

LAURENS COUNTY AIRPORT COMMISSION
MEETING MINUTES
MONDAY, AUGUST 7, 2017
7 P.M., AIRPORT TERMINAL CONFERENCE ROOM

Members Present - George S. Wham, Commission Chairman and Commissioners Bob Harrington, Dickie Patterson, Richard Snipes and Ernie Segars

Staff Present - Bud Boyter, Airport Manager

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

Approval of the Agenda for the August 7, 2017 meeting - On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed on a unanimous vote (5-0) to approve the agenda for the meeting.

Approval of the Minutes for the June 5, 2017 meeting of the Commission - On a motion by Mr. Patterson and second by Mr. Snipes, the Commission agreed on a unanimous vote (5-0) to approve the Minutes for the referenced meeting.

Budget Update

FY 2017 - Chairman Wham reported to the Commission on the status of the FY 2017 budget for the Commission. The fiscal year officially ended on June 30, 2017 and the chairman said that the Commission was “right on target” with income and expenditures for the 2017 fiscal year.

FY 2018 - Chairman Wham said that Laurens County Council is continuing to work of the FY 2018 county budget and that budget has not been approved on third and final reading. Council is operating county finances on a continuing resolution until the FY 2018 receives final approval. Mr. Segars said that Council is scheduled to approve the FY 2018 budget on final reading on August 22, 2017.

AIRPORT PROJECTS

Pavement Rehab Project Phase 2- Taxiway / Terminal Area Pavement Project - Chairman Wham said that the two referenced paving projects have been completed and the contractor has completed a “punch list” of final improvements. He presented to the Commission a financial spread sheet that shows a total of \$764,332.87 expended for the Taxiway paving project. Chairman Wham also reported that the SC State Aeronautics Commission has agreed to pay for a pavement rejuvenation project that was not a part of the original paving project. The Commission will attempt to have the FAA pay for that approximate \$3,000 cost but the SC Aeronautics will issue a grant payment to reimburse the county if FAA will not pay that cost. Chairman Wham said that he will prepare a reimbursement request to FAA later in the week for a reimbursement to the county of approximately \$300,000 for the two projects. He also referenced a letter dated June 5, 2017 from James D. Stephens, Executive Director of the SC Aeronautics Commission to Laurens County Administrator Jon Caime. In the letter, Executive Director

Stevens commits a grant of \$51,003 to Laurens County as the state's five percent share of the Taxiway project. A copy of that letter is included as part of these Minutes

The Airport Commission must submit invoices and cancelled checks to the state in order to receive the referenced reimbursement. That process will be completed when the project is completed and all bills are paid, he said.

For the terminal area paving project, the Commission has agreed to utilize its FY 2017 grant from the FAA of \$150,000 to pay for a portion of that project. Laurens County Council has agreed to provide to the Airport Commission approximately \$88,000 in county funds for the completion of its project. The Airport Commission can apply for an additional \$150,000 in FAA funds for FY 2018 and the Commission will reimburse Laurens County the \$88,000 for the parking lot project.

AIRPORT SIGN - The Airport Commission had requested that Mr. Snipes look into the issue of obtaining an updated sign to be installed at the entrance drive to the county airport. Mr. Snipes consulted a local vendor and presented to the Commission several proposals for the new sign. A copy of the proposals is included as part of these Minutes.

Following a discussion, Mr. Harrington made a motion that the Commission approve the installation of a new sign displaying "LAURENS COUNTY AIRPORT" in 10 inch plastic lettering. Following a second by Mr. Snipes, the Commission approved the motion on a unanimous (5-0) vote. The cost of the new sign will be \$625 and the Commission will pay for the sign with Commission funds.

SCAC ANNUAL INSPECTION - Chairman Wham reported that the removal of trees along the southern border of the Airport has been completed. The SC Aeronautics Commission has received a bill for \$24,000 for 2/3 completion of the work. They will pay \$18,000, or 75% of that total. The cost to the Airport Commission is \$6,000. The remaining 1/3 will be paid upon final approval of the work.

Chairman Wham said that he is working with Laurens County officials to determine whether there is sufficient funding remaining in the county's FY 2017 budget to make that payment. If that arrangement cannot be completed, the Commission will utilize Commission funds to make the payment. Chairman Wham also said that the contractor was not able to remove many of the stumps from the smaller trees. The Commission will use a herbicide over the next two years that will result in the decomposition of the remaining stumps.

AIRPORT OPERATIONS REPORT

Rental Home - Airport Manager Bud Boyter reported that repairs to the Commission's rental home have been completed and the mobile home is currently occupied. Mr. Boyter also reported a "reshuffling" in the occupancy of T-hangars at the Airport. If vacancies do occur in the occupancy of the T-hangars, he said that he maintains a list of 12 to 15 airplane owners who have expressed an interest in obtaining space at the airport.

PURCHASE OF A STORAGE BUILDING FOR AIRPORT EQUIPMENT - Mr. Boyter said that he has been looking into the purchase and installation of a storage building for airport equipment. He said that he has discussed with a vendor the purchase of a metal, 30 ft. by 40 ft. building with a 10 foot ceiling that can be installed on a concrete pad (also to be constructed) on airport property. An estimate for the building is approximately \$12,000.

On a motion by Mr. Harrington and a second by Mr. Patterson, the Commission agreed on a unanimous vote (5-0) to proceed with the development of specifications and the eventual solicitation of three bids for the building. The Commission will also research the appropriate location of the building on airport property to insure proper drainage.

Treasurer's Update - Mr. Harrington reported the following balances in the Commission accounts:

Checking Account- \$51,791.41

Money Market Account- \$189,313.59

The Commission also discussed briefly the price per gallon of fuel charged by the Commission at the Laurens County Airport. The Commission recently purchased 7,000 gallons of fuel for \$3.06 per gallon. The Commission will continue to sell the fuel for \$4.07 per gallon, a price that is competitive with other area airports.

FY 2016/17 FINANCIAL OPERATIONS UPDATE - Chairman Wham presented to the Commission a detailed analysis of the Commission's fiscal activities during the FY 16/17 period. The analysis includes information on fuel sales, fuel system costs, fuel inventory, oils and airport rentals, such as T-hangars, the maintenance hangar and the mobile home. He said he compiled the financial analysis in preparation for upcoming consultations with a financial consultant.

Chairman Wham said the consultant will work with the Airport Commission and its staff in the preparation of financial systems and documents for an audit of the Commission's finances.

New Business

South Carolina Breakfast Club - The Commission announced that the Laurens County Airport will host the South Carolina Breakfast Club (fly-in) on September 17, 2017.

Airport Courtesy Vehicle Policy - In final business, the Commission discussed an amendment to the Airport Courtesy Vehicle Policy that would allow airport patrons, under certain circumstances, to retain the airport's courtesy vehicle overnight, provided that the vehicle is returned to the airport promptly the next day. Chairman Wham explained that, on occasion, patrons may have a late afternoon or early evening meeting that creates a hardship in returning the vehicle to the airport before the staff leaves at 5 p.m. Overnight retention of the vehicle would be at the discretion of the airport manager. On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission approved the amendment to the policy on a unanimous vote (5-0.)

On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed unanimously to adjourn the meeting at 8:30 p.m.

Respectively submitted,

Ernest B. Segars
Commission Member