

**REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
MOHAVE COUNTY AIRPORT AUTHORITY, INC.  
Minutes of April 28, 2015**

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on April 28, 2015 in the Banquet Room of the Laughlin Ranch, 1360 William Hardy Drive, Bullhead City, Arizona.

**A. CALL TO ORDER**

John Hastings, President, called the meeting to order at 9:07 a.m.

**B. ROLL CALL**

*Directors Present*

John Hastings, Jim Zaborsky, Lloyd Shires, Tom Sockwell, Jena Morga, Chris Barton, Brad Belhouse, Kevin Murphy, and Steve Willett

*Members Present*

Tom Bartelmy, Mark Clark, Jim Dykens, Patricia Fordham, Mike Herrmann, John Holladay, Meg McDaniel, Lance Ross, Mary Schramm, Phyllis Smith, Ron Smith

*Staff Present*

Jeremy Keating, Guillio Minguillo, Wendy Brooks

*Guests Present*

Charlie Boyd, ParkWest

**C. PLEDGE OF ALLEGIANCE**

John Hastings, President, led everyone in reciting the Pledge of Allegiance.

**D. APPROVAL OF MINUTES**

Director Jena Morga made a motion to approve the minutes of the Regular Meeting of January 13, 2015, seconded by Director Lloyd Shires. Motion carried unanimously.

**E. COMMITTEE REPORTS**

**1. Finance & Planning Committee**

Tom Sockwell, Treasurer, presented the following:

- a. In review of the February 28 financial highlights, the Airport's cash position is financially stable.

President John Hastings presented the following:

- b. Audit contract for FY15 –The Finance & Planning Committee reviewed Gene Newman's FY15 audit proposal. Mr. Newman's proposal is for the same amount as last year, \$19,750. Mr.

Newman provided his proposal early, which will help MCAA meet the bank's time constraints for audits. Motion was made by Director Jim Zaborsky to accept the audit contract proposal, seconded by Lloyd Shires. The motion was carried unanimously.

- c. Discuss and take possible action on Resolution 1504-01, to open a special checking account. This account is for the deposit of funds that were pledged for air service development, and we will keep that money separate. The bank requires approval by the MCAA Board to open a bank account. The signers on the account will be John Hastings, President; Jim Zaborsky, Vice President; and Lloyd Shires, Treasurer. Director Jim Zaborsky made a motion to approve Resolution 1504-01, seconded by Director Lloyd shires. Motion was carried unanimously.
- d. Airport Leases. MCAA staff is working on re-negotiation of current Airport Leases.

Jeremy Keating, Airport Director, presented the following:

- e. Capital Expenditures
  1. Purchased Hangar #8 for \$45,000. Jeremy Keating, Airport Director, presented that when the owner of Hangar #8 said they were interested in selling their hangar, MCAA offered to purchase it. The MCAA purchased the hangar at a significantly reduced price.
  2. Purchased a pavement braking action device (decelometer) - \$3,100. The FAA required the Airport to take braking action readings. MCAA borrowed a decelometer from another airport. The runway had been recently resurfaced, and the results were not acceptable, based on the decelometer readings. The Airport has since purchased its own decelometer, and further work was completed on the runway to eliminate the braking issues.
- f. LEO (Law Enforcement Officers) reimbursement status. After the April 16<sup>th</sup> Committee Meeting, the Airport received notification of the 2015 award, and a check should be issued soon. The City of Bullhead City Police Department charges \$65 per hour for LEO personnel, and the reimbursement from FAA will reimburse the Airport \$20 per hour of the LEO cost.
- g. Federal Grant percentage change for IFP. The federal grants percentage is changing and will be in effect for the upcoming Runway Extension project. The new FAA percentage is 92.41%, which is up slightly from last year. The remaining cost is split between the State of Arizona

DOT and MCAA. This higher FAA percentage also lowers the Airport's share of the expenses.

h. FAA Projects in Progress

1. Part 150 Noise Study. This is awaiting FAA approval. These processes take quite a long time. The next step will be 180-day public notice.
2. Environmental Assessment. The Arizona State Land Department has issued a Right-of-Entry permit to continue the project, so we will be entering the next stage of the process.
3. Wildlife Hazard Assessment. This has been a year-long project. The consultants are doing a final report. Then the Assessment goes to the FAA for final approval. The FAA might possibly require a Wildlife Management plan, and if a plan is required, it will be done in-house.
4. Runway Extension Design. We are 3-4 weeks from the final design. The next step will be to open the bid for contractors for 30-45 days. The FAA will issue a grant based on the lowest bid. The Airport will fund the balance of the remaining cost initially, and will be reimbursed by PFC funds and ADOT later.

i. Current ADOT Project status

- General Aviation Apron Rehabilitation (Phase 1). This is a \$1,000,000 project. This is an ADOT project, and is not funded by the FAA. ADOT will pay for 90% of the project costs, and the balance will be paid by the Airport.

j. FAA Projects awaiting grant award

- Runway Extension Construction, Phase 1. Project RFP should be ready to solicit bids soon. Construction to start possibly in October.

k. Other Airport Development/Improvements

1. Airport Fire Station entrance road retaining wall. This project is in process, and should be finished within a month.
2. Landmark trailer relocation. This project is still in progress.
3. ARFF Truck Rehabilitation. Airport staff is in the middle of collecting information.
4. Terminal Emergency Power upgrade. This project will provide back-up power for TSA and the ticket counters. The bid for this project will be open within a few months.

5. ATIS (Automated Terminal Information System). This piece of equipment allows pilots to listen to local weather and airfield information when flying into the airport during tower hours. The FAA is mandating that we install an ATIS. The Airport will fund the cost initially, and will be reimbursed by PFC funds later. The estimated cost is \$8,000 to \$10,000.

2. Real Estate Committee - Jim Zaborsky, Vice President

- a. ParkWest Development Status Report. Charlie Boyd, ParkWest Development, said ParkWest has been working for about a year to get a box store in. These deals take a lot of time to negotiate. ParkWest is also looking at having a small tenant building.
- b. Environmental Cleanup. We have two remaining contaminated wells. The levels of contamination have dropped to the acceptable range on one well. The Airport recently sent in the annual report to ADEQ and requested the closeout of that well. There has not been a response from ADEQ about that request yet. The 2nd well just recently tested below the required level. We can potentially request the 2nd well to be closed soon, if it tests below the required level at the next test. We hope to be able to close both wells sometime this year.

3. Air Service Development & Marketing Committee – John Hastings, President

- a. Airport Community marketing video refresh. New film for the video was taken in October. After the first draft, MCAA requested that a few things be changed. Once the video is ready, there will be a link on the Airport's website for people to view it.
- b. Airport website refresh. Sixel is working on a 2<sup>nd</sup> draft of the revised website.
- c. Sixel Air Service Conference. John Hastings, President, and Jeremy Keating, Airport Director, attended the conference. John met with several airlines at the conference, including United, SkyWest, Southwest, Allegiant, National, Alaska Airlines, and Air Via. Two meetings were good: (1) United Airlines might be interested in providing flights to Denver three times per week; (2) SkyWest now has aircraft available, but due to Congress changing the rules and requirements for pilots, SkyWest does not have enough pilots to allow for making commitments to expand current schedules. The shortage is due to the new mandatory retirement age (65) and the increased number of hours needed to become a pilot (increased from 250 hours to 1500 hours.) SkyWest cannot make a commitment to us until they know what the hiring needs of the larger airlines are. When larger airlines need

to replace pilots who retire, they hire pilots away from smaller airlines; then the smaller airlines have a difficult time finding pilots.

- d. Small Community Air Service Development Program. The Airport will most likely apply for a grant this summer. The US Dept of Transportation will open up the grant application window soon, possibly in June. Although we feel that the previous pledges from the community of \$250,000 - \$300,000 are still good, we would like to get another \$150,000 - \$200,000 in pledges. Then we can request a new grant for \$750,000. With a new grant and pledge money, we can sit down with an airline with some revenue guarantee money to work with.

#### F. AIRPORT DIRECTOR REPORT - Jeremy Keating

##### 1. Personnel items

- Airport Fire Fighter position. We have not seen the number of applications we would like to see, so applications are still being accepted. Requirements: 18 years old minimum; must have Fire 1 and Fire 2 Certificates and be an EMT.
2. Young Eagles event. The 3<sup>rd</sup> annual event was successful. We hope to hold another event next year.
  3. US Navy training operations have ended. We don't know if they will come back next year or not. We heard that they really enjoyed it here, and were treated well by Landmark Aviation and the community.
  4. Runway 16 RNAV Approach issue. This is an item that we have been working on for a few years. Airlines have a nighttime restriction on flights from the North. This is an issue when the wind is coming from the South and the airline wants to use a North approach. We are working with Lake Mead National Recreation area and the FAA to see if we can change the approach. We are waiting on the park's response after they talk to their headquarters.
  5. Creation of a GAC (General Aviation Committee). We have seen general aviation decline over the years. The average age of pilots has increased, and many pilots are retiring. The purpose of the GAC meeting is to try to brainstorm ideas for getting more general aviation activity here. Possible ideas are (1) lowering the price of the Av fuel, and (2) trying to get the casinos to offer deals to the pilots. The GAC will continue to look for more ideas.
  6. Operational Activity Report. Guillio Minguillo, Airport Assistant Director reported that the Jet A Fuel Flowage was up 679% due to the Navy conducting their training here at the Airport. Rental

Car revenue was also up 26% from last year, also due to the pilots renting cars during their stay. We also saw an increase of 600% in aircraft movements over the last three months due to the Navy's training exercises at the Airport.

G. PRESIDENT'S REPORT

John Hastings, President, said he had nothing to report other than the air service he already discussed.

H. CALL TO PUBLIC

John Hastings, President, asked if anyone had any questions. No additional questions were raised.

I. ANNOUNCE DATE FOR NEXT QUARTERLY BOARD MEETING

The next MCAA Quarterly Board Meeting will be Tuesday, July 14, 2015 at 9:00 a.m. Arizona time at Laughlin Ranch Banquet Room.

J. ADJOURN QUARTERLY BOARD MEETING

Director Jim Zaborsky motioned to adjourn the meeting at 10:08 a.m. Director Lloyd Shires seconded, and the motion carried unanimously.

SIGNED: /s/ Lloyd Shires, Secretary



7/14/15  
(Date signed)