

Macon County Airport Authority
Minutes of the Regular Meeting Held on March 30th, 2021

The Macon County Airport authority holds its regularly scheduled meeting in its office at 1241 Airport Road, Franklin, NC. All members are present. Also present are Ronnie Beale, Macon County Commissioner Liaison; Joe Collins, Legal Counsel; David Phillips, FBO; Jake Tallent, airport employee; Mike McFarrin, Drake Enterprises; Ryan Conley, Drake Enterprises; and Teresa McDowell, Clerk. Chair Schmitt welcomes all present and calls the meeting to order at 4:10 p.m.

APPROVAL OF MINUTES FOR MEETING HELD MARCH 30TH, 2021: After a brief discussion, Member Rhodes makes a motion to approve the minutes as forwarded. Member Shuler seconds the motion and it passes by unanimous consent.

PUBLIC COMMENT SESSION: There is a brief discussion regarding the State of Aviation Economic Survey, and it is noted that Macon County Airport is featured on the back cover page of the brochure.

OLD BUSINESS:

- A. Update on Drake Lease Revision: Mr. Collins reports that he does not have updated information from Mr. Coward, Drake Enterprises attorney. Mr. Coward will be having surgery, and he has told Mr. Collins that he will be taking this file home with him to work on during his recovery period. Mr. Collins reports that he has been in touch with the FAA and the DOA, and that this issue is “good right now” with both agencies.
- B. MOA Status: It is suggested that an e-mail be sent to Greg Kershaw of W.K. Dickson asking if there has been any progress on this matter. Ms. McDowell will send an e-mail, and cc to Jimmy Luther.
- C. Update on Hangar Painting and Roof Repair: Mr. Phillips reports that the deposit has been made to the construction company handling this project and the paint has been ordered. The entire roof will be sealed, and the building painted. Mr. Phillips continues by stating that this is a flat fee contract, with no stipulations, and that the construction company does have insurance.
- D. Update on Office Space Lease: A discussion is held regarding the potential lease with Mr. Bob Miller for the upstairs area of the terminal building. Mr. Miller has informed the FBO that he will build the office space out to meet his needs, and then would walk away if the lease does not go through. After further discussion, it is decided that the issues with the master lease will be decided before any other lease is entered into by the authority.

NEW BUSINESS:

- A. Discussion Regarding Space for Authority Office and Records: It is agreed that an area in the upstairs of the terminal building should be provided for all MCAA files/records. It is determined that the MCAA records were never moved to another location as previously thought. It is suggested that the records retention schedule be researched, to see if there are files located

upstairs at this time which could be shredded. It is also decided that any files that have been generated in connection to grants or construction projects should be properly stored.

- B. Plane Crash At Airport-Protocol and Current Available Information: Member Horton questioned the protocol that is followed when an incident like this happens. Mr. Phillips states that the plane ran off the runway, which does not constitute a crash, and that there are protocols in place to address any incident. These include issuing a NODAM, monitoring and closing gates, notifying emergency personnel and informing the Atlanta center of the incident with the information that the airport is closed until further notice.
- C. Scheduling of a Planning Retreat for Authority Member Orientation, Understanding Roles and Responsibilities of Members, Contractors and Associated Airport Personnel: Member Horton states that he would like to see a member orientation established for authority members. He states that he would like to participate in education of airport procedures, planning and grant process. He continues by stating that this should help fully realize the potential of the airport. Member Horton suggests either a half day or full day at the airport, which would include roles and responsibilities, the future of the airport, a potential five (5) year plan, and a review of awarded grant funds. Member Rhodes informs Member Horton that a five (5) year plan and other issues are addressed through the project engineer. Member Horton continues by stating that he would like to hear a perspective of the bigger vision for future airports through the DOT and the FAA. Member Horton is also told that an informative conference will be offered on April 14th. At this point it is emphasized that community support is very important in managing airport projects. Member Horton will prepare a potential calendar for any retreat and present it to the authority.

OTHER BUSINESS:

- A. The authority is informed that a contract has been signed for the installation of fiber, and this should be completed within ninety (90) days. There will be 1.6 miles of fiber installed and this installation will include the airport and the fire department.
- B. Commissioner Beale informs the authority that the DOT has awarded enough points for the bridge over lotla Creek and the road widening projects. He states that there is no reason that this projects should not move forward.
- C. Mr. Phillips informs the authority that the DOT has conducted a runway test and that the airport is a top priority for painting/stripping. The runway is in poor shape.
- D. Mr. Phillips states that trying to repair the hangar doors using airport personnel has failed. He asks if Mr. Beale's work crew could look at them and make a suggestion. Mr. Beale states that they will.
- E. Member Haithcock presents the estimated budget for review, and states that it is the same amount as last year. After a discussion, Member Horton makes a motion to submit the budget request to Macon County. Member Rhodes seconds the motion and it passes by unanimous consent.

- F. There is a discussion of the airport financials through the FBO. A monthly financial report issued through a secure e-mail from Drake Enterprises is presented and reviewed. Mr. Phillips informs the board that there are ten (10) people on the payroll, four (4) fulltime with benefits and the rest part-time. He continues by comparing the deferred maintenance, which is over \$50,000.00 spent so far, with \$10,909 reimbursed. The authority states that the maintenance of the airport “looks so much better” than it has in the past.

There being no further business to discuss, Member Rhodes makes a motion to adjourn. Member Shuler seconds the motion and it passes by unanimous consent. The meeting is adjourned at 5:25 p.m.

Respectfully submitted:

Pete Haithcock, Secretary