

REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS

MOHAVE COUNTY AIRPORT AUTHORITY, INC.

Minutes of October 9, 2018

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on October 9, 2018 at the Bullhead Area Chamber of Commerce, 1251 Highway 95, Bullhead City, Arizona.

A. CALL TO ORDER

Director Jim Zaborsky, President, called the meeting to order at 9:00 a.m. MST.

B. ROLL CALL

Directors Present

Jim Zaborsky, President; Mark Clark, Vice President; Steve Willett, Secretary; Denise Berry; Joe Keunen; and Jena Morga.

Members Present

Jim Dykens; Pat Fordham; Meg McDaniel; Casey Mulligan; Scott Neal; Lance Ross; Frank Sapp; Mary Schramm; Phyllis Smith; Ron Smith; Teri Sponder.

Staff Present

Jeremy Keating, Airport Director; Joey O'Rourke, Assistant Airport Director; Wendy Brooks, Administrative Assistant.

Guests Present

Blake Segal, Harrah's Laughlin; Jon Jones, Fox Creek Jr. High School.

C. PLEDGE OF ALLEGIANCE

Director Jim Zaborsky, President, led in the reciting of the Pledge of Allegiance.

D. APPROVAL OF MINUTES

A motion was made by Director Steve Willett to approve the minutes of the Regular Quarterly Meeting of July 10, 2018, seconded by Director Mark Clark; the motion carried unanimously.

E. DISCUSS AND TAKE POSSIBLE ACTION TO APPROVE NEW MEMBERSHIP APPLICATIONS

Board President Jim Zaborsky asked Jon Jones and Blake Segal to share about their interest in becoming a member of Mohave County Airport Authority.

Blake Segal said he is the new Senior Vice President of Operations and General Manager for Harrah's Laughlin. He has worked for Caesars/Harrah's for 15 years and has direct oversight

of the Caesar's Entertainment air charter and travel management programs. Blake wants to continue the tradition of the Harrah's General Manager being involved with the airport.

Jon Jones said he is the Principal at Fox Creek Junior High School. He is a previous member of the Bullhead Area Chamber of Commerce. Jon is involved in the educational community and believes he can help the Airport Authority continue to nurture the Airport's relationships with schools, students, and the business community.

A motion was made by Director Steve Willett to hold the General Membership vote for Blake Segal to become a member of the Authority; seconded by Director Mark Clark. The vote carried unanimously. Director Jim Zaborsky asked the General Members to vote on Blake Segal's membership; the vote was unanimous.

A motion was made by Director Steve Willett to hold the General Membership vote for Jon Jones to become a member of the Authority; seconded by Director Mark Clark. The vote carried unanimously. Director Jim Zaborsky asked the General Members to vote on Jon Jones' membership; the vote was unanimous.

F. COMMITTEE REPORTS

1. Finance & Planning Committee – Director Joe Keunen

The Finance & Planning Committee met on Thursday, October 4, 2018.

Board President Jim Zaborsky announced that Director Brad Belhouse has resigned from the Authority. Director Joe Keunen gave the Finance and Planning Committee report.

a. Year to Date Financial report

YTD net income as of August 31, 2018, is \$4,000 below budget and total revenues are slightly ahead of budget. The Airport is above budget for expenses partially due to three pay periods in August. The Airport is still in a good position with Operating Cash at \$475,000 and \$1.1 million in total cash.

b. Capital Expenditures

1) Security Program software update – \$3,400

The software update was done to bring the Airport up to date.

2) ARFF truck tire replacement – \$3,500

One new tire was purchased for the Airport fire truck.

3) Administration office remodel – \$18,000

Airport staff will be doing some of the work to cut down on the expense of the remodel. The work will begin soon.

4) California Computer Options – \$3,000

The Airport has gone through several local IT companies in the last few years. Computer Options was hired to perform IT work for the Airport office.

c. FAA projects in progress

1) AIP 48 - Apron Rehabilitation/Reconstruction

The project should be complete in the next couple of weeks.

2) AIP 49 - Taxiway Alpha & connectors sealcoat

This project will begin in late October and should be completed by the end of the year.

d. Airport Engineering Services 5-year on-call (RFQ)

A special review committee recommended the selection of Mead & Hunt. Mead & Hunt was chosen out of six companies who submitted RFQs for the 5-year on-call agreement. The Airport is not locked in to the commitment and can still change engineers, if necessary.

A motion was made by Director Mark Clark to authorize Airport Director Jeremy Keating to negotiate with Mead & Hunt for the agreement; seconded by Director Jena Morga; the vote carried unanimously.

e. FAA supplemental funding

Extra funding from the FAA is available to rural airports who qualify. The Airport is in a position to take advantage of the funding and will be submitting an application.

f. Other Airport Development/Improvements

1) Air Traffic Control Tower radio/communication equipment replacement

The equipment installation will begin in late October or early November and is expected to be completed by the end of the year.

2) Land Acquisition – proceeding with due diligence

The last appraisal will need to be revalidated because of the amount of time that has passed. The auction will take place next year.

3) Researching solar options

Mohave Electric Cooperative has a solar power grant program that the Airport is researching.

2. Real Estate Committee – Director Jim Zaborsky, President

The Committee met on Thursday, October 4, 2018.

a. ParkWest Development Status Report

ParkWest hopes to have good news to report at the next meeting regarding negotiations with possible Airport Center tenants.

b. Environmental cost share update

Environmental issues have been resolved and the Airport is trying to pursue assistance with cost share reimbursement.

A motion was made by Director Joe Keunen to approve the pursuit of cost share reimbursement, seconded by Director Jena Morga; the motion carried unanimously.

3. Air Service Development & Marketing Committee –Lance Ross, Committee Chairman

The Committee met on Thursday, October 4, 2018.

• Air service update

Scheduled charter flights by Sun Country and Elite are going strong.

The Rochester Post-Bulletin covered Elite's plans to drop Arizona and Florida flights to and from Rochester, Minnesota (RST). Elite's decision to cancel and not resume IFP-PHX-RST service was strictly tied to bookings in and out of Rochester, so the change in Elite's strategic plan should not be considered a negative reflection on IFP's market.

G. AIRPORT DIRECTOR REPORT – Jeremy Keating, Airport Director

1. Annual Part 139 Tabletop exercise – Oct. 24

This year's Tabletop Exercise will be held on October 24th at the Airport Fire Department.

2. Hosting Women's Council Leadership class at Airport Fire Station – mid-November

The Airport will host the Colorado River Women's Council Leadership class on November 14th at the Airport Fire Station.

3. Airport hangar update

Fuel sales and operations for general aviation aircraft are up. Several owners of empty hangars have been able to sell their hangars to aircraft owners needing a place to store their planes. The Airport Authority has no empty hangars at this time.

4. Two open positions

The Airport has two job openings for Airport Operations/Airport Rescue Fire Fighter.

5. Working on a website refresh

The Airport's website needs to be updated to keep up with technology. The last update was two or three years ago.

6. New Internet service provider

SuddenLink Communications now provides faster fiber optic internet service for Airport staff.

7. New IT company

The Airport's new IT company is Computer Options. They have already been very responsive to Airport staff in resolving computer and network issues.

8. Airport events – National Aviation Day and the Flying Legends of Victory Tour with the B17 aircraft

Approximately 200 people attended National Aviation day. More aircraft came for the event than in previous years. The Victory Tour was also a success.

9. Arizona Airports conference in Phoenix Oct. 16-17

Two Arizona Airport conferences are held every year. Airport Director Jeremy Keating and Assistant Airport Director Joey O'Rourke will be attending the conference this month.

10. Operational Activity Report

Jet A Fuel was up 40% and Avgas was up 16% over last year. Café Revenue and Rental Car Revenue were up. Airport Operations were up 16% compared to last year.

The General Aviation Committee (GAC) met in September. The GAC meeting is open to anyone who wants to attend. Topics include open discussion about how to increase GA activity at IFP.

H. PRESIDENT'S REPORT – Director Jim Zaborsky, President

1. Discussion and appointment of new Board Treasurer

Brad Belhouse resigned from the Authority because of a job relocation. Director Joe Keunen has been involved with the Finance and Planning Committee for the last three years. The Board asked Joe if he would be willing to serve as Treasurer for the remainder of the 1-year term and Joe accepted the invitation. A motion was made by Director Mark Clark to approve the appointment of Director Joe Keunen as the Treasurer; seconded by Director Steve Willett; the motion carried unanimously.

2. Discuss and take possible action on an Amendment to the Bylaws, which adds language that no more than one (1) person from any employer, entity, or organization can be a member of the Board of Directors.

Board President Jim Zaborsky talked about how having a good cross-section of community representation on the Board of Directors is good. After some discussion by the Board of Directors, it was determined that due to the lower number of Directors on the Board, the Bylaw amendment would read:

“No more than two (2) persons from any one employer can be a member of the Board of Directors.”

A motion was made by Director Joe Keunen to amend the Bylaws as discussed; seconded by Director Jena Morga. The vote carried unanimously.

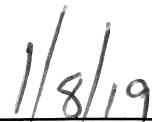
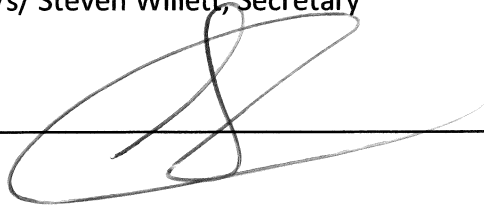
I. NEXT REGULAR BOARD MEETING

The next Board meeting will be held January 8, 2019 at 9:30 a.m. (MST), at the Bullhead Area Chamber of Commerce.

J. ADJOURN REGULAR BOARD MEETING

The meeting was adjourned at 9:47 a.m.

SIGNED: /s/ Steven Willett, Secretary



(Date signed)