

**LAURENS COUNTY AIRPORT COMMISSION  
MEETING MINUTES  
MONDAY, NOVEMBER 5, 2018  
6 PM - AIRPORT TERMINAL CONFERENCE ROOM**

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

**Staff Present** - Bud Boyter, Airport Manager and Andy Howard of the Laurens County staff

Chairman George Wham called the November 5, 2018 meeting of the Laurens County Airport Commission to order at 6 pm.

**Approval of Agenda** - On a motion by Mr. Snipes and a second by Mr. Segars, the Commission unanimously approved the agenda for the November 5, 2018 meeting of the Commission

**Approval of Minutes** - On a motion by Mr. Harrington and a second by Mr. Patterson, the Commission unanimously approved the Minutes of the August 13, 2018 meeting of the Commission.

### **FINANCIAL REPORTS**

**LCAC Financial Report** - Chairman Wham said that Commission members had received in the agenda packet the financial report for the Laurens County Airport for the month of October, 2018. He referenced a page in the financial report that reflects detailed activity for the Airport in October, 2018. He noted that the Airport had approximately 3,300 gallons of fuel sales during October and that the price per gallon for the fuel had fluctuated. Airport Manager Boyter said there is approximately 2,000 gallons of fuel remaining in the tank.

**Laurens County Airport Budget** - Chairman Wham reviewed briefly the year-to-date information on the Commission's budget. He noted that Laurens County has received all of the grant funds anticipated from federal and state sources for the paving of the taxi way and the parking lot. Those projects have been completed. Copies of the financial reports are included as part of these Minutes.

### **OLD BUSINESS**

#### **AIRPORT PROJECTS**

**Trees- Runway 26 Approach** - Andy Howard reported that negotiations with the property owner have gone well and he anticipates that the trees will be removed within the next two months, According to an agreement with the property; Laurens County will remove the trees and fence the affected area. The property owners will then be responsible for the removal of the trees should the trees reach a height that would interfere with the safe operation of the airport. The

County will have the right to go on to the property and remove the tree, should the property owner fail to do so.

**Pavement Rebab Project Phase 2- Terminal Area** - Chairman Wham referenced a sheet in the agenda packet that reflects the fiscal activity involved with this project, which has been completed. He pointed out that the county has received \$111,529 in federal funds for the project and \$14,529 from the State of South Carolina. A copy of the referenced spread sheet is included as part of these Minutes.

**New Storage Building** - Manager Boyter reported that the storage building has been purchased, installed and it is currently in use. He said that he will arrange for electric service to be extended to the building. Chairman Wham pointed out that the purchase of the building, the preparation of the site and the payment of state sales tax will total about \$19,000. The Commission had originally budgeted no more than \$20,000 for the project. The chairman said that once electrical service is available in the building and other measures have been completed, the Commission will turn the building over to the county's ownership.

**FAA DBE 3 Year Plan/Goal** - Chairman Wham said that the current DBE (Disadvantaged Business Enterprise) is under review and that the plan will be submitted to the FAA when that review is complete.

**Engineering Consultant RFQ** - Chairman Wham said that FAA requires local airport commission to engage in a selection process for engineering/consulting firms every five years. To comply with that request, Laurens County issued a Request for Qualifications (RFQ) earlier this year. Three firms responded to the RFQ and a committee composed of six (6) representatives interviewed the firms. The Review Committee was chaired by Lisa Kirk, the director of finance for Laurens County. Other committee members included Bill Wilson, Andy Howard of Keith Garrett of the county staff and George Wham and Ernie Segars representing the Airport Commission.

Following the interview with the three firms, the Committee rated the firms individually on uniform scoring sheets developed by Mrs. Kirk. Chairman Wham pointed out that this phase of the selection process involves QUALIFICATIONS ONLY not pricing or fees. Based on the scoring sheets submitted by Committee members, the Committee has selected the Michael Baker engineering firm, with local offices in Columbia.

The county will negotiate a contract with Michael Baker for engineering/consulting services for the county airport. If those negotiations are not successful, the county will move to the second firm listed on the Committee's selection preference and attempt to negotiate a suitable contract with that firm. Chairman Wham said that he does not foresee a problem in successful negotiations with the Michael Baker firm. On a motion by Mr. Patterson and a second by Mr. Harrington, the Commission agreed unanimously to recommend to Laurens County Council that the Michael Baker firm be selected as the Airport Commission's consultant for the next five years.

## **AIRPORT OPERATIONS REPORT**

**Airport, T-Hangars, and Rental Home** - Manager Boyter reported that all of the existing T-hangars are rented. He noted that several airplane owners from Spartanburg located their planes to the Laurens County Airport while improvements were underway at the Spartanburg Downtown Airport.

Mr. Boyter also reported some problems with the septic tank at the rented mobile home. He will continue to monitor the problem. Mr. Boyter and Andy Howard reported that new and improved lighting for the maintenance hangar will be installed soon. The new lighting has been delivered at a cost of \$1,200 and county personnel will install the lighting.

**SC Breakfast Club Fly-In** - Chairman Wham said that attendance at the event was low because of bad weather. He did compliment Mr. Boyter and the Laurens County Airport Commission for the excellent appearance of the airport and the level of participation among volunteers. He also complimented the local Boy Scout troop for the meal that was prepared. On a motion by Mr. Hill and a second by Mr. Snipes, the Commission agreed unanimously to make a contribution of \$250 to the local Boy Scout troop for their service during the Fly-In.

## **ADMINISTRATIVE MISCELLANEOUS UPDATE**

Chairman Wham reported that he and Commission Member Ernie Segars had met recently with Laurens County Council Chairman Joe Wood, Council Member David Pitts and County Administrator Jon Caime, and staff member Andy Howard to discuss pending changes in the scope and management activities of the Laurens County Airport Commission. Chairman Wham said that his health will require that, at some point, he step down as chairman of the Commission.

For many years, Mr. Wham has both chaired the Airport Commission as the policy body for the airport and he has also provided staff services in the area of airport operations, the application for and the administration of federal and state grants, reporting procedures to state and federal agencies and other day-to-day administrative functions.

Chairman Wham said that the discussion with county officials included plans for the Laurens County Airport Commission to continue to manage the airport, while county staff would assume responsibility for grants and other fiscal functions. He said that, while changes are not eminent, the county officials agreed to work with the Airport Commission in this area. The Laurens County Airport Commission will elect new officers soon, he said.

## **NEW BUSINESS**

**FAA FY2020-2024 ACIP** - Chairman Wham said that the ACIP currently in place for the Laurens County Airport calls for the development of plans for the installation of a new and improved lighting system for the county airport in 2019. The ACIP further calls for the actual installation of that new lighting plan for 2020. The county could use its annual \$150,000 grant from the FAA for the development of the lighting plan and would require an additional,

discretionary grant from the FAA in 2020 to pay for the estimated one million dollar cost of the project.

Chairman Wham said that recent events and conversations with elected officials have resulted in a recommended change to the ACIP to be submitted to FAA for the 2020-2024 planning document. Local airport officials have received inquiries about the possible construction of new hangars for the Laurens County Airport and a member of Laurens County Council has suggested that the Airport Commission consider the construction of hangars.

As a result of these contacts and other considerations, Chairman Wham said that a new, draft ACIP has been developed that recommend that the Commission direct its engineers to update the current ALP (Airport Layout Plan) for the Laurens County Airport. A new ALP developed by the Commission's engineers will demonstrate the need for new hangars, if such a need exists, and will also show precisely on the airport property where the hangars can be located. The new ALP could also identify the foot print for a new terminal building, he said.

On a motion by Mr. Segars and a second by Mr. Snipes, the Commission agreed unanimously to present the revised ACIP to Laurens County Council for its approval. Once County Council has approved the ACIP, it will be submitted to FAA as the official planning document for the Laurens County Airport Commission for 2020-2024. A copy of the ACIP is attached as part of these Minutes.

The Commission engaged in discussion of the need for hangars, including airplane owners interested in locating planes at the county airport. The Commission also discussed possible funding plans, including public funding and public private partnerships.

In a subsequent matter, Mr. Harrington made a motion that the Laurens County Airport Commission request a price from the Michael Baker engineering firm to develop the referenced ALP for the airport. Mr. Segars offered a second to the motion and it passed unanimously.

**New Hangars / Business Proposal** – Chairman Wham introduced Mr. Michael Leighton with the Aviation Group Florida, LLC. Mr. Leighton owns several aviation businesses, one of which is currently located in Spartanburg. This business, which offers flight training and aircraft rentals, had aircraft temporality based at the airport during the recent closure due to construction in Spartanburg.

During this time, Mr. Leighton had indicated an interest in relocating his Spartanburg based business to Laurens if hangar space were available and also the possibility of building hangars here. Mr. Leighton presented his business proposal for the relocation which could also include aircraft maintenance and provided an overview on his experience with hangar construction.

After some discussion between Mr. Leighton and the commissioners, Chairman Wham recommended that we offer the maintenance hangar to him as a site for his business. Until the ALP is updated and a more strategic direction is developed, he suggested that new hangar construction would be premature. Leasing the maintenance hangar to him for his business is consistent with our long held use for this building. Chairman Wham further proposed a one year

lease of the maintenance hangar with our standard terms to Mr. Leighton for \$600 per month. Mr. Harrington made the motion which was seconded by Mr. Patterson. The motion passed 6-0. (Mr. Mitchell had left the meeting at this time.) The offer was presented to Mr. Leighton who accepted. Chairman Wham will prepare the contract and send it to Mr. Leighton for execution. Target date for relocation is December 1<sup>st</sup>. Mr. Boyter will work with the single aircraft tenant in the maintenance hangar on the transition.

The meeting was adjourned at 7:30 on a motion by Mr. Snipes and seconded by Mr. Segars. Motion passed 6-0.

Respectfully submitted,

Ernest B. Segars  
Member, Laurens County Airport Commission