

REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS

MOHAVE COUNTY AIRPORT AUTHORITY, INC.

Minutes of April 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 April 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 9:13 a.m. MST.

B. ROLL CALL

Directors Present

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

Members Present

Brett Dennis; Patricia Fordham; Jon Jones; Arden Lauxman; Meg McDaniel; Casey Mulligan; Scott Neal; John Pynakker; Lance Ross; Frank Sapp; Blake Segal; Phyllis Smith; Ronald Smith.

Staff Present

Jeremy Keating, Airport Director; Joey O'Rourke, Assistant Airport Director; Wendy Brooks, Administrative Assistant; Becky Gardner, Manager of Airport Administration and Finance.

Guests Present

Ray Winslow, local pilot; Larry and Debby Murphy, IFP Hangar owners; Bertil Bartoli, local pilot and IFP Hangar tenant.

C. PLEDGE OF ALLEGIANCE

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

D. APPROVAL OF MINUTES

1. Regular Meeting Minutes January 8, 2018

A motion was made by Director Steve Willett to approve the minutes of the Regular Quarterly Meeting of January 8, 2019, seconded by Director Jena Morga; the motion carried unanimously.

E. SPECIAL MEETING - EXECUTIVE SESSION

- Discuss and take possible action to approve the Executive Director's annual performance evaluation and salary adjustment

During the Executive Session, the Directors discussed the annual review of Airport Director Jeremy Keating and agreed he has done an excellent job over the last year.

After reviewing the salaries of Airport Directors at other local airports, the Board agreed to adjust his salary accordingly. A motion was made by Director Joe Keunen to approve the salary adjustment, seconded by Director Jena Morga; the motion carried unanimously.

F. COMMITTEE REPORTS

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

The Finance & Planning Committee met on March 28, 2019.

a. Year-to-Date Financial report

The Financial Statement ending January 31, 2019 shows the Airport in good standing. Cash on hand remained solid, although there was a net loss mostly due to three salary periods falling within one month.

b. Capital Expenditures

- New Airport Operations vehicle - \$43,000

The Airport purchased a new pick-up truck for Operations.

c. Investment Policy & Resolution recommendation/ Investment Proposal recommendation

Committee members went over the Investment Policy at the Committee meeting and discussed how the cash on hand can be put into a short-term investment. They also discussed the Resolution to authorize the Airport Director to move forward with the investment procedure. A motion to approve the Investment Policy and the Resolution was made by Director Steve Willett, seconded by Director Jena Morga; the motion carried unanimously.

d. Signature Flight Support Ground Handling lease

Signature Flight Support's lease expires at the end of this year. Airport Director Keating is reviewing the current lease and analyzing options for future discussion.

e. FAA/ADOT projects awaiting grant funding

1) Land Acquisition

Land that the Airport plans to purchase is now in auction status and will be advertised for about 12 weeks. The auction will be held on June 13, 2019.

2) Airport Master Plan update

The Airport is waiting on a grant opportunity and will review the plan closer to the end of the year.

3) Terminal Access Road design

The Airport is waiting on a grant for this project.

4) Westside Runway Safety Area (RSA) drainage improvements design

The Airport is waiting on a grant for the RSA drainage project.

f. Other Airport Development/Improvements

1) Main Terminal sign replacement

Airport Director Jeremy Keating is reaching out for quotes for this project.

Jeremy further explained that the Airport would like to change the signage on the Main Terminal in order to recognize the late John Hastings, former President of Mohave County Airport Authority, for all of his efforts regarding scheduled air service. Jeremy said that he is seeking bids and designs from local companies for a reasonably priced project. Some donations to fund the project have been received and more donations are anticipated.

2) Researching solar options

The Airport Director is still seeking solar options. The Airport might be able to take advantage of a grant from Mohave Electric Cooperative for a solar project.

2. Real Estate Committee – Director Jim Zaborsky, President

The Real Estate Committee met on March 28, 2019.

- ParkWest Development Status Report

There continues to be an interest the Airport Center, but no company has committed to a decision yet. One problem ParkWest is running into is that the big box stores tend to go through managers often, so it takes time for new managers to get on board with what their management wants to do.

Another large parcel behind Sam's Club would be ideal for a storage facility. There are a couple of companies that have shown some interest and they have already been out to look at the site.

There are restrictions within the leases of Home Depot and Sam's Club that prohibit the Airport from leasing property to certain types of businesses, so ParkWest continues to look for businesses that will work within those guidelines.

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

- Air Service Update

The Air Service Committee meeting was delayed in order to accommodate Jack Penning from Volaire Aviation. Mr. Penning will be here for an Air Service presentation later next month.

- Volaire Air Service Forum - Tucson, April 25

The conference helps match airlines to airports that want to secure scheduled air service. Airport Director Jeremy Keating will attend.

The Department of Transportation is behind schedule in releasing the SCASDP grant applications due to the government shutdown earlier this year. Once the applications have been released, Mr. Penning will notify the Airport Staff.

Lance and Assistant Airport Director Joey O'Rourke continue to address social media comments regarding scheduled air service.

G. AIRPORT DIRECTOR REPORT – Jeremy Keating, Airport Director

Jeremy introduced Becky Gardner, the Airport's Manager of Airport Administration and Finance. She has been with the Airport for over a year and was interested in attending a Board Meeting.

1. Airport staff update

- New Manager of Airport Fire/Operations

Current Airport Fire Chief David Diego will be leaving the Airport to pursue other firefighting opportunities. Shaun Kelly, who has been the Airport's Operations Duty Manager, has just been promoted to replace David as the new Manager of Airport Fire/Operations. David will train Shaun before he leaves the Airport's employment, and someone will be hired to fill Shaun's former position.

- New Airport Fire Fighter/Operations Coordinator

Michael Walker has been hired as a new Airport Rescue Fire Fighter. He comes with a wealth of experience; he was in the Navy for 20 years and had some firefighting experience there. He recently worked for Signature Flight Support.

2. General Aviation update – Assistant Airport Director Joey O'Rourke

A hangar survey was distributed to General Aviation (GA) tenants at the airport in order to receive some input from the pilots and help make the airport better for GA traffic.

A different survey regarding the Air Traffic Control Tower was also distributed to gauge customer service. The Tower is under the management of Serco.

The Airport is considering putting in a wash rack for planes plus a few other amenities in the future.

The Airport currently has three hangars available for lease and a waiting list of ten people, so they are contacting people on the list to see who wants to lease a hangar.

Assistant Director Joey O'Rourke is studying the existing leases in order to revise and update the wording on future lease agreements.

GA meetings are held quarterly to engage with the GA pilots who use the airport. The next GA Committee meeting will be held April 12, 2019 at 9:00 a.m. in the Airport Conference Room.

3. Crisis Communications Plan Development

The Airport is using a local consultant to be better prepared for an incident.

4. Arizona Airports Association Spring Conference in Laughlin - April 14-17

The Airport is hosting the Spring Conference this year.

5. Aviation career day for local high school student

The Airport did an Aviation Career Day for a Needles High School student on April 5, 2019. The student spent the day at the Airport learning about the Tower, the Airport fire department, Airport Administration, Airport Security, Signature Flight Support and Sun Country Airlines. He also got to sit inside the cockpit of a Sun Country plane, and he got to ride in a private airplane. The Airport staff enjoys having students who are interested in aviation come to the airport for their school's Career Day.

6. Wings of Freedom this week - WWII aircraft visit & rides

The Airport was able to fill in for another airport that canceled their visit.

7. Hayward Air Rally - May 17-19

The Air Rally starts in Hayward, CA, where 20-25 pilots fly their planes 500 miles to Laughlin/Bullhead International Airport for a day of activities.

8. US Contract Tower Association annual meeting - May 14-16

Jeremy Keating attends the meeting when he can so he can stay informed of what is going on with Contract Towers.

9. FAA Annual Part 139 inspection – May

The Airport passed the last three annual inspections with no discrepancies and Airport staff is hoping to do the same this year.

10. Operational Activity Report

Commercial landings were down a little compared to last year due to the loss of American Airlines. Enplanements and deplanements have remained consistent so the casinos must be filling more seats. Jet A Fuel Flowage, Aircraft Fuel and Avgas Fuel were all slightly down from last year. Café Revenue was up from last year and rental car revenue was up as well.

H. PRESIDENT'S REPORT

Director Jim Zaborsky, President announced the Annual meeting will begin after a five-minute break following the Regular meeting.

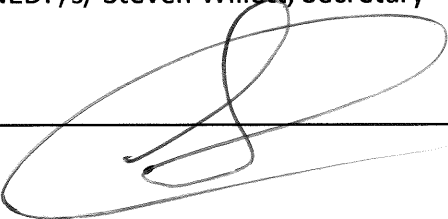
I. NEXT REGULAR BOARD MEETING

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

J. ADJOURN REGULAR BOARD MEETING

A motion to adjourn the meeting was made by Director Joe Keunen, seconded by Director Steve Willett. The meeting was adjourned at 9:52 a.m.

SIGNED: /s/ Steven Willett, Secretary

A handwritten signature in dark ink, appearing to be "S. Willett", is written over a horizontal line.

7/9/19
(Date signed)