

**Minutes of Fairhope Airport Authority
November 20, 2018**

The Fairhope Airport Authority met November 20, 2018 at 4:00PM in the Delchamps Suite, Room1, in the Civic Center at 161 N Section Street.

Present: Joe McEnerney, chairman, Pam Caudill, Vince Boothe, Chip Groner and Jack Burrell. Ray Hix and Will Bruce were absent. Also present was Josh Myrick, Attorney. Cynthia A Boothe took the minutes.

The Minutes of the October 16, 2018 regular meeting were considered and approved with a motion by Pam Caudill, second by Chip Groner and unanimously passed.

Discussion of ADS-B coverage at the Fairhope Airport: Chip Groner and Joe McEnerney are trying to gather the information needed to present this item to the Authority.

Update of the East Side Construction project: Joe McEnerney stated that work on the project has begun and they are weekly construction progress meetings on Wednesdays at 10:00AM at the site.

Report on new Agricultural leases for the following: Eric Street, Arthur Frego, Floyd Childress and Mike McKenzie: Pam Caudill stated that she is working with Josh Myrick on the new leases and they have been in contact with everyone but Mr Childress and will be contacting him in the next week.

Review and approval of the “Notice of Availability” for East side hangar ground leases: Pam Caudill and Vince Boothe reported that they have carefully reviewed the documents and feel that the Notice of Availability is almost ready to be advertised after a few more modifications.

Approval of name change for “Continental Motor Services” to “Continental Motors, Inc” in respect to 2014 Lease Extension: A motion was made by Jack Burrell to approve the name change, second by Pam Caudill and unanimously passed.

Update on Taxiway and Runway lightbulb replacement and repairs: Chip Groner stated that there are a few lights out on the taxiways and runway but was well under acceptable limits. He also reported that Kyle Klinner has ordered new replacement bulbs and other items and is working to keep the taxiway and runway lights repaired.

Update on “Request for Qualifications” for Airport Engineering Consultants: Joe McEnerney stated that the cutoff date for the applications as December 17, 2018.

Flight Line Manager’s Report:

Placement of cameras on the fence line and gate keypad: No Report

Repair of weather stripping on T-hangar doors: CMG are being repaired weather stripping as they have man power to do them.

Update on securing a military fuel contract: Joe McEnerney stated that he has contacted Alan Beck to help with this and he and Allan will travel NAS Pensacola to help make the Airport’s case. Jack Burrell stated that he is also talking to Bradley Byrne.

Build out of side end of one T-hangar into office space: Joe McEnerney stated that an Airport tenant (at his expense) has requested to convert an end unit of a T-hangar storage area into office space. Joe feels that it is an acceptable as long as they get a building permit and approval from the City of Fairhope Building Department.

Maintenance and upkeep of Thompson emergency-up generator: Joe McEnerney stated that there needs to be a regular schedule of maintenance and testing for this generator. This will be studied further

Treasurer’s Report: Amy Pearson stated that she is using a new template to present the Authority’s financial statements that should be easier to understand and includes a comparison to the Authority’s budget. Also, included in the report is a summary of monthly building and grounds maintenance items.

Amy then went over the proposed budget 2018-2019 Authority and a motion was made to approve the budget as presented by Vince Boothe, second by Chip Groner and unanimously passed.

Amy stated that she and Joe McEnerney are recommending that Cathy Calmetti (Calmetti Accounting Solutions, Inc.) be engaged for bookkeeping services for the Authority. The engagement will start on December 1, 2018. Joe McEnerney made a motion to hire Calmetti Accounting Solutions, Inc. for \$300.00 a month for bookkeeping services, second by Pam Caudill and unanimously passed.

Amy stated that the signers on the Bryant Bank and PNC Bank accounts need to be updated. The new signers on the three Bryant Bank accounts (the Authority's operating account and two Money Market accounts) will be Jack Burrell, Joe McEnerney, and Amy Pearson. Amy also proposed that the Authority adopts an internal policy requiring two signatures on checks more than \$10,000.00. The new signers on the PNC Bank account (used for FAA grant disbursements) will be Jack Burrell, Joe McEnerney and Belinda Job (City of Fairhope - Treasurer's office). All checks written on PNC Bank would require two signatures, one from the Authority and one from a City of Fairhope official. A motion was made by Vince to approve these changes to the Bryant Bank and PNC Bank signature requirement, second by Chip Groner and unanimously passed.

Joe McEnerney presented the *Revised AIP Grant Oversight Procedures* for approval. Jack Burrell made a motion to approve the procedures, second by Vince Boothe and unanimously passed. The *Revised AIP Grant Oversight Procedures* will be submitted the City Council for their review and approval.

Other Business: Chip Groner introduced Luis Perez who he stated might be interested in purchasing some of the property on the West Side of the Airport for an aviation related business.

Economic Development of the Airport and potential land sales: Executive session pursuant to 36-25A 7(a) (6) and (7) Commerce /Trade secrets.

A motion was made by Vince Boothe to enter into executive session for approximately twenty minutes and to invite Josh Myrick and Amy Pearson to

attend. A second was made by Pam Caudill and after a unanimous roll call vote the Authority entered into executive session at 5:00PM.

The meeting reconvened at 5:20PM and with no further business a motion was made by Jack Burrell to adjourn, second by Pam Caudill and unanimously passed at 5:21PM.

Joe McEnerney, Chairman

Submitted by Cynthia A Boothe