

Minutes of Fairhope Airport Authority December 18, 2018

The Fairhope Airport Authority met December 18, 2018 at 4:00PM in the Delchamps Suite, Room 1, in the Civic Center at 161 N Section Street.

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

The minutes of the November 20, 2018 regular meeting were considered and approved with a motion by Chip Groner, second by Jack Burrell and unanimously passed.

Update of the East Side construction project: Chip Groner reported that the runway would be closed from December 16th through December 22nd for work on the east side connector taxiway.

Report on Agricultural leases: Pam Caudill reported that the last outstanding lease has been signed and that all of the lessors have paid for 2018-2019.

Review and approval of “Notice of Availability” for East Side hangar ground leases: Joe McEnerney stated that the *Notice of Availability* still needs work and suggested that a work session be organized to work out the final details of the *Notice*. January 8, 2019 was set as the date to have the work session. A motion to table approval of this item was made by Jack Burrell, second by Pam Caudill and unanimously passed.

Update on “Request for Qualifications” for Airport Engineering Consultants: Joe McEnerney stated that there were five proposals received and that Vince Boothe and Bill Pennington would review the proposals and report back to the Authority. The proposals received were from the following Airport engineering / consulting firms: (1) Michael Baker International, Inc. (2) Neel-Schaffer (3) Goodwyn Mills & Cawood (4) Volkert Inc. (5) Engineering Design Technologies.

Update on Taxiway and Runway light blub replacement and related repairs:

Chip Groner reported that were less than ten taxiway and runway lights out and Kyle Klimmer was working to get all the bulbs replaced and or repaired that are out.

Airport Manager and Continental Motors Group Report:

Placement of cameras on the fence line and gate keypad - David Shearer reported that the work should be completed by Thursday of this week.

Replacement of "sound card" in the AWOS-Joe McEnerney reported that he was going to get the AWOS protected by surge protector before replacing the sound card again. Chip Groner stated that he would find out if a sound card is still required.

Repair of weather stripping on T-hangar doors-David Shearer stated that CMG is replacing weather stripping as it has resources available.

Repaint / Refurbish exterior of T-hangars-Joe McEnerney stated that he wants the Authority to start thinking about consider repainting / power washing all the T-hangars. He said he would start getting pricing for the work.

Repair of potholes in FBO/hangar access road-Joe McEnerney stated that he had received a few complaints about the potholes and that they needed to be repaired. Jack Burrell stated that he would see what he could do to help with the repairs.

Replacement of sky lights in South Hangar and Avionics hangar-Joe McEnerney stated that the replacement has been budgeted so Pam Caudill made a motion to spend up to \$2,200 for the replacement, second by Chip Groner and unanimously passed.

Update on securing a Military fuel contract-Alan Beck stated that everything has been submitted and that they should know something in about 90 days.

Maintenance and upkeep of back-up generator-David Shearer stated that he had a quote from Thompson to do maintenance on the generator for \$825 per year.

Joe McEnerney stated that he and David would meet to discuss Thompson's proposal and possible other alternatives.

Treasurer's report: Amy Pearson reported that the financials are in good order and went over the maintenance items for the month. She also stated that Cathy Calmetti is now doing the monthly bookkeeping and paying the Authority bills.

Other Business: Pam Caudill stated that she would like the Authority to organize a report on the way the Airport functions and conducts business by writing standard operating procedures for the Authority members. Everyone agreed and Pam stated that she would start work on a rough draft of set standard operating procedures for the Authority.

There being no further business the meeting was adjourned at 4:48PM with a motion made by Pam Caudill, second by Chip Groner and unanimously passed.

Joe McEnerney, Chairman

Submitted by Cynthia A Boothe