

**REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
MOHAVE COUNTY AIRPORT AUTHORITY, INC.  
Minutes of January 13, 2015**

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:30 a.m. MST on January 13, 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 9:34 a.m.

**B. ROLL CALL**

*Directors Present*

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

*Members Present*

Tom Bartelmy, Mark Clark, Jim Dykens, Delman Eastes, Patricia Fordham, John Gallagher, Mike Herrmann, John Holladay, Lisa McCabe, Meg McDaniel, John Masterson, Lance Ross, Frank Sapp, Mary Schramm, Jay Steigelman, Paul Stubler

*Staff Present*

Jeremy Keating, Guillio Minguillo, Donna McFarland, Wendy Brooks

*Guests Present*

Eugene Newman, MCAA Auditor

**C. PLEDGE OF ALLEGIANCE**

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

**D. APPROVAL OF MINUTES**

Director Tom Sockwell made a motion to approve the minutes of the Regular Meeting of October 21, 2014, seconded by Director Lloyd Shires. Motion carried unanimously.

**E. COMMITTEE REPORTS**

1. Finance & Planning Committee – Treasurer Tom Sockwell

- a) Year to Date Financial report - In review of the November 30 financial highlights, total cash on hand is \$1,085,034.00. Year to date net income is \$151,162.00. Airport cash position is financially stable.
- b) FY 14 Audit Presentation – Gene Newman made a short presentation on the audit. The audit will be available on the Federal website. There were no significant findings in the audit and no

changes in accounting policies. Director Jim Zaborsky motioned to accept the FY 14 Audit Report; seconded by Director Tom Sockwell. Motion Carried unanimously.

c) Capital Expenditures

- One (1) SCBA pack replacement with six (6) masks - \$9,300

d) Airport Engineering Services Request for Qualifications (RFQ) - Special review committee recommends that we retain Stantec Consulting Services Inc. as the Airport Engineer. Director Lloyd Shires motioned to enter into negotiations for a general services agreement with Stantec Consulting Services Inc., seconded by Director Jena Morga. Motion carried unanimously.

e) FAA Projects in Progress

- 1) Part 150 Noise Study – Awaiting FAA approval, and we are expecting to have a final document approved sometime in the summer of 2015.
- 2) Environmental Assessment for the land Acquisition is still lagging. Multiple coordination meetings have been held in Phoenix with the State Land Department, ADOT, and the FAA. The Right of Entry Permit should be issued very soon.
- 3) Wildlife Hazard Assessment is in progress. The projected completion date is March 2015.
- 4) Runway Extension Design - A draft final design should be completed in March.
- 5) The Arizona Department of Transportation has awarded the Airport a grant for the General Aviation Apron (Phase 1) in the amount of \$900,000. The Airport's share will be \$100,000 for a total cost of \$1,000,000. Project is expected to begin sometime in May.

f) FAA Projects awaiting grant award

- The Runway/Taxiway Extension Construction project – Phase 1 is awaiting grant funding of approximately \$6.3 million. We are expecting a grant offer sometime this year.

g) Other Airport Development/Improvements

- (1) Airport Fire Station entrance road retaining wall – Expected to begin early February.
- (2) Landmark trailer relocation project – plans have changed because Landmark has decided to purchase a new trailer and dispose of the old trailer.
- (3) Terminal Emergency Power upgrade - this project entails connecting the HVAC system and security checkpoint to the back-up generator.

Jeremy Keating shared that we had to wait for the Stantec agreement to be finalized before we could move forward with the Terminal Emergency Power upgrade. The project will probably cost over \$50,000, and it will probably be 3 or 4 months before the project is started.

2. Real Estate Committee - Vice President Jim Zaborsky

- a. ParkWest Development Status Report – Charlie Boyd from ParkWest attended the Committee meeting last week and gave us an update on prospective tenants. There is nothing new to talk about regarding any signed agreements. But some businesses who expressed interest in the past and had a wane in interest due to the economy, now have a renewed interest in locating to our facilities. Smaller tenants have expressed interests in renting smaller spaces, but they are not interested in building their own facilities. There has been discussion about building a strip mall for smaller businesses. If anyone knows of a small business that is interested in the location, please let John Hastings, Jim Zaborsky or someone on the Real Estate Committee know about it.
- b. Environmental Cleanup - First inspection of one well has been completed; if one more inspection shows amounts under the required number, we will be able to close that well. The 2<sup>nd</sup> well showed a reduction in the number, but not enough to close yet; if there is more of a reduction later, we might be able to close it; but if there is not enough reduction, we will see what our options are. The next inspection is today (1/13).
- c. Sam's Club has requested to install solar panels in their parking lot and on the roof of their building. They are currently in the process of getting FAA approval before we continue discussions. It might take a year or two to get FAA approval. Once they get that approval, Sam's will come back to us with specifics of what they want to install and where they want to install it, and then we will be open for more discussion.

3. Air Service Development & Marketing Committee - President John Hastings

- a. Airport Community Marketing video refresh – Jack Penning was here to shoot video last year, and he will have it ready to review soon. A final product will hopefully be ready sometime in March.
- b. Airport website refresh – Our website needs to be updated for various reasons including making it mobile friendly and easier to use. We are also looking to purchase a new, shorter URL for the Airport.

- c. National Air Service Conference in March – takes place in Tucson this year; Jeremy Keating will attend.
- d. Sixel Air Service Conference – Jeremy Keating and John Hastings will attend this conference in San Luis Obispo in April.

Director Lloyd Shires shared that he will be meeting with Sun Country on Thursday afternoon regarding direct flights to Minneapolis. Currently Sun Country has flights from Minneapolis six times per week, and Riverside Resort has guaranteed 159 out of the 162 seats. Sun Country would like to lower the number of seats that Riverside guarantees and offer more flights to the public. President John Hastings was invited to attend the meeting with Mr. Shires.

F. AIRPORT DIRECTOR REPORT - Airport Director Jeremy Keating

1. Personnel items

Assistant Airport Director Guillio Minguillo has been named to the "Top 40 Under 40" in Airport Business magazine. Jeremy Keating, Airport Director, presented him with a plaque.

- 2. Toys for Tots report – quite a few boxes went out to businesses in the community for the toy drive; we served 175 families and over 400 kids this year.
- 3. An EAA Young Eagles event planned for Saturday, April 18<sup>th</sup>. The EAA chapter out of Kingman comes with 7-8 airplanes and provides free rides. Last year we provided free rides for 124 children ages 8-17.
- 4. Airport Military training operations – 75% of their operations will be at the airport in Kingman, 25% of them will be here. Flight operations are between Sunrise and Sunset. There is another Military operation that is coming up that consists of 8-9 helicopters. They will be here for a couple of weeks in mid-February. Director Jim Zaborsky mentioned the recent letter to the editor. Jeremy explained that the US Navy selected us for their training activities. They selected us for a number of reasons. They look at weather, ramp space available, runway length, whether the airport has on-site fire fighters (and we do), how many hotel rooms are available, and other factors.
- 5. Operational Activity Report - given by Assistant Airport Director Guillio Minguillo.

2014 compared to 2013 percentage changes:

Commercial landings	down 2%
Enplanements	down 4%
Jet A fuel sales	up 21%
Av fuel	down 62%
Car revenue	up 14%

G. PRESIDENT'S REPORT

1. President John Hastings noted that the next Board Meeting is scheduled for the 4<sup>th</sup> Tuesday in April rather than the 2<sup>nd</sup> Tuesday due to the Sixel Air Service conference, which is scheduled at the same time. He further advised that he and Jeremy will be attending that conference in April. The Annual meeting will follow the regular quarterly Board Meeting in April.
2. Nominating Committee Appointment
  - a. Directors are elected for 3-year terms. The three directors whose terms expire this year are Jim Zaborsky, Lloyd Shires, and Jena Morga.
  - b. The By-Laws specify that the Nominating Committee is to be comprised of the following: the Board President; the Board Vice President; one other Director; and two non-director members.
  - c. In addition to himself and Vice President Jim Zaborsky, President Hastings appointed the following to the Nominating Committee: Chris Barton, Director; Lisa McCabe, non-director, and Mark Clark, non-director.
  - d. At the annual meeting, the general membership will vote on who will fill those three Director seats. Following the vote on the open Director seats, the Board of Directors will elect the officers for the next year. Officer terms are for one year.

H. CALL TO PUBLIC

There were no requests from the public.


I. ANNOUNCE DATE FOR NEXT QUARTERLY BOARD MEETING

The next MCAA Quarterly Board Meeting will be Tuesday, April 28, 2015 at 9:00 a.m. Arizona time at Laughlin Ranch Banquet room. The MCAA Annual Board Meeting will immediately follow the Quarterly Board Meeting.

J. ADJOURN QUARTERLY BOARD MEETING

Director Jim Zaborsky motioned to adjourn the meeting at 10:15 a.m. Director Chris Barton seconded, and the motion carried unanimously.

SIGNED: /s/ Lloyd Shires, Secretary



4/28/2015  
(Date signed)