

**REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS**

**MOHAVE COUNTY AIRPORT AUTHORITY, INC.**

**Minutes of October 11, 2016**

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on October 11, 2016 at the Bullhead Area Chamber of Commerce, 1251 Highway 95, Bullhead City, Arizona.

**A. CALL TO ORDER**

Director John Hastings, President, called the meeting to order at 9:05 a.m.

**B. ROLL CALL**

Directors Present

John Hastings, Jim Zaborsky, Lloyd Shires, Mark Clark, Lisa McCabe, Jena Morga, Kevin Murphy, Steve Willett.

Members Present

Jim Dykens, Delman Eastes, Riley Frei, John Holladay, Joe Kuenen, Michelle Kuenen, Matt Laughlin, Meg McDaniel, Lance Ross, Frank Sapp, Mary Schramm, Phyllis Smith, Ron Smith, Tom Sockwell, Terri Sponder, Paul Stubler, Larry Tunforss, Ray Williams, Jr.

Staff Present

Jeremy Keating, Airport Director; Tim Bannon, Assistant Airport Director; Wendy Brooks, Administrative Assistant.

Guests Present

MCAA applicant Casey Mulligan

**C. PLEDGE OF ALLEGIANCE**

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

**D. APPROVAL OF MINUTES**

A motion was made by Director Lloyd Shires to approve the minutes of the Regular Meeting held on July 12, 2016, seconded by Director Jim Zaborsky; the motion carried unanimously.

**E. DISCUSS AND TAKE POSSIBLE ACTION TO APPROVE NEW MEMBERSHIP APPLICATIONS**

Director John Hastings stated that Mohave County Airport Authority quarterly meetings are open to the public. He explained that the attendance policy for voting members of Mohave County Airport Authority requires members to attend at least one-half of the meetings each year or they can be automatically terminated from membership. John also explained that if a member is terminated, he or she can still attend Quarterly MCAA meetings as a guest.

Director John Hastings called upon membership applicant Casey Mulligan to introduce himself and talk about his interest in becoming a member of the Authority. Casey said that he is a 19-year resident of Bullhead City. He taught 3<sup>rd</sup> grade for six years at Desert Valley Elementary School. He has worked for Mohave Accelerated Learning Center for 13 years and has been the Superintendent for the past three years. He is a member of the Kiwanis Club and he hopes to be of service in this community.

Director Jena Morga motioned to hold a general membership vote for Casey to become a member, seconded by Director Jim Zaborsky. Director Hastings asked for a verbal vote of the general membership; the vote in favor of Casey becoming a member was unanimous.

President John Hastings presented Tom Sockwell with a plaque in recognition for Tom's service as a Mohave County Airport Authority Director. Tom was a great supporter of the Airport when he was a Mohave County Supervisor. After he left that position, Tom became a member of the Board of Directors of Mohave County Airport Authority.

#### F. COMMITTEE REPORTS

##### 1. Finance & Planning Committee – Director John Hastings, President

###### a. Year to Date Financial report

The Finance & Planning Committee met on September 29<sup>th</sup>. The Financial YTD report through August indicated operating capital and cash reserves to be just over \$1,000,000.

###### b. Capital Expenditures since last meeting

- 1) The Air Traffic Control Tower air conditioning unit was replaced for \$5,800.
- 2) The AWOS computer system was replaced for \$11,000.

###### c. FAA Current Projects in Progress

- AIP 47 – Runway & Taxiway Extension Construction – Phase 2.

The Runway & Taxiway Extension Construction project started September 18<sup>th</sup> and everything is on schedule. Airport Director Jeremy Keating stated that the FAA flight check of the temporary PAPIs (Precision Approach Path Indicators) is scheduled to take place today and that the runway will be shortened by 500 feet (to 7,000 feet) in preparation for the construction. The runway will be closed from December 6 to 21 for this project. Once the project is complete, the runway length will increase from the current 7,500 feet to 8,500 feet.

d. ADOT Grant Reimbursement payment deferrals

MCAA pays the costs of the grant projects and is then reimbursed for approximately 90% of the cost by FAA grant funds. MCAA is also reimbursed by ADOT for a portion of the remaining amount. Partial funding for Aviation was taken out of the ADOT budget and ADOT notified MCAA that reimbursement payments from the State for existing grant projects will be delayed for a few months. The Airport has done a good job managing its cash flow, so it should still be in good shape financially even with the delay of ADOT reimbursements. However, the Airport's cash on hand could drop from the current \$1,000,000 to \$150,000 while it waits for ADOT reimbursements.

e. PFC NOI (Notice of Intent)

The Airport previously submitted an NOI (Notice of Intent) for approval to start certain projects. The Airport must now file to change certain projects from "Impose only" to "Impose and Use", so that PFC funds can be spent. Airport Director Jeremy Keating said that the Airport was required to ask Air Carriers to submit any comments they have regarding the NOI. He stated that today is the deadline for Air Carrier comments. Since no comments were received, the Airport will move forward with a submittal of an NOI to the FAA to impose and use the PFC funds collected.

f. ADEQ Reimbursement Program

ADEQ announced a new program that may allow MCAA to be reimbursed for a portion of the costs associated with the environmental clean-up activities at the Airport Center. The Airport Director will work with the consultant to file a request for a reimbursement.

g. ACIP FY2017 project update

The FAA recently asked if the Airport could move forward any Airport Capital Improvement Projects that were slated for 2018/2019. Other airports are currently unable to accept their grants because they do not have the available matching funds. MCAA has done a good job of cash management which puts the Airport in a position to take advantage of the FAA offer.

h. Other Airport Development/Improvements

1) Acquisition of State Land

This is a slow ongoing project and there are no changes at this time. Airport Director Jeremy Keating is trying to set up the next face to face meeting.

2) Air Traffic Control Tower security fencing project

This is a mandated project that is anticipated to begin in mid-October. The security around the tower will be enhanced.

3) North Airport entrance sign

The Airport is in early stages of planning a new sign for the north entrance to the airport.

4) Air Traffic Control Tower radio/communication equipment replacement

This project will cost about \$100,000. The current equipment is 15 years old. It is designed to last 10 years and it is no longer possible to get replacement parts.

2. Real Estate Committee – Director Jim Zaborsky, Vice President

The Real Estate Committee met on September 29<sup>th</sup>.

a. ParkWest Development Status Report

There is no news regarding the development of the Airport Center. ParkWest continues to seek a big box store for the area. ParkWest is also talking about putting in a small strip mall of about 6,000 square feet. They have a few stores in mind to talk to regarding moving into the Center once the strip mall is built. It is not known yet who will build it or how it will be financed.

b. Environmental Cleanup

There are no changes since the last meeting. Airport Director Jeremy Keating commented that ADEQ needs soil and water samples before filing for risk-based closures for the two remaining wells. The Airport is waiting for a quote from ATC and Associates.

c. ADEQ Reimbursement Program

Director John Hastings discussed this program earlier during his presentation of the Finance & Planning Committee meeting, and there was nothing more to add.

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

There was no Air Service Committee Meeting this quarter due to the confidential aspect of possibly securing scheduled air service.

a. Air Service Update

American Airlines will begin scheduled air service at IFP on February 16, 2017. Prices had not yet been matriculated into American Airline's system, but they will be adjusted soon. The Airport hopes to be able to fill the plane for the first flight out of IFP.

The announcement of new air service has been posted on the IFP Facebook page and the IFP website. The Airport has contracted with Sixel Consulting to do marketing. They plan to produce a new video for the Airport; filming is scheduled for early November. Sixel will also start an advertising campaign for the new service toward the end of November. Director John Hastings did an interview with TV2 today. He will be meeting with the Bullhead Area Chamber of Commerce, the Mohave County Board of Supervisors, the Lake Havasu City Council, the Kingman City Council, and Laughlin Tourism Commission to share information about the new air service.

b. Sixel Air Service Conference, October 16-19

Director John Hastings and Airport Director Jeremy Keating will attend the Sixel Air Service Conference to meet with a few airlines.

G. AIRPORT DIRECTOR REPORT – Jeremy Keating, Airport Director

1. New Charter Carrier

Allegiant Air began operating charter flights for Riverside Resort on October 1<sup>st</sup>. Riverside is also still using Sun Country Airlines.

Director Lloyd Shires, Riverside Resort, added that Allegiant has signed to provide charter air service through December. They fly the Pacific Northwest rotation and may pick up Texas if they stay next year. They provide 2 flights per week for Riverside.

2. Annual Tabletop Exercise

The Annual Airport Emergency Plan Tabletop Exercise is scheduled for October 25<sup>th</sup> at the Airport Fire Station. Many local groups will participate including Bullhead City Fire Department, Bullhead City Police Department, the Mohave County Coroner's office, the Red Cross, the airlines that provide IFP charter flights, and airport tenants.

3. Operational Activity Report – Tim Bannon, Assistant Airport Director

Commercial landings were up 6%; Enplanements and Deplanements were stable; Jet Fuel sales were down 8%; and overall Airport Operations were down 20%.

H. PRESIDENT'S REPORT – John Hastings

The Airport will begin accepting checks for air service pledges made by the public. The Airport must collect air service pledge money before American Airlines begins service in February and it must demonstrate that it has the cash in hand.

I. NEXT REGULAR BOARD MEETING

John Hastings, President, announced that the next Quarterly Board Meeting is scheduled for January 10, 2017 at 9:30 a.m. (MST) at the Bullhead Area Chamber of Commerce.

J. ADJOURN REGULAR BOARD MEETING

Motion to adjourn was made by Director Jim Zaborsky, seconded by Director Lisa McCabe; the motion carried unanimously. The meeting was adjourned at 10:02 a.m.

SIGNED: /s/ Lloyd Shires, Secretary



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1/27/17

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(Date signed)