

**LAURENS COUNTY AIRPORT COMMISSION  
MEETING MINUTES  
MONDAY, August 13, 2018  
6:P.M. - AIRPORT TERMINAL CONFERENCE ROOM**

**Members Present** - George S. Wham, Chairman; Bob Harrington, Treasurer; and Commission Members John Mitchell, Dickie Patterson, Ernie Segars and Rick Snipes

**Staff Present** - Bud Boyter, Airport Manager and Andy Howard, Director of Parks, Recreation and Tourism, Ed Young , Ed Young CPA LLC

**Press and others Present** - Judith Brown of the Laurens County Advertiser and David McAllister and Andrew Macke of Manley-Garvin, LLC

Chairman Wham called the August 13, 2018 meeting of the Laurens County Airport Commission to order at 6 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 approved on a unanimous vote (6-0) the Agenda of the August 14, 2018 meeting of the Airport Commission

**Approval of Minutes** - On a motion by Mr. Patterson and a second by Mr. Snipes, the Commission agreed on a unanimous vote (6-0) to approve the Minutes of the April 9, 2018 meeting of the Commission.

### **FINANCIAL REPORTS**

**Auditor's Report - Year Ended June 30, 2018- Manley Garvin, LLC** - Chairman Wham introduced David McAllister and Andrew Macke of the firm of Manley-Garvin, LLC to present the referenced report.

Mr. McAllister said that the audit conducted by Manley-Garvin for the Airport Commission was unique in that the auditors were able to audit every financial transaction conducted by the Airport Commission for the fiscal year. He said that, after a detailed examination of Commission financial records, the auditing firm was able to issue an unmodified or "clean" report for the Laurens County Airport Commission. This is the highest level of report that an auditing firm can submit. All transactions met the requirements of good accounting practices and the auditing firm had no findings or material weaknesses to report.

According to the report, current cash assets for the Commission, including a checking account and a money market account at a local bank total \$279, 274. There were some other smaller assets, including fuel inventory. Liabilities for the Commission total \$2500. Mr. McAllister noted that the Commission's liabilities were down considerably from last year's audit. The Commission's net financial position is strong at \$285,761, which is an increase of approximately \$32,000 over last fiscal year.

Mr. McAllister also referenced the Statement of Cash Flows in the report. He said this report reflects the amount of cash in and cash out.” The cash increased by a total of \$23,593 during the fiscal year. The primary cash activity is the purchase and sale of aviation fuel.

Mr. McAllister also noted that all of the cash on deposit by the Commission is “collateralized,” which means that the Commission’s accounts are insured by federal deposit insurance up to their actual value. This is another positive aspect of the Commission’s financial position and activities during the fiscal year.

He said that the auditing firm had reviewed the internal controls established for the financial activities of the Commission. Based on the audit, those controls are “adequate and working the way they should,” Mr. McAllister said.

Mr. McAllister also presented a separate document entitled a “Report to the Commissioners” which addresses the “materiality” of the report. Regulations require that auditing firms present this document to the policy bodies of firms that that audit.

In final comment, Andrew Mackie of the auditing firm said that the firm has established an excellent working relationship with the staff of the Laurens County Airport Commission. The Commission responded promptly to requests for information. Chairman Wham also referenced the promptness and professionalism of the auditing firm and he thanked the firm’s representatives for their work.

A copy of the Report on Financial Statements and a copy of the Report to the Commissioners are included as part of these Minutes.

**LCAC Financial Report, July 31, 2018 - Ed Young, CPA** - Mr. Young reported that the only substantial change in the report from the previous month was an increase in aviation fuel activity. A copy of the report is included as part of these Minutes.

## **LAURENS COUNTY AIRPORT BUDGETS**

**FY 2018 Budget** - Staff member Andy Howard reviewed for the Commission a copy of the recently completed budget. Mr. Howard and Chairman Wham said that it is the Commission’s intent to remain within the funding guidelines established by Laurens County Council in its annual budget. The Commission was successful in that task during FY 2018.

**FY 2019 budget** - Mr. Howard also reviewed the recently approved budget for the Laurens County Airport for the current fiscal year. County Council approved the funding requests submitted by the Airport Commission including the crucial \$25,000 appropriated annually to match federal and state grants.

**Approval of Equipment Purchases** - Mr. Howard said that County Council had approved the purchase of two pieces of maintenance equipment in the budget for the Airport- a tractor for \$38,000 and a lawn mower for \$18,000.

### **OLD BUSINESS**

**Trees- Runway 26 Approach** - Andy Howard said that he has been in detailed negotiations with a private property owner who owns property in the approach to Runway 26 at the Laurens County Airport. The issue is the required clearing of trees to insure a safe approach on that runway. Mr. Howard said that the owner does not want to sell the property but he understands that the trees must be cleared for safe approaches to the runway

The owner has agreed in principle for the county to clear the trees and to provide fencing and a buffer so that the area of approximately 5 acres can be converted to pasture land for cattle. Once the property has been cleared and fenced, it will be the responsibility of the property owner to insure that the property is maintained as pasture and no obstructions are allowed to come on to or grow up on the property. Mr. Howard said that county employees can clean and grub the smaller trees and cut down and pull up the stumps of the larger trees. On a motion by Mr. Patterson and a second by Mr. Snipes, the Commission voted 6-0 to authorize Mr. Howard to proceed with more detailed negotiations with the property owner. A contract stipulating the terms of the agreement will be required.

**Pavement Rehab Project Phase 2 –Taxiway** - Chairman Wham said that the Airport and Laurens County Council has received a Grant Closeout Letter for the referenced project, meaning that the project has been completed and paid for. Laurens County has also submitted an application for \$50,894.21 to the South Carolina Aeronautics Commission for the state's portion of project funding.

**Pavement Rehab Project Phase 2 –Terminal Area** - Chairman Wham said that this project has also been completed and funded largely through two federal grants. The first grant, funded in 2017, totaled \$150,000. For the second grant, Laurens County Council, agreed to provide \$111,528 in local funds in anticipation that the federal grant from the FAA will be available in FY 2018. This project has been completed and the county has submitted a grant request of \$111,528.to FAA for reimbursement to the county.

This project has been completed and Chairman Wham pointed out that the county investment for a \$261,528 project will ultimately total \$14,529.

**New Storage Building** - Airport Manager Bud Boyter reported that the concrete pad for the storage building has been constructed. The vendor is scheduled to be on site during the week of August 27, 2018 to install the building. The Commission has committed a not-to-exceed \$22,000 to pay for the purchase and installation of the building. The structure will serve as a storage facility for airport maintenance equipment.

**Engineering Consultant Request for Qualifications (RFQ)** - Chairman Wham said that FAA requires that local airport commissions issue an RFQ every five (5) years to obtain the services of qualified consultants and engineers to assist local commissions in FAA- funded projects. He said that Laurens County issued an RFQ earlier this year and three firms responded to the notice.

A review team headed by Laurens County Finance Director Lisa Kirk will review the proposals and select a qualified consultant within the next few weeks.

### **AIRPORT OPERATIONS REPORT**

**Airport, T-hangars and Rental Home** - Airport Manager Bud Boyter reported that all of the T-hangars are rented. Several airplane owners from the Spartanburg area are temporarily stationing their airplanes at the Laurens County Airport while major renovations are completed at the Spartanburg Downtown Airport. The Laurens County Airport is charging the referenced owners fees to park the planes locally and they must provide proof of liability insurance.

Mr. Boyter reported that the rental home owned by the Commission is occupied. A pending minor repair involves the installation of new carpet squares in a bedroom of the rental home.

**Maintenance Hangar Lighting** - Mr. Boyter reported that he had received a bid of \$3,600 for the installation of more efficient LED lighting at the maintenance hangar. Andy Howard said that county staff can install the necessary lighting, a process which would involve the purchase of the lighting and a savings in labor costs. Mr. Boyter and Mr. Howard indicated they should be able to complete the project by late September.

### **ADMINISTRATIVE MISCELLANEOUS UPDATE**

**SC Aeronautics Commission Inspection** - Chairman Wham reported that staff from the SC Aeronautics Commission had recently completed an annual inspection of the Laurens County Airport. The inspection indicated on-going issues with the airport's aging lighting system. The chairman said replacement of the lighting system is the first project to be addressed as part of the county airport's Capital Improvements Plan.

**NEW BUSINESS**

**FAA Disadvantaged Business Enterprise (DBE) 3-year Plan/Goal** - Chairman Wham reported that FAA requires that airport commissions that receive federal funding must develop and submit the referenced plan. The Commission's consulting engineer has developed a draft DBE plan and the plan is currently under review by county staff.

**SC Breakfast Club Fly-In** - The Laurens County Airport will host the referenced fly-in on September 30, 2018. Mr. Mitchell said the local Boy scouts will provide the breakfast for the event.

The meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Ernest B. Segars  
Member, Laurens County Airport Commission