



Laughlin/Bullhead International Airport  
2550 Laughlin View Drive, Suite 117  
Bullhead City, AZ 86429  
(928) 754-2134

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**MOHAVE COUNTY AIRPORT AUTHORITY**  
**REGULAR MEETING – Wednesday, July 10, 2024, at 9:00 a.m.**  
**Bullhead City School District Board Room**  
**1004 Hancock Rd. Bldg. 100, Bullhead City, AZ 86442**

**AGENDA**

NOTICE IS HEREBY GIVEN to the Members of the Board of the Mohave County Airport Authority, Inc. and to the general public that the Mohave County Airport Authority, Inc. (MCAA) will hold a meeting open to the public on the date, time and location as indicated above.

NOTICE IS HEREBY GIVEN that the MOHAVE COUNTY AIRPORT AUTHORITY, INC., (MCAA) may hold an Executive Session prior to or during its Regular Meeting to discuss personnel, legal and real estate matters pursuant to A.R.S. §38-431-.03A (1), (3), (4), and (7).

NOTICE IS HEREBY GIVEN that the MOHAVE COUNTY AIRPORT AUTHORITY, INC., (MCAA) will meet one hour (8:00 am) prior to the Regular Session for the following EXECUTIVE SESSIONS:

- A. CALL TO ORDER
- B. ROLL CALL
- C. PLEDGE OF ALLEGIANCE
- D. APPROVAL OF MINUTES
  - 1. Regular Meeting Minutes of April 10, 2024
- E. EXECUTIVE SESSION – ACTION ITEM
  - 1. The MCAA Board of Directors will vote on the matter discussed in the Executive Session, pursuant to A.R.S. §38-431-.03A (7).
  - Presentation and discussion on MCAA exercising its Exclusive Proprietary Right, under Grant Assurance 23, to offer and invest in General Aviation operations at IFP this fiscal year of 2025.

**\*\*ACTION ITEM\*\* - Vote to approve the MCAA to exercise its Exclusive Proprietary Rights under Grant Assurance 23\*\***

Pursuant to the American with Disabilities Act, the Mohave County Airport Authority, Inc. endeavors to ensure the accessibility of all its programs, facilities, and services to everyone. If you need an accommodation for this meeting, please contact the Airport Authority at least 48 hours prior to the meeting to make arrangements.

F. APPROVAL OF EXECUTIVE SESSION MINUTES

1. Executive Session (Personnel matter) of March 21, 2024.

- i. The meeting was held in a public forum at the request of the subject person the meeting pertained to.

G. APPROVAL OF EMPLOYEE HANDBOOK

1. Airport Director is recommending the updates to the Employee Handbook to clarify MCAA employment policies which assist employees and the MCAA Management in maintaining good order and conduct which will prevent fiscal fraud/waste/abuse and reinforce a professional working environment.

2. Major changes to the Employee Handbook are:

- i. Firefighter category. This breaks out the Vacation and Sick time to better suit the Firefighter shifts.
- ii. Overtime. Firefighter overtime is greater than 106 hours per pay period, while non-firefighter employees are on a 40-hour week schedule where greater than 40-hours per week triggers overtime.
- iii. On-call pay. This is reserved for only those essential employees who are designated to be on-call (i.e. Maintenance, Operations). Employee will be compensated for 1-hour of straight pay for being On-Call.
- iv. PTO and PHT will become: Vacation, Sick, Personal Time, and Floating Holiday time. These categories allow management and employees to pull time from categories that will account for a 40-hour week, or a 106 hour pay period.
- v. Credit Card usage.
- vi. Travel and Per diem is defined.

**\*\*ACTION ITEM\*\* - Vote to approve the MCAA Employee Handbook\*\***

H. APPROVAL OF THE MCAA FISCAL YEAR 2025 BUDGET

1. The proposed budget is focused on the operating, non-operating, and aeronautical revenues; and operational expenses to support each department of the LBIA.
2. The proposed budget breaks out individual departments and puts the department managers in charge of their department's budget.

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3. Capital Project. These are one-time expenditures that the Airport Director has determined to be necessary for operating and maintaining the airport.

**\*\*ACTION ITEM\*\* - Vote to approve the MCAA FY2025 Budget\*\***

#### I. COMMITTEE REPORTS:

##### 1. FINANCE & PLANNING COMMITTEE

- Year to Date Financial report.
- Profit and Loss statement.
- Airport CPA.
- First Right of Refusal to purchase Hangar 30.
- First Right of Refusal to purchase Hangar 27

##### 2. REAL ESTATE COMMITTEE

- Committee did not meet.
- Churches' Chicken permits and design are approved.
- NEW: Auto Zone proposal is underway.
- Private Hangar Construction.

##### 3. AIR SERVICE DEVELOPMENT & MARKETING COMMITTEE

- Committee Did not meet.
- SCASD Notice of Funding is posted. Airport Director and Jack Penning are responding. Application is due by July 25, 2024.
- Airport Director and Jack Penning will attend the Take-Off Conference in Green Bay, WI, October 2024.

##### 4. GENERAL AVIATION COMMITTEE

- Met on June 18, 2024.
- Committee chair report- Roger Dawes will provide the committee's update.

#### J. CURRENT FAA & ADOT PROJECT UPDATES

1. FAA – Taxiway A Rehabilitation- Project. Grant submitted.
2. FAA-BIL T-Hangar Design Project- Near complete. Construction Grant is being prepared.

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3. FAA-BIL – Control Tower Assessment
  - i. Assessment is complete, and the \$2M Grant is awarded for upgrades.
  - ii. Project received zero bids. Consultants are reposting the bid announcement and soliciting for potential bidders.
4. ADOT – Runway 16/34 Sealcoat – Completed.
5. ADOT - Precision Approach Precision Instrument System (PAPIS) - Completed
6. ADOT- Terminal Hold-Room Restrooms
  - i. Project received one bid.
  - ii. Project will be re-scoped and put out for bid.
7. ADOT- AWOS Replacement – no change.
  - i. Grant is Approved – Environmental is completed.
  - ii. Project is out for Bid.

K. GENERAL MEMBERSHIP APPLICATIONS - No applications submitted.

L. AIRPORT DIRECTOR REPORT

1. Airport Staffing update
  - ARFF/Operations: One Firefighter is resigning (1 vacancy).
  - ARFF Manager position is being evaluated.
  - Position changes: Finance Administrator to Finance Manager; Asst. Director to Operations Supervisor
  - Accounts Receivable position to open FY2025
2. Introduction of MCAA's new hires/promotions
  - Airport Operations Supervisor- Justin Lewis (Hire)
  - Fire Fighter – Evan Schupak (Hire)
  - Airport Security /Special Projects Coordinator – Robert Poulin (Hire)
3. Operational Activity Report
  - Virtower Operation Reports for FY2024 – Full and Off-hours.
  - Airport 5010 overview.
4. 2024 Laughlin/Bullhead Airshow update
  - Director and LBAS VP, Jackie Wallin will present the report.

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M. PRESIDENT'S REPORT

1. MCAA Board President's letter to all General Members.

N. NEXT REGULAR BOARD MEETING

1. Wednesday, October 9, 2024, at 9:00 a.m. (MST)

Bullhead City Elementary School District board room, 1004 Hancock Rd., Bldg. 100

O. ADJOURN REGULAR BOARD MEETING