

**LAURENS COUNTY AIRPORT COMMISSION
MEETING MINUTES
MONDAY, DECEMBER 10, 2018
6 P.M. - AIRPORT TERMINAL CONFERENCE ROOM**

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

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

Chairman George S. Wham called the December 10, 2018 meeting of the Laurens County Airport Commission to order at 6 pm.

Approval of Agenda: The Commission unanimously approved the agenda for the meeting by consensus.

Approval of Minutes of the November 5, 2018 meeting of the Commission: Under the item entitled “New Storage Building,” Mr. Boyter said that the identified sentence should read “The Commission originally budgeted no more than \$20,000 for the project.” Under the item entitled “Engineering Consultant RFQ, the identified sentence reads as follows “Chairman Wham said that FAA requires local airport commissions to engage in a selection process for engineering consulting firms every five years.” The Laurens County Airport Commission is developing a contract for Three Years with the selected consulting firm, Michael Baker International.

With this correction and clarification, Mr. Harrington made a motion that the referenced Minutes be approved. Mr. Patterson offered a second to the motion and the Commission approved the Minutes unanimously.

Financial Reports

LCAC Financial Report, November 30, 2018: Chairman Wham referenced a report entitled “Management Report, Laurens County Airport for the five months ended November 30, 2018.” CPA and Commission Consultant Ed Young compiled the report.

Chairman Wham said that he was very pleased with the report. A copy of the report is enclosed as part of these Minutes.

Laurens County Airport Budget, November 30, 2018: County staff member Andy Howard pointed that three accounts in the Commission’s county budget are close to depletion. The accounts in question are: Account No.43032- Airfield Maintenance (budgetary allocation, \$2,000; amount expended to date, \$1,529.88) Account No. 43087 Tractor Maintenance, budgetary allocation, \$500, amount expended to date \$563.01) and Account No. 61025, Building Maintenance , budgetary allocation, \$500, amount expended to date \$509.06.)

Mr. Howard said there are valid reasons for these expenditures but the Commission (or its staff) will have to address these issues with Laurens County Council at an upcoming Council meeting.

Mr. Howard also said that, for accounting purposes, funds (\$1,200) from the Commission's county budget had been expended for the replacement of lights at the maintenance hangar at the airport. The Airport Commission had agreed to expend Commission funds for that purchase. The county will invoice the Commission for that expenditure and the Commission will reimburse the county for the purchase of the lights.

OLD BUSINESS

Engineering Consulting RFQ: In response to an inquiry from Chairman Wham, Andy Howard said that the selected engineering firm, Michael Baker International, is in the process of forwarding a consulting contract to Laurens County. Upon review and approval by the county attorney, the firm and the county will execute the contract and it will be in place for three years. Mr. Howard said the terms of the contract will be very similar to the previous agreement between Michael Baker and Laurens County.

FAA ADO Site Visit: Chairman Wham said that on November 27, 2018, Nick Goodly and Rob Rau from the FAA office in Atlanta visited the Laurens County Airport. Chairman Wham, Mr. Boyter and Mr. Howard represented Laurens County and the Airport Commission at the meeting. The FAA representatives toured the facility and "they were pleased with what they saw," the chairman said.

FAA ACIP Projects FY19 Projects: Chairman Wham said that, at the November 3, 2018 meeting, the Commission had agreed to modify its Capital Improvements Plan (CIP) to include a major update and review of the Airport Layout Plan (ALP) for the Laurens County facility. The plan at that time was to submit the modified CIP to FAA and, upon approval by FAA, the Commission could fund the referenced review with its annual funding (\$150,000) from FAA.

In subsequent discussions in late November, FAA official Nick Goodly said that FAA divides requests from local airport commissions into the "land side" and the "airfield side." FAA is more interested in investing its funds in the "airfield side," meaning that the Commission would need to reduce its request for more comprehensive planning in the CIP. The Commission's consulting engineers reduced that referenced allocation from more than \$200,000 to approximately \$65,000.

Upon review, FAA official Goodly said FAA would likely consider a planning request for about \$10,000, rather than the \$65,000 recommended by the engineers. As a result of these conversations and estimates from the FAA officials, Mr. Wham said the county's CIP for FY 2019 has been modified to include \$144,000 for the design and bidding of an improved airport lighting system and \$65,413 for a "terminal Area Plan Update." A representative of the Michael Baker firm will continue discussions with FAA to justify the requested \$65,413 allocation rather than the \$10,000 suggested by Mr. Goodly.

On a motion by Mr. Segars and a second by Mr. Patterson, the Commission voted unanimously to submit the revised CIP to FAA before the end of December, 2018.

AIRPORT OPERATIONS REPORT

Airport, T-Hangars and Rental Home: Airport Manager Boyter reported that all of the T-hangars are currently rented. He said that he is continuing to monitor a possible problem with the septic tank system at the rental home. Mr. Boyter said that the staff had also completed improvements to the rest rooms in the terminal building.

Maintenance Hangar Lighting: Mr. Howard said that new and improved lighting has been installed at the maintenance hangar. County personnel installed the lighting, he said.

In response to an inquiry from Chairman Wham, Mr. Boyter said that electrical service at the new storage building will be installed when weather and a drier ground permit. Also, Mr. Boyter, Mr. Howard and Chairman Wham agreed that all of the improvements to the storage building should be completed before the Commission transfer ownership of the building to Laurens County.

Maintenance Hangar Contract: Chairman Wham said that a lease agreement has been completed with Florida Air, Inc. for that company to establish a business at the county airport, utilizing space in the maintenance hangar. The lease agreement began December 1, 2019 and will extend for three years. The company and the Commission will have the opportunity to renew or cancel the lease at the end of one year. The company will pay \$600 per month for the lease for the first year of the agreement and there will be a five percent increase in that charge in year two and year three of the lease. Chairman Wham said the Commission has received a certificate of insurance from the company and the company will occupy the building soon.

Administrative Miscellaneous Update: Chairman Wham said that the Commission has donated \$250 to Scout Troop and Pack 339 for the troop's assistance in the preparation and service of a meal for a fly-in at the county airport on September 30, 2018.

On a motion by Mr. Patterson and a second by Mr. Harrington, the Commission voted unanimously to allocate a payment of \$100 to Mr. Boyter and a payment of \$50 to Tom Murphy for the Christmas season.

NEW BUSINESS

2018 FAA Disadvantaged Business (DBE) Goal Report: The referenced report has been prepared and submitted to the county. The county will publish a notice of the report's availability to the public in a local newspaper.

South Carolina Aviation Association Annual Conference: The Commission then discussed the annual conference of the South Carolina Aviation Association that will be held February 27-March 1 at Hilton Head Island, SC.

On a motion by Mr. Segars and a second by Mr. Harrington, the meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Ernest B. Segars, Member
Laurens County Airport Commission