

**REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS
MOHAVE COUNTY AIRPORT AUTHORITY, INC.
Minutes of July 14, 2015**

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on July 14, 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 9:05 a.m.

B. ROLL CALL

Directors Present

John Hastings, Jim Zaborsky, Lloyd Shires, Brad Belhouse, Chris Barton, and Steve Willett.

Members Present

Mark Clark, Patricia Fordham, John Holladay, Lisa McCabe, Meg McDaniel, Frank Sapp, Mary Schramm, Phyllis Smith, Ron Smith.

Staff Present

Jeremy Keating, Guillio Minguillo, Donna McFarland, Wendy Brooks.

Guests Present

Judith Brown, former District Attorney of Marin County, CA.

C. PLEDGE OF ALLEGIANCE

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

D. APPROVAL OF MINUTES

Director Lloyd Shires made a motion to approve the minutes of both the Regular Meeting and the Annual Meeting of April 28, 2015, seconded by Director Jim Zaborsky. Motion carried unanimously.

E. BYLAWS REVIEW AND POSSIBLE ACTION TO AMEND ARTICLE II PARAGRAPH 8 OF THE MCAA BYLAWS

John Hastings, President, explained the current wording of Article II Paragraph 8 of the MCAA Bylaws and conveyed the need to clarify the regulations of MCAA membership termination for members who do not attend the required number of meetings per year. A document with the current wording and the proposed changes was distributed to the Directors. This change would result in terminating from the Authority those Members who miss two Regular MCAA meetings within any given 12-month period.

Director Steve Willett brought up the Americans with Disabilities Act, and he said the Authority might want to put an exception in the Bylaws in case somebody was incapacitated for an extended period of time. Steve suggested that the MCAA staff could draft a "Notice of Continued Absence". Airport Authority members could fill out the form in the event they have a legitimate reason to be unable to attend MCAA Regular meetings for an extended period. No action was taken regarding an amendment to the Bylaws at this time, and an amendment will be discussed at the next Board of Directors meeting.

F. COMMITTEE REPORTS

1. Finance & Planning Committee – Director Brad Belhouse

a. Year to Date Financial report.

The Airport is in good financial shape, with assets including \$309,000 in cash reserve and \$100,000 in the Emergency Fund. The expenses were higher due to two expenses for environmental cleanup, and for Sixel Consulting. We are still well ahead of plan for the year.

b. FYE 6/30/16 Budget Proposal - Summary review and possible action by the Board to adopt the FYE 6/30/16 Budget.

The revenue in the proposed budget is down slightly from the revenue we had last year because we are assuming in the budget that the Navy will not be coming back during this fiscal year. The expenses in the proposed budget are up slightly. However, even with the \$200,000 in capital expenditures this year, we are still in a comfortable position with \$770,000 cash flow. Brad recommended that the Board of Directors vote to adopt the Budget proposed for FYE 6/30/16. Motion to approve the proposed budget was made by Director Lloyd Shires, seconded by Director Jim Zaborsky. Motion carried unanimously.

c. Capital Expenditures since last meeting.

Capital expenditures included the purchase of two critical systems that enable planes to fly to this airport.

- 1) Replacement of the AWOS Present Weather sensor, at a cost of \$7,800. The old sensor could not be repaired.
- 2) Purchase of ATIS equipment for the Air Traffic Control Tower, at a cost of \$8,000. This broadcasts automated information about Airport conditions available to pilots during the hours that the Air Traffic Tower is open.

d. FAA Projects in Progress.

1) Part 150 Noise Study – Awaiting FAA approval.

After we receive final approval, there is a 180-day public comment period.

2) Environmental Assessment.

The assessment is still in process. It involves land south of the Airport Traffic Tower.

3) Wildlife Hazard Assessment.

The assessment has been completed and approved by the FAA. The next step is to develop a management plan, which addresses the findings of the assessment.

1) Runway Extension Design.

The design is complete. The next step is the Runway Extension Construction.

e. FAA Projects awaiting grant award.

Runway Extension Construction – Phase 1. This project goes out for bid this week. The project should be completed sometime near the end of 2016. Phase 2 will start after Phase 1 is complete.

f. ADOT Project status.

General Aviation Apron Rehabilitation (Phase 1). This project will take about 45 days to complete. The project goes out for bid in a couple of weeks.

g. FY16 – FY20 Projected Airport Capital Improvement Projects (ACIP).

These projects have been consistent with what has been talked about in previous Finance & Planning Committee meetings.

h. Discussion and review of the Airport's current fuel flowage fee and associated survey.

The Finance and Planning Committee discussed the advantages and disadvantages of raising the price of the fuel flowage fee at the Airport. It was determined that this was not the best time to raise the fee. No action was taken.

i. Airport Planning & Environmental Services Request for Qualifications (RFQ).

The FAA requires that the Airport advertise for an Airport Planning Consultant every five years. MCAA is currently working on the bid advertisement. Coffman and Associates is our current Airport Planning Consultant.

j. Other Airport Development/Improvements.

1) Landmark trailer relocation.

This is still in progress.

2) ARFF Truck Rehabilitation.

This project will be advertised sometime in the next few weeks. We hope to have it finished by February or March of 2016.

3) Terminal Emergency Power upgrade.

This project is anticipated to be completed by January or February of 2016.

4) Air Traffic Control Tower – Digital Recorder.

The old system cannot be repaired, and a new recorder is needed. A new recorder will be purchased and installed within the next month.

5) Air Traffic Control Tower – Security upgrades.

The FAA requires our tower to meet new minimum security standards. This project is currently being designed.

2. Real Estate Committee – Director Jim Zaborsky

a. ParkWest Development Status Report.

ParkWest representatives could not attend the Board meeting, but John Hastings shared that they have been working on possible leads for a new business. ParkWest is also working to try to develop a small strip mall type of building for smaller businesses that do not want to build their own building. Kingman and Lake Havasu City are seeing an increase in construction, which is a good sign for the economy.

b. Environmental Cleanup.

- 1) One of the two remaining wells has been tested twice and found to have acceptable levels for closure, so we have already requested to have the well closed through ADEQ.
- 2) The 2nd well showed a slight increase in levels in a recent test. Tests will be repeated in hopes that the well can pass two consecutive tests with acceptable numbers. Jeremy Keating, Airport Director, shared about a risk based option that might be used to have the well closed.

3. Air Service Development & Marketing Committee – Director John Hastings

a. Small Community Air Service Development Program grant application.

This Committee met in May in order to prepare to solicit pledges for the SCASDP grant. After support requests went out to the community, the Airport received 60 cash pledges for a total of about \$520,000, including a pledge for \$250,000 from the City of Bullhead City; 19 in-kind pledges for about \$580,000; and 24 general support letters from Senators, Congressmen, etc. The Airport also received two pledges from the Las Vegas Convention and Visitors Authority. The grant application will be submitted with the pledges and support letters next week.

After the first portion of the Air Service and Marketing Committee report, Director Jim Zaborsky asked John Hastings if he could say something. Jim commended John Hastings on his commitment to helping the Airport gain scheduled air service. Jeremy Keating, Airport Director, then presented John Hastings with a plaque in appreciation of all of

John's efforts and dedication to the Airport's efforts to gain scheduled air service.

b. Airport Air Service Development Marketing video.

A link to the video is available at the Airport's website, the Airport's Facebook page, and the Bullhead Area Chamber of Commerce.

c. Economic Impact Study of new Scheduled Air Service.

The study is complete, and will be used to create our SCASDP application.

G. AIRPORT DIRECTOR REPORT - Jeremy Keating, Airport Director

1. Personnel items

MCAA hired Javier Lopez to fill the vacant position of Airport Fire Fighter. Javier has 13 years of experience as a Fire Fighter. He started his career with San Bernardino County in Needles, California, and has worked with Mohave Valley Fire Department as well. He also currently works part time with Western Arizona Regional Medical Center as a Rehab Technician Assistant.

2. GAC (General Aviation Committee)

The committee meets to brainstorm ideas of how to increase business on the GA side of the Airport.

3. New Charter air carrier operating at Airport under contract with Harrah's

Via Air and Sun Country will take over the charter flights for Harrah's Laughlin. Via Air will have 30 seats per plane available, and later will have 50 seats available.

4. Recognition of National Aviation Day at the Airport

The Airport will celebrate National Aviation Day with an Open House on Saturday, August 22 from 8:00 a.m. to 11:00 a.m. There will be various aircraft available to view. Free breakfast will be available, first come, first served. This is a good opportunity for the community to come out and see the Airport.

5. Operational Activity Report – Guillio Minguillo, Assistant Airport Director

- a. Jet A Fuel Flowage was up 242% because the Navy was here January, February and March.
- b. Part 121/135 Aircraft Fuel Flowage was up 7%.
- c. Avfuel Fuel Flowage was down 14%. An increase in General Aviation would improve this number. The General Aviation Committee is brainstorming with airport tenants and airport users to look for ways to increase this revenue.

H. PRESIDENT'S REPORT – Director John Hastings

1. John Hastings, President, thanked Directors Brad Belhouse and Lloyd Shires for helping to get the casinos together for an air service support meeting. As a result, we received several support letters from the local casinos that will be submitted with the grant application.
2. The Airport Authority has joined KAMMA (Kingman And Mohave Manufacturing Association). There were about two dozen people at the KAMMA meeting earlier this month. KAMMA has given the Airport a support letter in support of the SCASDP grant.

I. CALL TO PUBLIC

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

J. ANNOUNCE DATE FOR NEXT QUARTERLY BOARD MEETING

The next MCAA Quarterly Board Meeting will be Tuesday, October 13, 2015 at 9:00 a.m. Arizona time. The location for the meeting will be determined later.

K. ADJOURN QUARTERLY BOARD MEETING

Director Jim Zaborsky motioned to adjourn the meeting. Director Lloyd Shires seconded. The motion carried unanimously, and the meeting was adjourned at 9:54 a.m.

SIGNED: /s/ Lloyd Shires, Secretary

A handwritten signature in cursive script, appearing to read "Lloyd Shires", is written over a horizontal line.

10/13/15
(Date signed)