

**Macon County Airport Authority**  
**Minutes for the Meeting Held February 25<sup>th</sup>, 2020**

The Macon County Airport Authority holds its regularly scheduled meeting on February 25<sup>th</sup>, 2020 at the Macon County Airport. All members are present. Also present are: Lori Carpenter, Finance Director; Jimmy Luther, Project Engineer; David Phillips, airport FBO; Karl Gillespie, County Commissioner; Jake Tallent, Pilot; Joe Collins, Legal Counsel; and Teresa McDowell, Clerk. Mr. Schmitt welcomes all those present and calls the meeting to order at 4:02 p.m.

**APPROVAL OF MINUTES FOR THE MEETING HELD FEBRUARY 28<sup>TH</sup>, 2020:** After a brief discussion, Member Rhodes makes a motion to approve the minutes as forwarded. Member Horton seconds the meeting and it passes by unanimous consent.

**PUBLIC COMMENT SESSION:** None

**APPROVAL OF THE AUDIT CONTRACT:** After a discussion, Member Horton makes a motion to approve the audit contract in the amount of \$5,000.00 as provided by Martin Starnes. Member Rhodes seconds the motion and it passes by unanimous consent.

**ENGINEERING REPORT:** Mr. Luther states that it is necessary to relinquish funds originally awarded to Macon County to another airport because it is not possible to spend these funds in Macon County before the funds expire. If the funds are relinquished, the money will be replaced at a future date. Per Mr. Luther's recommendation, and after further discussion, Member Horton makes a motion to relinquish funds in the amount of \$113,374.00 (FY-16 NPE) to the Wayne Executive Jetport (GWW). Member Haithcock seconds the motion and it passes by unanimous consent.

Mr. Luther continues by stating that the DOA has agreed to fund the fuel farm design for the Macon County airport. Vice-Chair Schmitt asks if the fuel farm location can be changed. Mr. Luther states that other areas cannot be used at this time because of potential environmental studies. He also states that the engineers are trying to make the design work in the existing area. Self-serve will not be available. He also states that the piping cannot be disturbed. If fuel tanks were to be considered for the ramp, it would limit the ramp space, since that are 50' long and 50' deep. Mr. Phillips states that he is not keen to put the fuel farm on the apron because of the space limitation. Mr. Luther states that the timeframe includes a consideration of the design, which will happen within the next 90 days, and that construction will take approximately three months.

**APPOINTMENT OF AUTHORITY MEMBER FOR SEAT VACATED BY CHAIR GREGORY:** After a discussion, it is determined that the following names will be submitted to the Macon County Commissioners to fill the seat vacated by Chair Gregory. This appointment will be for a regular member, but not the Chair position. The vote to fill the unexpired term of the Chair will be taken up at the March 2020 scheduled meeting. The submitted names in order of preference are:

1. Janet Shuler;
2. Frank Montgomery; and
3. Stacy Guffey

It is requested that Ms. McDowell forward a letter to the Macon County Commissioners stating these recommendations.

**DISCUSSION OF FBO REPORT BEING SUBMITTED MONTHLY; EXAMPLES FORWARDED:**

Member Horton requests that the airport FBO submit an oral and written report to the authority during their monthly meeting in connection to the operational and financial status of the Macon County Airport. Member Horton continues by stating that since the authority owns the airport, and the FBO leases the airport, it is important that the authority is kept informed of any issues regarding maintenance and operations, as well as income statements in connection to hangar rentals, fuel sales and other income producing matters. Member Horton continues by stating that since the lessee makes payment to the lessor based on these income producing activities, it is important that the authority is kept informed. He also states that the authority members could be called on to report these matters to the County Commissioners at any time, and that the needed information should be readily available. He continues by stating that information regarding contract obligations, and the general financial wellbeing of the airport should be provided regularly. Member Horton also asks for clarification in connection to the deferred maintenance agreement including which maintenance items are considered deferred and the cost needed to address these issues. He asks for clarification on a flooring estimate that has been submitted, with FBO David Phillips providing the information. FBO Phillips states that he is providing reports twice per year, and that financials can be sent through a secure e-mail. Member Horton also provides a form that is used by other counties and asks that it be formatted to fit Macon County. Mr. Phillips states that the repair of hangar doors is the next “big” project. Member Horton also states that he will spend some time at the airport in order to become more familiar with needed airport repairs, and will get with Mr. Phillips in connection to the report and the comfort level with the report that is needed. He continues by stating that the report can be limited to one page. Member Horton finishes this request by stating that he would like the FBO to become a more integral part of the authority meetings. Mr. Luther also informs the authority that they should be cognizant of the fact that assurances are always tied to any grant and that the authority needs to be familiar with those and that the AIP Handbook is the “bible” of how to manage airports in connection to grants. Also it is noted that the lease on hangar space is through the FBO and is managed by them. After further discussion, Mr. Collins states that he will set up a meeting with Mr. Phillips and Mr. Horton to discuss an outline for potential reports.

**OTHER BUSINESS:**

Member Haithcock states that the Region 3 NCAA meeting is scheduled for March 2020, and on Friday, March 20<sup>th</sup> at 10:30, Jimmy Capps will be presenting a program on wildlife management.

Member Horton suggests that important documents for the authority should be together in one place, and he suggests that a safety deposit box could be used for this purpose.

Mr. Phillips reports that there are challenges with the hangar doors because of wood rot. So far they are doing the repair in house, but may have to have contractor set the tracks. He states that they are still tracking close to the estimated cost of \$500.00 per door.

ADJOURN: There being no further business to discuss, Member Rhodes makes a motion to adjourn the meeting, with Member Horton seconding the motion. The motion passes unanimously, and the meeting is adjourned at 5:16 p.m.

Respectfully submitted:

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Pete Haithcock-Secretary/Treasurer