

**LAURENS COUNTY AIRPORT COMMISSION
MEETING MINUTES
MONDAY, April 9, 2018
6:00 P.M., AIRPORT TERMINAL CONFERENCE ROOM**

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

Staff Present: Airport Manager Bud Boyter and Andy Howard, Director of Parks and Recreation

Chairman Wham called the April 9, 2018 meeting of the Laurens County Airport Commission to order at 6:00 p.m. in the Conference Room of the Laurens County Airport Terminal.

APPROVAL OF AGENDA: On a motion by Mr. Snipes and a second by Mr. Patterson, the Commission agreed on a unanimous vote (6-0) to approve the agenda for the April 9th meeting.

APPROVAL OF MINUTES FOR THE February 12th MEETING OF THE COIMMISSION: On a motion by Mr. Harrington and a second by Mr. Snipes, the Commission agreed on a unanimous vote (6-0) to approve the Minutes for the referenced meeting.

FINANCIALS

LAURENS COUNTY AIRPORT COMMISSION FINANCIAL REPORT- March 31, 2018:

Chairman Wham reviewed the March 31st reports with the Commission. He noted that on his suggestion Financial Consultant Ed Young did not attend the meeting given there was nothing of a noteworthy nature for him to report. Chairman Wham noted that we had sold approximately 14,000 gallons of fuel year to date and would be receiving a 7,000 gallon load of fuel the next morning. Wholesale fuel prices are rising from last years' prices. Year to date fuel sales are slightly behind last year due primarily to bad weather. There was a brief discussion about our fuel pricing. There were no questions regarding the reports. Copies of the reports are attached (Att 1 & Att 1A).

LAURENS COUNTY AIRPORT FY 2019 BUDGET (in preparation):

Mr. Andy Howard gave a brief report on the FY19 budget development just getting started by County Council. He noted that the airport budget request was basically the same as the current year budget. He was requesting a slight increase to cover cost of the telephone line for the AWOS previously funded by SC Aeronautics. He said that on the capital budget he was requesting a new tractor and zero turn mower as well as an upgrade of courtesy car.

AIRPORT PROJECTS

Pavement Rehab Project, Phase 2- Taxiway and Terminal:

Taxiway Project: Chairman Wham gave an update of the finances related to this project and its associated FAA FY16 grant. He reported that the project's final cost was \$1,017,884 which was under budget by \$2,176. This left a grant surplus of \$1,958.17 in the FY16 grant of \$918,054. The close out documentation was submitted for approval along with a final reimbursement request for \$175,116 to the FAA on March 30th. We have not received a response at this time to this submission. Upon approval by the FAA, a reimbursement request will be made to SC Aeronautics for their share of the project cost which is \$50,894. A copy of the project cost analysis is attached to the minutes (Att 2).

Terminal Parking Lot Project: Chairman Wham reported that work on this project is complete and all invoices have been paid. The final cost is \$290,587 which includes \$28,835 for the dry well for storm water drainage that was added to the original scope of the project. The cost of the original project scope was approximately \$2K under budget. This project was funded with the FAA FY17 and FY18 grants and a SC Aeronautics grant plus local funding. The FY17 grant reimbursement of \$150K has already been received. The FAA has requested that we submit the application for the FY18 grant application for the remainder of their share of the cost along with all of project closeout documentation at the same time. This information is currently being prepared. SC Aeronautics grants reimbursement will follow final approval by the FAA.

Tree Obstructions in Runway 26 Approach: Mr. Howard updated the Commission on his discussions with Mr. Holsonback regarding various options for dealing with these obstructions now and in the future. He has engaged Mr. Jim Potts for advice in determining options for and a value of the timber in the area. It appears that the best option maybe an agreement to clear cut and then develop it as pasture land. Regarding a purchase option Mr. Howard said that he would pursue an appraisal for the property and Mr. Potts will issue a report for the timber value. This information should give us some idea as to what the property is worth. Mr. Howard will report back to the Commission. Mr. Howard also updated us on his plan to address the current obstructions.

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 that he had to have the septic tank pumped at the mobile home. Mr. Boyter requested funds to replace the locks on hangars doors at an estimated cost of \$900. Mr. Patterson made a motion to do so which was seconded by Mr. Snipes. Motion passed 6-0.

New Storage Building-: Mr. Boyter updated the Commission on the project and the increased costs due to changes in the building specifications, the requirement that we pay the SC sales tax due, and other miscellaneous items such as electrical, etc. that we may add. Following a discussion on the topic, Mr. Snipes made a motion which was seconded by Mr. Hill that the Commission authorizes up to \$22,000 in Commission funds for the purchase and installation of a metal storage building. This motion replaces the previous motion for the funding for this project. Motion was approved 6-0.

Maintenance Hangar Lighting: Mr. Boyter presented some information regarding previous discussions to replace the lights in the maintenance hangar with LED lights. He had received a quote from Dixie Electric for the installation of 10 new 150 watt LEDs light fixtures for \$3,200. He said that he would try to get a couple of additional quotes. Mr. Harrington made a motion which was seconded by Mr. Patterson Hill that the Commission authorizes up to \$3,500. Motion was approved 6-0.

ADMINISTRATIVE

New FAA Program Manager: Chairman Wham updated the Commission on recent changes that the FAA has made in Program Managers for airports in SC. Our new Program Manager is Mr. Nick Goodly who replaces Ms. Anna Lynch. Chairman Wham had a discussion with Mr. Goodly regarding our projects and current CIP. Mr. Goodly asked about our current agreement with our airport consultant. He stated that we were past due on conducting a competitive selection process for this contractual relationship. The FAA now requires this to be done every 5 years. We must undertake this RFQ process prior to proceeding with any new CIP funded projects.

Officer Elections: Officers elections were previously scheduled for this meeting. Given the newly identified RFQ process, Chairman Wham recommend that officer elections be deferred until that process is complete. After discussion a motion was made to that effect by Mr. Patterson and seconded by Mr. Snipes. Motion was approved 6-0

NEW BUSINESS

Airport Consultant Selection RFQ Process: Chairman Wham briefed the Commission on the newly identified requirement to select an airport consultant for a new 5 year contract and the RFQ process to accomplish this. He chronicled the activities that have been taking place to develop the invitation for solicitation of proposals and the scope of what will be covered within the eventual contract. He presented a copy of this draft document which still must be approved by the FAA and SC Aeronautics. After discussion, Chairman Wham requested a motion for the Commission to endorse the draft document and process. The contract will be between Laurens County and the consultant, but Laurens County expects the Commission to advise it on such matters. Mr. Harrington made a motion to that effect which was seconded by Mr. Snipes. After no further discussion, the motion passed 6-0. Draft copy is attached to minutes (Att 3).

Adjournment: On a motion by Mr. Snipes and a second by Mr. Mitchell, the Commission voted unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

George S. Wham
Chairman