

LAURENS COUNTY AIRPORT COMMISSION
MEETING MINUTES
MONDAY, JUNE 5, 2017
7 P.M., AIRPORT TERMINAL OFFICE

Members Present- Chairman George S. Wham and Airport Commissioners Bob Harrington, John Mitchell, Rick Snipes and Ernie Segars.

Staff Present- Bud Boyter, Airport Manager

Chairman George S. Wham called the June 5, 2017 meeting of the Laurens County Airport Commission to order at 7p.m. in the Conference Room of the Airport Terminal.

Approval of Agenda and Minutes- On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed by consensus to approve the Agenda for the June 17, 2017 meeting of the Laurens County Airport Commission. On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed by consensus to approve the Minutes of the April 3, 2017 meeting of the Airport Commission.

Old Business

FY 2017 Budget- Chairman Wham presented to the Commission record of the Commission's budget from 4/01/17 to 6/02/17. He noted that, with the assistance of the county's Finance Office, two accounts have been added to the Commission's financial print-out. One account (#508-513-33100-8067) deals with the rehabilitation of the taxi-way. The second account (#508-513-33100-80068) deals with the repaving of terminal parking area.

In his comments, Chairman Wham noted that the Commission's county budget is in good condition as the county's fiscal year nears an end. He said that the Commission will have carry-over funds in the matching grants account from previous fiscal years to assist with pavement projects.

FY 2018 Budget- Chairman Wham also presented a copy of the Commission's proposed budget for FY 2018, which will take effect July 1, 2017. He also said that, effective immediately, the Laurens County Airport would be directed administratively by the Laurens County Department of Public Works. Public Works Director Rob Russian will present the Commission's budget to Laurens County Council at an upcoming session. The proposed budget for the county airport for FY 2018 totals \$101,164. The chairman said that he does not foresee any difficulty in Council's approval of that requested amount to fund airport operations.

Airport Projects

Pavement Rehabilitation Project Phase 2- Taxiway- Chairman Wham said the contractor has finished this project. The original projected completion of this project was scheduled for April 15, 2017 but the project engineer said the work was delayed for 18 days because of bad weather. There are still three areas of erosion that the contractor must address and Airport Manager Bud Boyter said there are a few “rough spots” in the paving that should be addressed. The project engineer will schedule a “walk-through” of the project shortly for the development of a final “punch list” of adjustments for the contractor to address.

Terminal Area Pavement Rehab Project- Chairman Wham said that federal funding portion of this project would require all of our FAA FY17 grant funds and a portion of our FY18 grant funds. The FAA had originally proposed to pay the FY17 portion through an amendment to the FAA (FY16) grant for the Taxiway project. FAA has since recommended that a new FY17 grant be issued for the terminal area paving. Laurens County will advance the FY18 portion until reimbursed in 2018. The paving has been completed and payment to the contractor will be forthcoming from the FAA grant and local sources

Update Airport Sign - *Commissioner Rick Snipes has contacted a local sign company to obtain a cost estimate for the replacement of an aging sign at the airport. Mr. Snipes said that he received an estimate of \$400 to replace the existing sign with a 4ft. by 8 ft. sign to be installed in the same location. After some discussion, the Commission agreed in general to have metal letters installed on an existing brick background. The Commission also agreed that some additional research will be necessary before the final wording for the sign is approved.*

SC Aeronautics Commission Annual Inspection (Tree Removal) – Chairman Wham referenced an e-mail from Andy Howard of the county staff that approximately 80 percent of the “side trees” along the runway have been removed. The contractor had some issues with equipment but he is scheduled to return within two weeks to complete the work. The SC Aeronautics Commission is providing 75% of the funding for this \$52,000 project and the Airport Commission will provide, as needed, the remaining funds, approximately \$13,000, from its sources. There are a number of trees that must be removed from private property affecting the 08 approach to the airport and county staff has advised that the county will remove these trees with its own workforce.

Airport Operations

Airport Manager Bud Boyter reported that all of the hangars at the airport are rented. Chairman Wham provided a copy of print-out that shows all of the financial activity at the airport for April and May 2017, including fuel purchases, hangar rents and other activities, totaling \$14,180.14 in receipts for the two months referenced. Chairman Wham also explained that the Commission had made certain adjustments in hangar rents to owners who may have been inconvenienced during the recent paving projects at the airport.

Laurens County Airport Commission/Minutes/June 5, 2017/ Page 3

Commissioner Bob Harrington agreed to assist Mr. Boyter in determining the best type of storage facility to be placed at the airport. The airport staff has used a large, empty hangar to house a tractor and other maintenance equipment but that hangar has been rented for the housing of an airplane.

Rental Home- Mr. Boyter said that the mobile home owned by the Airport Commission was recently vacated and airport staff is making repairs to the structure while it is not occupied. He has received several inquiries from persons wishing to rent the home and he will proceed with renting it once the repairs are completed.

Mr. Boyter said that he is attempting to have repairs completed to the soft drink machine located in the airport terminal.

Financial Update- Commissioner Harrington briefed the Commission on the current status of bank accounts maintained by the Commission. According to a current statement from Park Sterling Bank, the Commission's regular checking account has a balance of \$58,155.25. The Commission's "Business Money Market Account" has a current balance of \$189,747.81.

Financial Reporting- Commission members then engaged in a discussion concerning the need for an audit and/or a review of the Commission's finances by a qualified professional (certified public accountant.) Chairman Wham emphasized that there is no suggestion of financial mismanagement on anyone's part but it has been a number of years since the Commission had a comprehensive review of its financial records.

Commissioner Ernie Segars said that such a review would be in the Commission's best interest, since the Laurens County Airport Commission is a public entity. Chairman Wham said that he will contact accounting and financial advisory firms in the area to obtain more information on the scope and cost of the proposed audit/financial review.

On a motion by Commissioner Snipes and a second by Commissioner Harrington, the meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Ernest B. Segars
Commissioner