

**LAURENS COUNTY AIRPORT COMMISSION  
MEETING MINUTES  
MONDAY, OCTOBER 14, 2019  
6 P.M. - AIRPORT TERMINAL CONFERENCE ROOM**

**Members Present:** Richard Snipes, Chairman; Richard Patterson, Vice Chairman; Robert Harrington, Treasurer; Ernest Sugars, Secretary; and George S. Wham.

**Staff Present:** Gifford Boyter, Airport Manager; and Andy Howard, Laurens County staff; and Ed Young, CPA, the Airport Commission's financial manager

**Guests Present:** Michael Leighton, local business person; and Andrew Macke and Zach Buchanan of Manley-Garvin CPA firm.

Chairman Richard Snipes called the October 14, 2019 meeting of the Laurens County Airport Commission to order at 6 pm.

**Approval of Agenda:** On a motion by Mr. Harrington and second by Mr. Patterson, the Commission approved the agenda for the meeting on a unanimous vote (5-0)

**Approval of the Minutes of the August 12, 2019 Commission Meeting:** On a motion by Mr. Segars and a second by Mr. Patterson, the Commission approved the referenced meeting on a unanimous vote (5-0.)

**Financial Reports**

**Presentation of the FY 2019 Audit of the Laurens County Airport Commission:** Andrew Macke and Zach Buchanan of the Manley-Garvin accounting firm presented to the Commission the financial report for the fiscal year that ended June 30, 2019.

Mr. Macke presented two reports to the Commission, one entitled "Report to the Commissioners" and a second document entitled "Report on Financial Statements."

He said that the FY 2019 audit is an "unqualified financial statement," which means that the accounting firm has determined that all aspects of the Commission's fiscal activities are in good order. The firm issued no adverse findings and determined that the Commission's finances are very strong. The Commission's "net position" at the end of FY 2019 was a positive \$304,948, an increase of \$19,187 over the previous year.

Copies of the two audit reports referenced above are included as part of these Minutes.

**Monthly Financial Reports:**

LCAC Financial Reports, September 30, 2019

LC Airport Budget, September 30, 2019

The Commission accepted copies of these reports as information without comment. Copies of both reports are included as part of these Minutes.

## **Old Business**

### **Airport Projects**

**FAA FY19 Project & Grant:** Staff member Andy Howard reported that FAA has approved funding for the design and bidding for an Airfield Lighting Rehabilitation plan for the Laurens County Airport. The cost of the project totals \$137,997, with FAA providing \$124,187 and state and local sources each providing \$6,900. Mr. Howard said the planning project will begin within a few weeks.

**Airport Layout Plan (Terminal Area Plan) - New T-Hangars:** The Commission engaged in a detailed discussion of future airport development and the possible financing and construction of additional hangars, both T-hangars and corporate hangars. Michael Leighton, a businessman involved in the aviation and aviation services industry also participated. During the discussion, Andy Howard noted that FAA had denied a funding request from the Commission for an updated Terminal Area Plan portion of the Airport Layout Plan (ALP.) This portion includes the terminal, hangars, and fuel farms.

The Commission also noted that Mr. Leighton is interested in obtaining more hangar space at the Laurens County Airport to house an expanded aviation business in Laurens County.

After the discussion, Mr. Wham made a motion that the Commission recommend to Laurens County Council that Laurens County execute a contract with our consultant, Michael Baker International, to update the Terminal Area Plan portion ALP for the airport. Mr. Wham also stated in his motion that the Commission will assist the county in financing this ALP update for an amount not to exceed \$22,136. As part of the discussion, Mr. Wham said that the Commission should be able to tap county funds appropriated to the Commission to fund at least a portion of the project. Mr. Patterson offered a second to the motion and the Commission approved the motion on a unanimous vote.

Once the ALP update is completed, the Commission will present the updated document to FAA for approval and the Commission can proceed with more detailed discussions for the construction of new hangars and other improvements. As part of this planning process, Mr. Leighton will also present to the Commission detailed specifications for the hangar and possibly office space he will require for his expanded business.

**Airport Approaches:** Mr. Howard said that the county has identified and marked individual trees on both runway approaches that are obstacles in those approaches. The county will remove the identified obstacles shortly.

## **Airport Operations**

**Airport, T-hangars, Rental Home, and Maintenance Hangar:** Airport Manager Gifford Boyter reported that all aspects of local airport management and services are in good order.

## **New Business**

**Airport Capital Improvement Plan (ACIP):** County staff member Andy Howard presented to the Commission a draft and amended ACIP for FY 2021-2025. The ACIP is a planning document that is approved by the Airport Commission and then submitted to Laurens County Council for its approval. Upon approval by Council, the ACIP is submitted to FAA to serve as a guide for local airport projects that will be submitted to FAA for funding over the next several years.

In consultation with the Commission's engineers at Michael Baker International, Mr. Howard recommended to the Commission that a proposal for a new terminal building at the Laurens County Airport be submitted as part of the updated ACIP. The proposal for the new terminal would call for the construction project in several years, perhaps in 2022.

The local planning and approval process is to be completed and the Laurens County ACIP is to be submitted to FAA by the end of the calendar year.

**Capital Projects Sales Tax (CPST):** The Commission then discussed an upcoming referendum on a Capital Project Sales Tax that County Council has scheduled for November of 2020. Agencies and entities within the county will submit capital projects to an appointed Commission for consideration for inclusion on the referendum. Voters in the county will decide whether the one cent capital sales tax will be imposed for Laurens County but capital projects not included on the approved list will not be eligible for funding.

Mr. Wham made a motion that the Commission pursue the development of the required feasibility study and construction plans for a new airport terminal with the CPST as one possible source for local matching funds. Mr. Harrington offered a second to the motion and the Commission approved the motion on a unanimous vote (5-0.) Commission Chairman Richard Snipes and Commission members Wham and Segars agreed to serve on a committee to work on the development of the referenced plans.

The Commission also agreed to meet again within the next several weeks to approve the draft ACIP so the document can be submitted to County Council for its approval before the end of the year. The approved ACIP will then be submitted to FAA.

The meeting was adjourned at 8 p.m.

Respectfully submitted,

Ernest B. Segars  
Secretary, Laurens County Airport Commission