

REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS

MOHAVE COUNTY AIRPORT AUTHORITY, INC.

Minutes of January 12, 2021

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:30 a.m. MST on January 12, 2021 at the Bullhead Area Chamber of Commerce, 1251 Highway 95, Bullhead City, Arizona.

A. CALL TO ORDER

Airport Director Jeremy Keating called the meeting to order at 9:30 a.m. MST.

B. ROLL CALL

Directors Attending in Person or via Microsoft Teams Conference Call

Denise Berry, Vice-President; Ardie Lauxman, Treasurer; Jena Morga, Secretary; Frank Sapp; Blake Segal; Ray Winslow

Directors Absent

Steve Willett, President

General Members Attending in Person or via Microsoft Teams Conference Call

Meg McDaniel; Scott Neal; John Pynakker; Lance Ross; Phyllis Smith; Ronald Smith; Terri Sponder; Troy Teske; Larry Tunforss

General Members Absent:

Brett Dennis; Pat Fordham; John "Doc" Holladay; Joe Keunen; Michelle Keunen; Jackie Mazzeo, Casey Mulligan; Mary Schramm; Jeff Tipton

Staff Present

Jeremy Keating, Airport Director; Kellen Shireman, Airport Assistant Director, Wendy Brooks, Administrative Assistant

Guests Present

Dave Parks, Signature Flight Support; Terri Harber, Mohave Valley Daily News; Gene Newman, CPA

C. PLEDGE OF ALLEGIANCE

Director Jena Morga led in the reciting of the Pledge of Allegiance.

D. APPROVAL OF MINUTES

- Regular Meeting Minutes of October 13, 2020

A motion was made by Director Ardie Lauxman to approve the minutes of the Regular Quarterly Board of Directors Meeting of October 13, 2020, seconded by Director Jena Morga; the motion carried unanimously.

COMMITTEE REPORTS

1. Finance & Planning Committee - Director Ardie Lauxman, Treasurer

The Finance and Planning Committee met Wednesday, January 6, 2021 at the Airport.

a. Year to Date Financial report

The YTD Financial Highlights as of October 31, 2020 showed Total Cash including Operating Cash, Restricted Cash and Investments was \$1.9M. Accounts Receivable was \$160,864 and State Grants Receivable was \$44,043. Accounts Payable was \$132,212 and Deferred Revenue from PFC charges was \$252,730.

Total Revenues YTD were \$200,377, less the Total Expenses less Depreciation of \$181,265 leaving a Net Income of \$19,111, which was about \$48,000 less than this time last year. This shows the effect of Covid on the budget, but the Airport is still keeping its head above water.

b. Investment Portfolio Report

Total value of the portfolio as of December 31, 2020, was \$416,995, which is an increase of \$8,991 over the course of the investment. There was a recent downturn in the market, but the market came back and did well.

c. ****Action item**** Debt Refinance – Summary report – Discussion and possible action to authorize MCAA Vice President to sign refinance documents

The Airport has been looking for better options on interest rate percentages for a few months. The current lender offered to refinance the two loans at an interest rate of 2.75%. Because the Board President, Steve Willett, is unable to sign the loan papers at this time, the bank has required the Board of Directors to authorize Vice President Denise Berry to sign the loan documents. Director Jena Morga motioned to authorize Vice President Denise Berry to sign the loan documents, seconded by Director Ardie Lauxman. The motion carried unanimously.

d. ****Action Item**** FY20 Summary Audit Presentation - Mr. Gene Newman – Discussion and possible action to accept the FY20 Audit Report

The financial highlights of the FY20 audit showed the Authority's total Net Position increased by \$3,427,000. The Long-term Debt decreased by \$172,200 during the current

fiscal year. The Authority's net income increased by \$220,000. Operating expenses increased by \$144,000.

Mr. Newman said he appreciated the cooperation of the staff, both in house and remotely, and he said all of the files are in good shape.

Director Ardie Lauxman motioned to accept the FY20 Audit Report, seconded by Director Denise Berry. The motion carried unanimously.

- e. ****Action item**** Airport Planning & Grant Administration Services 5 year on-call (RFQ)
Discussion and possible action to authorize the Airport Director to enter into negotiations for a general services agreement with Coffman Associates – Airport Director Jeremy Keating

The airport has been working with Coffman Associates for 20 years and has been pleased with their work. The airport announced bids were open and Coffman was the only company that submitted a proposal. A motion was made by Director Jena Morga to approve the authorization of the Airport Director to enter negotiations with Coffman Associates, seconded by Director Ray Winslow. The motion carried unanimously.

- f. Current FAA & ADOT projects – Airport Director Jeremy Keating

- 1) FAA AIP 51 - Airport Master Plan – in process

It is expected that the Master Plan will wrap-up in 3-4 months. The next PAC meeting to review the Master Plan will be in March or April, and a draft plan will be presented to the Board in April or July. This is typically an 18-24 month process.

- 2) FAA AIP 53 – Terminal Road & Drainage construction – Phase 1 almost complete

Phase 1 has the road closed from the Findlay dealership down to the rental car parking lot. The Phase 2 closure will be for part of the road in front of the Terminal building and the road between the two parking lots. Phase 3 will close the North Entrance and the rest of the road down to the front of the Terminal. The project is on budget and moving along well.

- 3) ADOT Westside RSA drainage improvements design – waiting on environmental

The Airport sits on the side of the hill, so the monsoon storms cause problems with drainage on the west side of the runway. This will fix that problem.

The Airport expects to be able to continue with the design phase in a couple of months.

4) ADOT General Aviation Wash Rack design & construct – advertising soon

This project will provide a wash rack for GA aircraft as well as a public restroom facility. The Airport is in the final stages of putting the advertisement together and will be publicizing this project within the next month or two.

5) ADOT Apron Security Lighting upgrade to LED – awaiting grant offer

The Airport planned to update the Apron Security lighting on the GA ramp and Commercial ramp in a few years, but funding became available sooner. The Airport was able to get a grant for the lighting upgrade and will begin the project sooner than planned.

2. Real Estate Committee – Airport Director Jeremy Keating

The Real Estate Committee met Wednesday, January 6, 2021 at the Airport.

- Park West Development Status Report

Due to confidentiality, the Committee is not able to discuss anything yet. There are a few possibilities that Park West and the Real Estate broker are working with, but there is nothing else to report at this time.

3. Air Service Development & Marketing Committee

The Air Service Committee did not meet this quarter.

- Small Community Air Service Development Program – Jeremy Keating, Airport Director

The SCASDP grant application period will be open the end of January and the Airport will submit an application for the grant. If the Airport wins a grant, it can then try and negotiate with airlines for scheduled air service. Commercial airlines are still running only 40-60% of capacity due to covid-19.

Lance Ross, Air Service Committee Chairman, reported that funding for air service grants was cut, but has been restored by Congress.

E. AIRPORT DIRECTOR REPORT– Airport Director Jeremy Keating

1. General Aviation Report

As mentioned earlier, work on the GA wash rack continues to move forward.

All of the hangars are full and there is a waiting list of over 10 pilots. A couple of privately owned hangars have been sold and new owners are working with the Airport on ground leases.

The Bullhead Fire Department will help with hangar inspections soon to make sure everything is up to code with our hangars. The Airport will give hangar tenants a 30-day notice regarding inspections.

The last GA meeting was December 7, 2020, and the Airport will continue to hold those meetings about every six months. There were more than 10 participants on the conference call and more pilots participated than in previous meetings.

2. Casino charter update

Riverside Resort charter flights have stopped for January and February. The charter flights for Harrah's have continued to bring passengers to Laughlin.

3. Operational Activity Report

Most of the Operations numbers are down as expected. However, Jet A Fuel was up slightly, and Airport Operations are not down as much as expected.

F. PRESIDENT'S REPORT

- Director Denise Berry, Vice President, said that Director Steve Willett, President, is out on medical leave, and she asked all to keep him in their good thoughts.

G. CALL TO THE PUBLIC – Airport Director Jeremy Keating

Nobody had any comments or questions.

H. NEXT REGULAR BOARD MEETING – Airport Director Jeremy Keating

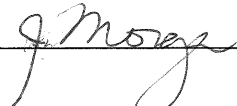
- April 13, 2021 at 9:00 a.m. (MST)


The next meeting is scheduled to be held in the same location.

I. ADJOURN REGULAR BOARD MEETING

With no further business, Airport Director Jeremy Keating adjourned the meeting at 10:05 a.m.

SIGNED: /s/ Jena Morga, Secretary





(Date signed)