed amount of \$48k to a DC GPU of a not to exceed amount of \$25k. Mr. Fox mentioned that air stairs for the large cargo jets are more important than having the AC/DC GPU for them at this time. **Mr. Fowler made a motion to amend the original approval to include a DC only GPU for a not to exceed \$35,000 for an out of budget expense. Seconded by Mr. Hall. Mr. Scherff opposed and voted no. The motion passed.**

- Mr. Fox reported on last month's operations and fuel sales. He explained that the JetA sales were 14,394 gallons with the avgas sales being 2,436.95 gallons. Mr. Fox explained that the gross profit margin for the month on fuel sales was around 36% but that this does not fully tell the success of the month. He reported that the staff provided over \$14,140.36 in airport/FBO services to transient aircraft. Mr. Fox mentioned that the CAP has been having successful meetings at the airport and that we held a great joint ribbon cutting for CAP with both local chambers. He mentioned that he has been attending board meetings with the chambers and EDA. He explained that staff attended Dale Strong updates held by the chambers. Mr. Fox explained that the Aviation Council of Alabama is fighting for more funding for airports and that he is working on the legislative committee to draft that message. Mr. Fox explained that he recently spoke at the Athens Public School system to introduce the AOPA STEM curriculum to the educators in hopes of adding them to the over 300 schools nationwide teaching young people about aviation in high school. Lastly, Mr. Fox mentioned that there would be a gender reveal at the airport the next day as he is having a child and wanted to do something unique while promoting the airport and Rocket City Helicopters.
- **Public Comment:**
 - Don Hull mentioned that the website was missing some of the previous board meeting minutes. Mr. Fox explained that he would be given copies as soon as the meeting was over and asked for his email.

Executive Session:

- Mrs. Hooper asked Mr. Adams if our need to enter into executive session met Open Meeting Laws. His reply was yes. Mrs. Hooper asked for a motion to enter into executive session at 6:25PM. Motion by Mr. Scherff, Second by Mr. Minor. The roll call votes were all yes.
- Mr. Fowler left the executive session at 7:00PM. Mrs. Hooper asked for a motion to exit the executive session at 7:18PM. Motioned by Mr. Scherff. Second by Mr. Minor. The roll call votes were all yes.

Adjournment:

- Next Board meeting will be March 12, 2024, at 5:00PM. **Mr. Hall motioned for adjournment at 7:20PM. It was seconded by Mr. Scherff. The vote was carried unanimously.**