

**Minutes of Fairhope Airport Authority**  
**October 17, 2017**

The Fairhope Airport Authority met October 17, 2017 at 4:00PM in the Delchamps Suite Room 1, in the Civic Center at 161 N Section St.

Present: Joe McEnerney, Chairman, Pam Caudill, Chip Groner, Vince Boothe, Will Bruce, and Jack Burrell. Ray Hix was unable to attend but listened to the meeting by phone conference. He did not vote on any agenda items and was not counted for the purposes of establishing a quorum. Also present was Josh Myrick, Attorney. Cynthia A Boothe took the minutes.

The minutes of the September 19, 2017 meeting were considered and approved with a motion by Chip Groner, second by Jack Burrell and unanimously passed with Pam Caudill abstaining.

Joe McEnerney stated that he needed to add two things to the agenda:

1. Resolution to go forward with the 2018 AIP Grant Application
2. Review Capital Improvement Plan for the Airport

Jack Burrell made a motion to add these two items to the agenda, second by Pam Caudill and unanimously passed.

**2018 AIP Grant Application:** Joe McEnerney stated that the pre-application for the grant has to be submitted to FAA and AL DOT by November 1, 2017. Josh Myrick stated that he has drafted a resolution for the City and another resolution for the Authority. The one for the City authorizes the Mayor to execute the application and agreement for the 2018 AIP Grant process. The one for the Authority confirms the Authority will set aside matching funds for the grant and to authorize Joe McEnerney as Chairman of the Authority to sign any necessary paper work in support of the grant. Will Bruce made a motion to place this resolution on the City Council meeting agenda for October 23, 2017 for immediate consideration and to authorize Joe McEnerney to sign any necessary paperwork. A second was made by Vince Boothe and it was unanimously passed.

**Review Capital Improvement Plan for the Airport:** Hank Eubanks of Volkert went over the Airport's Capital Improvement Plan for the next few years which includes finishing Phase IV of the East Side Construction project, building a General Aviation Terminal and drainage improvement work. He stated that it is a plan that can be adjusted as the Airport's needs change. Joe McEnerney stated that the plan needs to be changed to insure that there are funds to reimburse the Authority for land that we have previously purchased.

**Review and approval of the East Side Terminal Area plan:** Hank Eubanks and Joe McEnerney went over the East Side Terminal Area plan. Chip Groner made a motion to accept the plan, second by Vince Boothe and unanimously passed.

**Election of Authority's Officers for 2017-2018:** Joe McEnerney reviewed the slate of officers for the coming years and the Authority officers are as follows:

Joe McEnerney, Chairman  
Pam Caudill, Vice Chairman  
Ray Hix, Treasurer

Will Bruce made a motion to accept the slate of officers, second by Chip Groner and unanimously passed.

**Update the status of the East Side construction project:** Vince Boothe stated that he, Chip Groner and Joe McEnerney had a walk-through of the Phase III construction project with Hank Eubanks of Volkert and representatives John Walton Construction (the Contractor) and ALDOT. Vince said everything was complete and recommended Joe McEnerney sign the final project acceptance as prepared by Volkert.

**Development of the West Side of the Airport:** Joe McEnerney stated that he had been talking with Lee Lawson from the Baldwin County Economic Development Board and that Lee has a party interested in a parcel on the West Side and we are working on an estimate to grade the property so that the interested party will have an idea of how much it will cost to develop the site.

**Update of the review of the Sonny Callahan Airport Minimum Standards:** Pam Caudill stated that she, Chip Groner and Ray Hix would be working on the update of the minimum standards and also the construction and architectural standards for the Airport.

**CMS Flight Line Manager's report:** Pam Caudill stated that she and Bobby Odom of Volkert had been meeting with GSI about the placement of cameras and that she should have an updated cost estimate by late tomorrow.

Joe Baggett reported that the concrete where the fuel trucks are located needs repairing and Vince Boothe suggested core sampling to determine how best to repair it.

Joe Baggett reported that the water leaks around the skylights in the south hangar were repaired but are still leaking. Vince Boothe and Ray Hix suggested that it might be better to improve the lighting in the building and have the skylights removed.

After a discussion between Joe Baggett and the board members Joe McEnerney stated that he would talk to the Public Safety people to see what they prefer with the suggestions from the Authority and try to get a feel of what is needed.

Joe Baggett reported that he was getting estimates to replace the distance marker on the runway and to replace the taxiway lights, REIL lights, and PAPI lights.

Chip Groner stated that there needs to be routine maintenance done on the T-hangars and the yellow line on the taxi-line ramp needs attention. The Authority will take care of the yellow line and Continental Motors will take care of the routine building maintenance. He also suggested a bridge over the drainage ditch to get to the T-hangars from the parking area. Hank Eubanks said he would look at the drainage area to see what can be done. Chip also mentioned that the new hangars need fire extinguishers. Vince Boothe mentioned that arrangements need to be made to make sure that the grass is cut on the East Side now that the Phase III construction project is completed. Joe McEnerney stated that he would take care of that.

**Treasurer's Report:** Joe McEnerney stated that the Authority's finances are in good order and that he had opened a new account with Bryant Bank to use for the transfer of \$5,000 each month toward building the new General Aviation Terminal. He also stated that he had paid Bryant Bank \$100,000 toward the loan balance. Joe ask Michael Hinson to introduce himself as the new City Treasurer and stated that Michael needed to be added as a signer to the Authority's accounts at PNC Bank and Bryant Bank. That will make Ray Hix or Joe McEnerney as signers for the Airport Authority and Jack Burrell or Michael Hinson as signers for the City at the Authority's accounts at PNC Bank and Bryant Bank. Vince Boothe made a motion to add Michael Hinson as a signer on the PNC Bank and Bryant Bank accounts, second by Chip Groner and unanimously passed.

There being no further business the meeting was adjourned at 5:08PM.

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Joe McEnerney, Chairman

Submitted by

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Cynthia A Boothe