

# REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS

## MOHAVE COUNTY AIRPORT AUTHORITY, INC.

### Minutes of July 9, 2019

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on July 9, 2019 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; Steve Willett, Secretary; Joe Keunen, Treasurer; Arden Lauxman; Jena Morga; Blake Segal.

##### Members Present

Brett Dennis; Jim Dykens; Patricia Fordham; Doc Holiday; Michelle Keunen; Meg McDaniel; John Pynakker; Lance Ross; Frank Sapp; Phyllis Smith; Ronald Smith; Terri Sponder.

##### Staff Present

Jeremy Keating, Airport Director; Wendy Brooks, Administrative Assistant

##### Guests Present

Ray Winslow, local pilot; Terri Harber, Mohave Daily News; Dave Parks, Signature Flight Support.

#### C. PLEDGE OF ALLEGIANCE

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

#### D. APPROVAL OF MINUTES

1. Regular Meeting Minutes April 9, 2019

2. Annual Meeting Minutes April 9, 2019

A motion was made by Director Joe Keunen to approve the minutes of the Regular and Annual Meetings of April 9, 2019, seconded by Director Steve Willett; the motion carried unanimously.

#### E. DISCUSS AND TAKE POSSIBLE ACTION TO APPROVE NEW MEMBERSHIP APPLICATION

- Ray Winslow – Laughlin, NV

Board President Jim Zaborsky asked Ray Winslow to share about his interest in becoming a member of Mohave County Airport Authority.

Ray Winslow said he has many years of experience as a pilot. He was a crop duster before he joined the Navy. He was also a pilot for Continental Airlines and then flew planes in England for 5 years. Ray is also experienced in aircraft maintenance. He owns a small plane and continues to fly.

A motion was made by Director Jena Morga vote to accept Ray Winslow's membership application, seconded by Director Arden Lauxman; the motion carried unanimously.

#### F. COMMITTEE REPORTS

##### 1. Finance & Planning Committee – Director Joe Keunen, Treasurer

The Finance & Planning Committee met on Friday, June 28, 2019.

###### a. Year-to-Date Financial report

The Financial Statement ending April 30, 2019 shows Net Income is ahead of budget. The Airport staff has done well in controlling expenses and managing revenue. Total cash including reserves is \$1 million. Year-to-date net income is over \$400,000 and overall the budget remains constant.

###### b. Review of cash flow

The cash flow projection spreadsheet was developed by the late John Hastings, former Board President. The cash flow, which allows the Airport to work on current projects, has remained consistent with the cash flow projection.

###### c. Investment Portfolio report

The Airport has already earned \$1,000 in interest, which is three times more than the interest earned in a savings account last year. The money was put into several CDs with conservative low risk commodities, and the CDs are easily available if necessary.

###### d. FY 2020 Budget Proposal - Reviewed by Finance & Planning committee and recommended for Board approval

The FY 2020 budget has no significant changes from last year's budget. The budget is optimistic on expenses and conservative on income. The proposed budget has an expected revenue of \$2.4 million with an expected net income of \$311,000.

###### e. Capital Expenditures

- Conference room remodel - \$7,200

The project is about 80% complete and the Airport has saved about \$13,000 doing the work in-house.

f. Signature Flight Support Ground Handling lease

The lease expires at the end of the year. Negotiations are ongoing.

g. FAA/ADOT projects awaiting grant funding

1) Land Acquisition

The Airport was the sole bidder on the land purchase. An FAA grant is expected soon.

2) Airport Master Plan update

This will take a couple of years to complete and will begin after the grant is funded.

3) Terminal Access Road design

The project will begin after the Airport receives grant funding.

4) Westside RSA drainage improvements design

This project is also waiting on grant funding.

5) General Aviation wash rack

The Airport received many requests from GA pilots for an airplane wash rack. This project is waiting on grant funding.

h. FY21 – FY25 Projected Airport Capital Improvement Projects (ACIP) - Reviewed by Finance & Planning committee and recommended for Board approval

The Finance & Planning committee recommends the Board's approval of the ACIP projects. A motion was made by Director Arden Lauxman to approve the capital improvements projects, seconded by Director Joe Kuenen; the motion carried unanimously.

i. Other Airport Development/Improvements

1) Terminal Building memorial sign replacement - Proposals reviewed by Finance & Planning committee and recommendation to move forward with the Yesco proposal

Some members at the meeting expressed their concerns about John Hastings' name being on the sign. However, a majority of the members who spoke were in favor of a sign to recognize John Hastings' contributions to the Airport.

Director Steve Willett motioned that the Board continue to explore the possibility of replacing the current sign, requesting the Airport to ask Yesco to revise the sign and have the Airport name made larger and John Hastings' name made smaller; and that the Board will decide how much the Airport can contribute after donation money is applied to the cost; the motion was seconded by Director Jena Morga. The vote was 5 Directors in favor of the motion, one opposed. The motion carried with a majority vote.

Director Steve Willett reiterated that the sign will need to be replaced regardless of whether or not this sign proposal is used.

2) Researching solar options for Airport Fire Station

The Airport is still researching options for solar power funding. Mohave Electric Cooperative has a program to help fire stations with the cost of solar power.

Matching funds may be required.

2. Real Estate Committee – Director Jim Zaborsky, Chair

The Real Estate Committee met on Friday, June 28, 2019.

• ParkWest Development Status Report

ParkWest continues to look for new tenants and is considering alternative options for bringing new tenants to the Airport Center. More information about the alternatives may be available at the next Board meeting. Hobby Lobby recently built a store in Bullhead City, suggesting that big box stores are still an option for this area.

3. Air Service Development & Marketing Committee - Lance Ross, Chair

a. Air Service Update

In April, Airport Director Jeremy Keating attended the Volaire Aviation Annual Air Service Development Conference. The conference allows Airports to meet with airlines to discuss possible air service.

The Air Service and Marketing Committee met with Jack Penning of Volaire Aviation for a presentation in May. Mr. Penning shared the first market analysis done for the Airport since 2001. It provided recent data from the Las Vegas and Phoenix airports which indicates that 2,000 people per day travel to and from the Airport's catchment area. If

the Airport can gain a fraction of those passengers, it will be able to sustain air service here.

b. Small Community Air Service Development Grant Program

The grant application period is open and the Airport will submit an application in a few days. Letters of support from local business and government entities have been gathered for the grant. The Airport's grant application will be for service to and from Denver.

The Airport also received two unsolicited proposals for regional air service, which would be in addition to, not instead of, any airline service we receive through a SCASD grant. One proposal looks more promising and offers 15 round trips per week with an early morning departure and a late night arrival to facilitate connections to Los Angeles International Airport (LAX). The airline would use Part 135 regional aircraft with nine seats. This service will require a local subsidy or underwriting, and several public and private agencies are exploring the financial feasibility of helping with subsidies. The Airport did have air service with similar sized aircraft some years ago and the load factors were good.

G. AIRPORT DIRECTOR REPORT- JEREMY KEATING, AIRPORT DIRECTOR

1. Operational Activity Report

Commercial landings were down, but enplanements were up due to aircraft and seat changes that allow more passengers per flight. Avgas was down slightly; Jet A fuel was also down slightly due to fewer military aircraft this year. Both the café and car rental revenues were up.

2. General Aviation update

The Airport has one hangar available for rent. Airport staff is looking for a consultant to help revise the lease documents.

The General Aviation Committee (GAC) met in April. General aviation pilots, casino resorts, and Signature Flight Support were invited to the meeting. Participants were updated about scheduled Airport maintenance and upcoming events and projects. One of the projects discussed is the construction of an aircraft wash rack that many of the pilots requested. Future GAC meetings will be held every 6 months.

3. FAA Annual Part 139 inspection - No discrepancies 4 years in a row

Once again, Airport staff did an excellent job of preparing for the annual Part 139 inspection. For a record 4<sup>th</sup> year in a row, the Airport passed the inspection with no discrepancies. This inspection shows how safe the Airport is for the commercial carriers, passengers and the GA community.

H. PRESIDENT’S REPORT – DIRECTOR AND BOARD PRESIDENT JIM ZABORSKY

Director Zaborsky thanked Airport Director Jeremy Keating and the Airport staff for doing an excellent job of taking care of the Airport. He said Jeremy Keating also does a great job in being conservative on the budget and keeping expenses down.

I. NEXT REGULAR BOARD MEETING

- October 8, 2019 at 9:00 a.m. (MST), at the Bullhead Area Chamber of Commerce.

J. EXECUTIVE SESSION - Discussion of personnel

Director Steve Willett motioned to go into the Executive Session, seconded by Director Joe Kuenen; the motion carried unanimously.

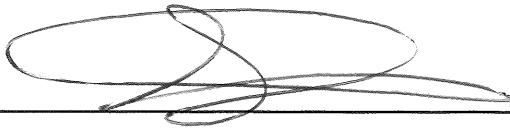
K. RECONVENE REGULAR BOARD MEETING

Director Jena Morga motioned to reconvene the Regular Board meeting, seconded by Director Joe Keunen; the motion carried unanimously.

L. ADJOURN REGULAR BOARD MEETING

Director Joe Kuenen motioned to adjourn, seconded by Director Arden Lauxman; the motion carried unanimously. The meeting was adjourned at 10:45 a.m.

SIGNED: /s/ n Willett, Secretary



(Date signed)