Minutes of the Fairhope Airport Authority
December 12, 2023

The Fairhope Airport Authority met December 12, 2023 at 5:00PM in the City Hall Council Chambers at 161 N Section Street.

Present: Pel Henry, Chairman, Chip Groner, Don Ward, Will Bruce, Jack Burrell and Amy Pearson. Don Lagarde was absent. Also present was Josh Myrick, Attorney. Cynthia A Boothe took the Minutes.

Brooke Rodriguez Feo of GMC came forward with choices for the interior materials of the Terminal Building and stated that option number one of two was agreed upon previously but wanted to know if the materials in option one are still the ones wanted by the Authority or if they wanted to pick something else before the materials were ordered. Pel Henry assured her that they still wanted the materials in option one.

The minutes of the November 14, 2023 regular meeting were considered and approved with a motion by Will Bruce, second by Don Ward and unanimously passed.

Continental Aerospace Report: Paula Hembree reported that for the month of November, 2022 that 8,090 gallons of AV Gas were sold and for November, 2023 that 7,183 gallons of AV Gas were sold. In November, 2022 that 23,679 gallons of Jet A fuel were sold and for November, 2023 that 19,786 gallons of Jet A were sold. Paula also stated that the only day the FBO will be closed will be Christmas Day. She also reported that the phones are now fixed but that the repair included getting a new phone number which she is getting out to all the different resources that the pilots use.

Airport Manager's Operations Report: Dave Friedel was absent, so Pel Henry reported that an insurance claim had been filed for the East Gate damage for $2,700.00 which has since been received. Dave has reached out to Public Works for landscaping, maintenance and trash pick-up for when the Terminal Building has been completed.

Pel Henry stated that there is a concern that when plans are being submitted for a project at the Airport that there should be a final approval by the Authority for those plans submitted. Jordan Stringfellow stated that she would be willing to do a final review or if they wanted to have Dave Friedel review them or whoever else the Authority would like to have review the project. Josh Myrick stated that the lease doesn't specify a process but it does gives the Authority sixty days after presentation of the plans to review and approve them. Jack Burrell stated that the Authority can review the plans but how does the Authority know that the project is being built to plan. Erik Cortinas, Building Official, stated that the project has to be built to plan or the Building Department has the authority to shut it down. Jordan stated that the disconnect is the preliminary plan being submitted, not the plan that the Building Department is getting. She wants to make sure that the Building Department is getting what the Authority is getting.

Pel reported that the traffic count for November, 2023 was 5,100 and that the gutters on the third row T-hangars are being worked on.

Engineer's Report: Jordan Stringfellow stated that the slab for the Terminal Building has been poured and steel should start going up this week. Rock for the parking lot should be going down this week also.

Jordan reported that she has still not been notified yet about the runway project and it may be put off until 2025. She has asked Derek that if the project is not approved, if the $150,000.00 entitlement money that was to be used toward the runway project could be used for land reimbursement, but he said it may have to be used for the runway project in 2025 and will check to see.

Jordan stated that Thompson Engineering had done a phase I Environmental Site Assessment on the East Side fuel farm area in 2020 and did not find any evidence of pollutants. She said that normally when no pollutants are found in a phase I study that a phase II study is not necessary. Josh Myrick asked Jordan to send him an email stating that a phase II may not be necessary so that they can revisit the fuel farm addendum to decide if they need to go ahead with the phase II study.

Treasurer's Report: Amy Pearson went over the budget for 2023-2024 and answered questions from Authority members.

Legal Report: Josh Myrick stated that the Draft Lease for Continental has been finalized and he will send it out tomorrow to Continental for acceptance within thirty days.

Board Discussion/Approval Requests: Don Ward stated that he and Jack Burrell have discussed the timeline involved with preparing the update to the Minimum Standards, Rules and Regulations, and the RFP for the FBO. He feels that they will need to get the Minimum Standards and Rules and Regulations updated before they can send out the RFP for the FBO which needs to go out by February 15, 2024 so that any applicants will have time to prepare a proposal in time to take over operations of the FBO by October 15, 2024. After a brief discussion, a motion was made by Don Ward to authorize the Chairman to sign an agreement with Airport Business Solutions for $37,525.00 as a consultant to update the Minimum Standards and Rules and Regulations and prepare an RFP for the FBO. A second was made by Jack Burrell and it was unanimously passed.

Pel Henry stated that Don Lagarde will be resigning at the end of the year and that he would like approval for a letter of recommendation to the Mayor and the City Council for the nomination of Dr Len Strickland to the Airport Authority. A motion was made by Don Ward to authorize Pel Henry to send a letter of recommendation to the Mayor and City Council to approve Dr Len Strickland to the Airport Authority, second by Will Bruce and unanimously passed.

Chip Groner stated that Kathy, who does the bookkeeping and banking for the Authority was requesting a raise of $100.00 a month for her services. He stated that Kathy does a lot of work for the Authority above her usual duties and feels that she should be given the raise. Don Ward made a motion to give Kathy a $100.00 raise for her work, second by Chip Groner and unanimously passed.

Other Business: No Report.

Comments from Advisory Councils Members: City Councilman Corey Martin introduced himself to the gathering.

Comments from the General Public- (limit three minutes): No Report.

Josh Myrick stated that he felt the Continental lease was complete enough to send out and he felt there was no reason to have an Executive Session to discuss it further.

Adjournment: Jack Burrell made a motion to adjourn, second by Chip Groner and unanimously passed. The meeting adjourned at 5:56PM.

Pel Henry, Chairman

Submitted by Cynthia A Boothe