

**LAURENS COUNTY AIRPORT COMMISSION  
MEETING MINUTES  
MONDAY, FEBRUARY 12, 2018  
7 P.M., AIRPORT TERMINAL CONFERENCE ROOM**

**Members Present:** George S. Wham, Chairman; Bob Harrington Treasurer; and Commission Members Tim Hill, Dickie Patterson, Rick Snipes and Ernie Segars

**Staff Present:** Airport Manager Bud Boyter and Financial Consultant (and CPA) Ed Young

Chairman Wham called the February 12, 2018 meeting of the Laurens County Airport to order at 7 p.m. in the Conference Room of the Laurens County Airport Terminal.

**APPROVAL OF AGENDA:** On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed on a unanimous vote (6-0) to approve the agenda for the February 12 meeting.

**APPROVAL OF MINUTES FOR THE DECEMBER 4, 2017 MEETING OF THE COIMMISSION:** On a motion by Mr. Harrington and a second by Mr. Hill, the Commission agreed on a unanimous vote (6-0) to approve the Minutes for the referenced meeting.

**FINANCIALS**

**AUDITOR’S REPORT – YEAR ENDED JUNE 30, 2017- MANLEY-GARVIN, LLC:** Chairman Wham introduced Josh Garvin and Andrew Macke of Manley- Garvin to review the referenced financial statement. Josh Garvin led the review with the Commission, beginning with the Financial Statement for the Fiscal Year ending on June 30, 2017

Mr. Garvin said that, after reviewing the financial activities of the Commission for the referenced fiscal year, the auditing firm was able to deliver an “unmodified” or clean opinion to the Commission for the fiscal year. This means that the auditors could find no problems with the way that the Commission manages the assets, grants or business activity at the Laurens County Airport. Mr. Garvin stressed that the unmodified opinion is the highest rank that auditing firms can render for an agency or business and the unmodified opinion means that the Laurens County Airport Commission and its staff are managing the airport according to good financial management and sound fiscal policies.

Mr. Garvin then engaged in a detailed review of the Financial Statement, referencing such items as Statement of Net Position, Statement of Revenue, Expenses and Changes in Net Position, Statement of Cash Flows and the Auditor’s Notes included in the Financial Statement.

Mr. Garvin then referenced a second document, entitled "Report to the Commissioners" in which the auditing firm presents information directly to the Commissioners concerning the auditing process. The primary purpose of this report is that " auditors are required to communicate certain matters to keep those charged with governance adequately informed about matters related to the financial statement audit that are, in our professional judgment significant and relevant to the responsibilities of those charged with governance in overseeing the financial reporting process.

Both the Financial Statement and the Report to the Commissioners are included as part of these Minutes. Mr. Garvin thanked Chairman Wham, Airport Manager Boyter and Financial Consultant Ed Young for their assistance in preparing the referenced documents.

**LAURENS COUNTY AIRPORT COMMISSION FINANCIAL REPORT- JANUARY 31, 2017:**

Financial Consultant Ed Young reviewed with the Commission information related to the fiscal activity at the airport for January, 2018 and a summary report for the first seven months of Fiscal Year 2018. Copies of these reports are also included as part of these Minutes.

**LAURENS COUNTY AIRPORT BUDGETS, FY 2017, FY 2018, FY 2019 (in preparation):**

Chairman Wham discussed with the Commission information related to the three referenced fiscal years. . The FY 2017 budget was the subject of the outside audit discussed at the meeting, the FY 2018 budget is the spending plan for the current fiscal year and the FY 2019 budget is the spending plan for next fiscal year that will be approved by Laurens County Council prior to July 1, 2018.

Chairman Wham said that he has discussed with members of Laurens County Council and with county staff the necessity of maintaining the annual county appropriation at approximately \$100,000 annually. This allows the Commission to pay its staff with county funds and to perform routine maintenance at the airport. The county also provides approximately \$25,000 annually that the Commission uses to match federal and state grants for upgrades and improvements at the Laurens County Airport.

**AIRPORT PROJECTS**

**Pavement Rehab Project, Phase 2- Taxiway and Terminal:**

**Contractor Final Billing:** Chairman Wham said project engineers are working with the contractor (McCarthy) ) to submit final billings so the project(s) can be closed out.. The delayed response from the contractor and sub-contractors has slowed the payment process.

**Storm Water Drainage:** Chairman Wham also reported that the Commission has entered into a contract with DBI Services for a project to relieve drainage issues on certain areas of the airport, near the maintenance hangar. The project has been largely

completed for a fee of \$29, 235. However, there are areas of the project that have not been properly sealed. The Commission is discussing completion of the project with the contractor.

**State Grant for Terminal Area:** Chairman Wham referred to a portion of the CIP that deals with the state share of funding for the terminal paving project. He said that at a recent meeting, the SC State Aeronautics Commission has approved a grant of approximately \$13,000 as the state's portion of funding for the project.

**Tree Obstructions in Runway 26 Approach:** Chairman Wham said the Commission staff is continuing to work with the property owner to determine a suitable and long-term solution to this issue.

### Airport Operations

**Airport, T-Hangars and Rental Home:** Airport Manager Bud Boyter said the T—hangars and the mobile home are rented and occupied. He said there is an issue of roof leaks at the terminal building but he is working to repair those leaks.

**New Storage Building-:** Following a detailed discussion- Mr. Harrington made a motion that the Commission allocate up to \$16,500 in Commission funds for the purchase of a metal storage building to be installed on airport property. Manager Boyter has received three bids for the purchase of the building in compliance with county policy. The building is 30 feet by 40 feet and it will be assembled on a concrete pad to be provided by the contractor. Mr. Snipes offered a second to the motion and the Commission approved the motion unanimously (6-0)

Bear Builders of North Carolina is the successful builder for the project and the building will be properly engineered to comply with industry standards. Prior to the final approval of construction schedules, Mr. Boyter will obtain references from three entities that have purchased a similar building. Mr. Segars also agreed to work with the county attorney for any construction contracts that may be required.

**On-Field Maintenance Operation Proposal:** Mr. Harrington said that he had discussed the proposal with a vendor who had an interest in operating an airplane maintenance service at the Laurens County Airport. Mr. Harrington said that, based on further review and contemplation, the potential vendor will not locate the service at the county airport.

### ADMINSITRATIVE

**Donations:** Chairman Wham reported that the Airport Commission has made two separate \$100 donations to Hospice of Laurens County on behalf of two deceased persons who each

were affiliated with the Laurens County Airport. One donation was in memory of the late James W. White, who was an employee at the airport. The second donation was in memory of the late Jimmie L. Spencer, who served as a commissioner and treasurer of the Laurens County Airport Commission as well as airport manager. Both of these individuals served faithfully for a number of years.

**2018 SCAA Conference:** Several members of the Laurens County Airport Commission attended the conference, along with two members of Laurens County Council. Chairman Wham said the conference is very beneficial because contacts and discussions with local, state and federal aviation officials.

### **NEW BUSINESS**

**Hangar Rental Rates:** On a motion by Mr. Segars and a second by Mr. Snipes, the Commission voted unanimously to approve the following rate increases for the monthly rental rates of the various types of hangars at the county airport:

- a.) New hangars (total of 10) \$175 to \$180
- b.) Older, closed hangars (total of 6) \$120 to \$125
- c.) Older open hangars (total of 2) \$75 (no change)
- d.) Maintenance hangar (a total of 3) \$110 to \$115
- e.) Box hangar (total of 1) \$200 (no change)

The new rates will go into effect June 1, 2018 and current hangar occupants will be notified.

**Officer Election:** The Commission agreed by consensus to schedule the election of officers for the Laurens County Airport Commission at its meeting in April, 2018.

**New Capital Project:** Chairman Wham said that, in his opinion, the Commission should begin developing plans for the construction of a new terminal building in the future. The SC Aeronautics Commission will provide up to \$500,000 in matching funds for such a project.

**New Meeting Time:** In final action before adjournment, Mr. Patterson made a motion that, beginning in April, 2018, the Commission should meet at 6 p.m., rather than 7 pm. Mr. Snipes offered a second to the motion and it was approved unanimously (6-0).

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Ernest B. Segars  
Commission Member