

**REGULAR QUARTERLY MEETING OF THE BOARD OF DIRECTORS  
MOHAVE COUNTY AIRPORT AUTHORITY, INC.**

**Minutes of July 13, 2021**

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on July 13, 2021, at the Bullhead City School District Board Room, 1004 Hancock Rd., Bldg. 100, Bullhead City, Arizona.

**A. CALL TO ORDER**

Board President Arden Lauxman called the meeting to order at 9:08 a.m.

**B. ROLL CALL**

Directors Present

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

General Members Present

Meg McDaniel; Scott Neal; Lance Ross; Mary Schramm; Ronald Smith; Phyllis Smith; Troy Teske; Jackie Wallin

General Members Absent

Patricia Fordham; John "Doc" Holladay; Joe Keunen; Casey Mulligan; John Pynakker; Terri Sponder; Jeff Tipton

Staff Present

Jeremy Keating, Airport Director; Wendy Brooks, Administrative Assistant

Guests Present

Bill Osborne; Trina Ewing; Tom Brady

**C. PLEDGE OF ALLEGIANCE**

Director Arden Lauxman led the Pledge of Allegiance

**D. APPROVAL OF MINUTES**

**1. Regular Meeting Minutes of April 13, 2021**

A motion was made by Director Frank Sapp to approve the minutes for the Regular Quarterly Meeting of the Board of Directors of April 13, 2021, seconded by Director Jena Morga; the motion carried unanimously.

**2. Annual Meeting Minutes of April 13, 2021**

A motion was made by Director Denise Berry to approve the minutes for the Annual Meeting of April 13, 2021, seconded by Director Jena Morga; the motion carried unanimously.

E. SPECIAL PRESENTATION – Jack Penning, Volaire Aviation Consulting

Jack Penning discussed how the pandemic affected passenger counts for airlines across the country. Las Vegas will probably be at 90% of what the previous peak was by the end of July.

Airlines offered pilots early retirement at the beginning of the pandemic. The result was fewer pilots in a market already short of pilots. However, there is no shortage of aircraft. Premium loyalty to an airline brand has mostly gone away, and passengers are more concerned with schedule rather than reward points.

If the Airport can secure scheduled air service, the task will be to get people out of the habit of driving to Las Vegas to fly anywhere. The problem with the last scheduled air service was timing, with passengers often having difficulties getting a connection to Phoenix in time to catch the flight to Bullhead City, especially for passengers in the upper mid-west.

Voltaire's goal is to convince an airline that the Airport fits their strategy for increasing their number of passengers and that this is a market that already fits their business plan. There is one Network carrier that would be good for flights to Denver, which also has good connections to the Midwest. Other Network carriers will not work for various reasons. Other airline options include several smaller Regional carriers. Mr. Penning said our best option is a connection in Denver.

The Airport applied for the Small Community Air Service Development Program grant to help secure regular scheduled air service. Grants are expected to be announce in August.

An upcoming Voltaire Air Service Forum in August will provide opportunities to talk with different airlines about providing scheduled air service at the Airport.

F. COMMITTEE REPORTS

The Finance & Planning Committee met on July 7, 2021.

1. Finance & Planning Committee – Director Ray Winslow, Treasurer

a. Year to Date Financial report

As of May 31, 2021, the Airport was ahead of budget for revenue and under budget for total expenses.

b. Investment Portfolio Report

The Investment Portfolio is doing well. The portfolio is earning more interest than the money could earn in a regular savings account with a lower rate.

c. ARPA - American Rescue Plan Act

This plan provides funds from the FAA and the Airport will be receiving more information later.

d. **\*\*ACTION ITEM\*\*** - FY22 Proposed Budget - Discuss and take possible action to approve the FY22 Budget

After studying the budget and taking in consideration the CARES Act funds available over the next few years, the Committee and staff are confident that the proposed budget is manageable and recommended that the FY22 Proposed Budget be approved by the Board. A motion was made by Director Ray Winslow to approve the proposed FY22 budget, seconded by Director Jena Morga; the motion carried unanimously.

e. FY22 - FY27 Projected Airport Capital Improvement Projects (ACIP)

The 5-year Capital Improvements Projects list is fluid and depends on when grant money becomes available for the projects.

f. Current FAA & ADOT project updates

1) **\*\*ACTION ITEM\*\*** - FAA AIP 51 Grant - Airport Master Plan – Draft Final complete – Discuss and take possible action to approve Draft Final Airport Master Plan

The Master Plan Draft is a product of meetings and discussions that took place over the last 18 months with the help of an outside consultant. The Master Plan committee recommended that the Board approve the final draft of the 10-year Master Plan. A motion was made by Director Ray Winslow to approve the Draft Master Plan, seconded by Director Frank Sapp; the motion carried unanimously. There were extra copies available if anyone wanted to take a Master Plan copy home to look at.

2) FAA Grant - Westside RSA drainage improvements – waiting on grant – Jeremy Keating, Airport Director

The design for the Runway Safety Area improvement has been completed. This will shore up the area on the west side of the Airport that is affected by storm run-off. The Airport is waiting on a grant to fund the project.

3) ADOT Grant - General Aviation Wash Rack – in process – Jeremy Keating, Airport Director

The project was redesigned and will be put out for advertisement within the next few months. It will be built at the far south end of the GA ramp.

4) ADOT Grant - Apron Security Lighting upgrade to LED – design in process – Jeremy Keating, Airport Director.

This is to convert lighting to LED which will save on electricity and maintenance costs.

g. Other Airport Development/Improvements – Jeremy Keating, Airport Director

1) Terminal Holdroom alteration

This project will add an additional 70-80 seats to the Terminal B hold room. Walls, HVAC system and fire alarm sprinkler systems need to be reworked for the project.

2) Ticket Counter Bag belt replacement

The belt was on its last legs, and the Airport replaced it before it failed.

2. Real Estate Committee – Director Arden Lauxman, Chair

The Real Estate Committee met on July 7, 2021.

1. Committee chair report

There was nothing to announce yet, but several industries have looked at the area and there has been a lot of activity regarding proposed businesses.

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

a. Committee chair report

The Air Service Development and Marketing Committee did not meet. However, the Committee Chair and Jeremy Keating are discussing restarting the Committee meetings again so that more information can be shared with the Committee members. There is nothing to add to what Jack Penning said in his presentation about Air Service Development.

b. Small Community Air Service Development Program

As Jack Penning discussed, the Airport has applied for a \$750,000 Small Community Air Service Development Program grant.

c. Volaire Air Service Conference - August 2021

Jeremy Keating, Airport Director, will be attending this conference where he will meet with airlines to discuss scheduled air service at the Airport.

Director Arden Lauxman encouraged people who are interested to participate in the committee meetings, and he asked anyone interested to please talk to him.

G. AIRPORT DIRECTOR REPORT

1. Airport staffing update

The Airport will be partnering with an executive search company to find someone to fill the vacant Manager of Airport Security position.

The Airport has a Summer Intern from UND who has been here for several weeks. She will continue to learn more about Airport operations for one and a half months before returning to school.

2. General Aviation Report

There are over 20 people on the hangar waiting list. The airport is in the process of purchasing two hangars.

Hangar inspections took place February and will be done annually.

The airport has an ad on FunPlacesToFly.com.

Signature Flight Support is still offering a discount with their “Weekend Takeoff” program, where they offer a 50¢ discount off posted retail avgas on weekends.

The next General Aviation Committee meeting is July 14<sup>th</sup> at the Airport Conference room.

3. Operational Activity Report

As expected, with no Riverside charter flights operating until October, many of the numbers for the Operational Activity Report were down.

4. Engineering RFQ advertisement

The FAA requires that the Airport advertise every five years for an Engineering consultant to provide services on projects. The advertisement will go out soon.

5. Airport Rules & Regulations update

The Airport needs to update the Airport Rules and Regulations periodically. A consultant will help with this project.

H. **\*\*ACTION ITEMS\*\*** - Special Meeting (Executive Session) and Director Appointment

1. Special Meeting - Executive Session – Discuss and take possible action to approve the Executive Director’s annual performance evaluation

A motion was made by Director Denise Berry to approve the Executive Directors’ annual performance review, seconded by Director Frank Sapp; the motion carried unanimously.

2. Appointment of two vacant Board of Director seats

Two new Directors need to be appointed by the Board to fill Director seats left vacant by resignations. General Members Jacalyn (Jackie) Wallin and Troy Teske were candidates

suggested for the Board’s consideration. Members Lance Ross and Meg McDaniel were also asked if they were interested in being on the Board, and both declined. Director Arden Lauxman asked if there were any other General Members who would like to be considered; no others expressed interest. Jackie Wallin and Troy Teske were each given the opportunity to share briefly about their interest in being on the Board of Directors.

- 2021-2023 appointment. A motion was made by Director Jena Morga to appoint Jackie Wallin to the Board of Directors for the remaining two years of the vacant Director seat, 2021-2023, seconded by Director Frank Sapp; the motion carried unanimously.
- 2021-2022 appointment. A motion was made by Director Ray Winslow to appoint Troy Teske to the Board of Directors for the remaining year of the vacant Director seat, 2021-2022, seconded by Director Frank Sapp; the motion carried unanimously.

I. NEXT REGULAR BOARD MEETING


- October 12, 2021, at 9:00 a.m. (MST)

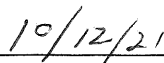
Bullhead City Elementary School District Board Room, 1004 Hancock Rd., Bldg. 100

J. ADJOURN REGULAR BOARD MEETING

With no further action, Director Arden Lauxman adjourned the meeting at 10:31 a.m.

SIGNED: /s/ Jena Morga, Secretary

  
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(Date signed)