

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

Minutes of July 19, 2022

A Regular Meeting of the Mohave County Airport Authority, Inc. (MCAA), Board of Directors was held at 9:00 a.m. MST on July 19, 2022, at the Bullhead City Association of Realtors Conference Center, 841 Hancock Rd., Bullhead City, AZ 86442.

A. CALL TO ORDER

Board President Arden Lauxman called the meeting to order at 9:06 a.m.

B. INTRODUCTION OF NEW STAFF

Director Jeremy Keating introduced Administrative Assistant Robyn Derby.

C. ROLL CALL

Directors Present

Arden Lauxman, President; Jena Morga, Secretary; Ray Winslow, Treasurer; Frank Sapp; Jacalyn Wallin

Directors Absent

Denise Berry, Vice President; Troy Teske

General Members Present

Casey Mulligan; Lance Ross; Mary Schramm; Phyllis Smith; Ronald Smith; Terri Sponder; Jeff Tipton; Bill Osborne

General Members Absent

Meg McDaniel; Scott Neal

Staff Present

Jeremy Keating, Airport Director; Kellen Shireman, Assistant Airport Director; Robyn Derby, Administrative Assistant

Guests Present

None

D. PLEDGE OF ALLEGIANCE

Director Arden Lauxman led the Pledge of Allegiance

E. APPROVAL OF MINUTES

1. Regular Meeting Minutes of April 12, 2022

A motion was made by Director Arden Lauxman to approve the minutes for the Regular Quarterly Meeting of the Board of Directors of April 12, 2022, seconded by Director Jena Morga; the motion carried unanimously.

2. Annual Meeting Minutes of April 12, 2022

A motion was made by Director Jena Morga to approve the minutes for the Annual Meeting of April 12, 2022, seconded by Director Jacalyn Wallin; the motion carried unanimously.

F. COMMITTEE REPORTS

The Finance & Planning Committee met on July 5, 2022.

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

a. Year to Date Financial report

Operating funds total we have is almost \$3.7 million. Of that \$513,000 are restricted funds. Airport operating loss so far this year has been \$79,453 and we expect the loss for the year to be about \$90,000. We have money from 3 funds provided from government money for Covid assistance. There is about \$2 million dollars left there that we can use.

b. Investment Portfolio Report

The investment portfolio we have is mostly in bonds. It is down about \$69,000 this year.

c. ****ACTION ITEM**** - FY2023 Proposed Budget - Discuss and take possible action to approve the FY2023 Budget

There is \$255,000 worth of equipment purchases that are scheduled. There is a budgeted net loss of \$50,133. We will retire about \$203,000 worth of our existing debt. A motion was made by Director Ray Winslow to approve the proposed FY2023 budget, seconded by Director Frank Sapp; the motion carried unanimously.

d. FY24 - FY28 Projected Airport Capital Improvement Projects (ACIP)

The Airport Director summarized that the ACIP is put together annually and there is a team of folks in coordination with the FAA and ADOT that assembles this document.

e. Current FAA & ADOT project updates

- 1) FAA – Terminal A restroom renovation - Projected to start in August/September
- 2) FAA – Taxiway Rehabilitation design – in progress
- 3) FAA – Aircraft Rescue Fire Fighting Foam Testing Equipment – awaiting a grant
- 4) ADOT – Commercial & GA Apron Security Lighting upgrade to LED – currently advertised with bid opening mid August
- 5) ADOT – Runway 16/34 PAPI replacement to LED – in progress
- 6) ADOT – Runway 16/34 & Connectors Sealcoat – we are currently awaiting a projected schedule

2. Real Estate Committee – Director Arden Lauxman, President

The Real Estate Committee met on July 5, 2022.

a. Committee chair report

Ann Pettit is progressively working to find possible uses for the land with our partner Parkwest. We now know who will be coming in in front of Sam’s and they are currently working with corporate on design.

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

a. Committee chair report

The Air Service Development and Marketing Committee did not meet. However, behind the scenes efforts continue. Jeremy and Jack Penning of Volaire Aviation attended the Airports Council International of North America annual Jumpstart Conference last month. This year’s conference was in Reno and included two days of airline-airport “meet and match” sessions. There were productive discussions with several carriers with different focuses. Those discussions remain confidential.

b. Small Community Air Service Development Program

We are still awaiting a ruling on our application for the recent round of Small Community Air Service Development Grants.

G. AIRPORT DIRECTOR REPORT

1. Airport staffing update – Jeremy Keating

We have a new summer intern who has been working with all departments getting experience and working on special projects.

We also have an open ARFF/Operations position that we are currently doing interviews for.

2. Operational Activity Report – Kellen Shireman

With the exit of Swift, we do not have nearly as many RON fees as we use to.

We have a slight dip in the part 121 and 135 fuel flowage due to the reduced number of flights.

The café revenue is going up significantly.

The rental car revenue is still looking good.

The enplanement and deplanement numbers are up from last year.

3. General Aviation Report

Our Hangars are completely full, so we continue have a waiting list.

We have been trying to find a way to pay for hangars. We think we have found a way with possible Grant funding.

The next General Aviation stakeholder meeting is scheduled for July 22, 2022.

We have finished the Washrack project. With the Washrack we have also added an oil dump station.

Signature is still offering the 50 cents off Avgas on weekends.

The Signature GM has taken a job in Santa Barbra. We are waiting for a permanent GM to be put in place.

We are trying to find a mobile mechanic to service our GA Tenants.

4. ****ACTION ITEM**** - Airport Rules and Regulations revision – Jeremy Keating

A motion was made by Director Ray Winslow to approve the Airport Rules and Regulations revision, seconded by Director Frank Sapp; the motion carried unanimously.

5. Annual FAA Part 139 Commercial service inspection

The Airport Director reported that we passed the annual commercial service Part 139 airport safety inspection this year with no discrepancies. The Airport Director further reported that staff did a really nice job preparing and that we take a lot of pride is having a safe airport.

6. 2023 Laughlin/Bullhead Airshow update- The Airport Director briefly discussed that an Airshow has been approved for April 1, 2023. Partners of the Airshow are the City of Bullhead City, the Laughlin Tourism Commission, and the airport.

H. ****ACTION ITEMS**** - Special Meeting (Executive Session)

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

A motion was made by Director Jacalyn Wallin to approve the Executive Directors’ annual performance review, seconded by Director Ray Winslow; the motion carried unanimously.

I. PRESIDENT’S REPORT

Discussed needing new members. The airshow should create new interest.

J. NEXT REGULAR BOARD MEETING

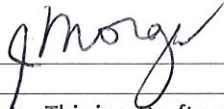
- October 11, 2022, at 9:00 a.m. (MST)

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


K. ADJOURN REGULAR BOARD MEETING

With no further action, Director Arden Lauxman adjourned the meeting at 10:06 a.m.

SIGNED: /s/ Jena Morga, Secretary



(Date signed)



Please note: This is a Draft copy of the minutes. These minutes have not yet been approved by the Board of Directors. Every effort has been made to ensure that they are accurate; however, the content is subject to change.