MINUTES OF MEETING
JOPLIN AIRPORT BOARD MEETING
September 13, 2018

The Airport Board met in the Second Floor Conference Room at the at the Joplin Regional Airport Commercial Terminal Building. The meeting was brought to order at 7:01 A.M.

Item 1: Roll Call and Approval of Minutes from the last meeting.

Board members in attendance included Bill Harding, Bob Loudermilk, Mel Walbridge, Mike Bentley and Tim Forker. Richard Russell and Kelli Norris were absent.
Staff in attendance included Melissa Hunter and Steve Stockam.

Approval of Minutes:

Mr. Harding moved to approve the minutes from July's meeting. Mr. Loudermilk seconded. All were in favor.

Item 2: Old Business

Mr. Stockam brought the board up to date with the newest **Federal Aviation Administration information**. We submitted request for proposals on the Taxiway D Reconstruction project and received two bids, both were under the estimated engineering budget. We have turned those into the FAA and we are anticipating a grant for just under 8 million dollars. If the grant is offered, we will receive the offer on September 24th and it must be approved and returned by September 27th. There will be a special council meeting just for the approval of this grant. Mr. Loudermilk asked if APAC was the subcontractor for the bids. Mr. Stockam stated that he assumes they are the sub-contractor for at least one of the bids. Emery Sapp and Capital Paving were the two bidders with Capital Paving being the lowest. After the grant gets approved, we plan to bring the contractor contracts to council. Nothing is official yet added Mr. Stockam. He added that when he was in Kansas City two weeks ago, the FAA stated they had received 10 applications from the central region and 296 applications nationwide that were qualified. They reported a total of 688 million dollars had been requested. Steve stated how appreciative we are to the FAA and CMT for working with us so closely and quickly to get us prepared for the application. If approved, it will be a local match share of 5% with 7.7 million of federal funding coming to Joplin which would be great according to Mr. Stockam. We have plans to start this spring. We will need to have an informational meeting with all the tenants to prepare everyone for the closures. Mr. Stockam pointed out some changes on an airport diagram. The offset will be straightened as part of the project on Delta he stated. Then we will move forward with the runway project. In October or November, the FAA will issue a design contract for 18/36 and we will make an application for funding in the second round. Our application ranked high in the first round because of our deteriorating pavement. It will be much tighter competition in the next round. Mr. Stockam said there are several airports that are gearing up for the next round. We won't lose anything in getting the design ready, but we may have to phase it out over 2 to 3 years. Mr. Bentley asked if the other airports that are applying are GA airports or Commercial airports. Mr. Stockam stated that the only airports that can apply are on a pre-approved list. Mr. Stockam added that we worked

closely with the FAA to make sure we were qualified where some of the applications submitted were for items that funding is not earmarked for. Our runway is not deteriorating as fast as the taxiway. Mr. Walbridge asked if we still plan to do the runway extension project. Mr. Stockam replied that given our current fleet mix it is not a high priority, but it is still on the list. The FAA probably would not give us discretionary money for it.

Next Mr. Stockam addressed the board regarding the GSA/TSA and Tower lease agreements. He stated that our goal, due to staffing restrictions, was to bring in an outside cleaning agency for their janitorial needs. We brought in some cleaning companies for quotes and we would like for the third party to do the cleaning and pay for the service through the lease agreement. TSA had a 10-year agreement for approximately $110,000 previously, and we are looking at it being approximately $250,000 for the next 10 years with regularly scheduled increases throughout. 303 E. Third Street and the City Hall each have janitorial staff paid for as city employees. Eventually, we would also like to do that, but we must have funding. This will provide the mechanism to pay for that in the future through the lease agreements. As we continue to grow, ARFF and airfield maintenance staff doesn't have time. A full time janitorial staff would be helpful. TSA's lease will be effective October 1 and we plan to execute the FAA Tower lease immediately following.

Item 3: New Business

Mr. Stockam addressed the board concerning an airport **internal audit.** We were given more access to view our line items of revenue through finance and we continue to push for more access. Since May, Mrs. Hunter has found some lease agreements where scheduled increases didn't occur as they should have. We are working on getting those cleaned up. Additionally, per operational agreements with the FBO's, they are supposed to submit operational reports to us within 90 days of the first of the year. There have been some discrepancies in how we are getting paid for fuel flow fees. Mr. Stockam added that it is an honor system and we should be able to get yearend reports to see what was paid, but this hasn't been happening. We are working on recuperating almost $150,000 in funds from the FBO's. The fault is both ours and theirs since we did not follow up with them and for them not reporting in a timely manner. We are working toward getting things back where they should be. Moving forward, we will hold the FBO's to getting us the report in 90 days after the first of the year or we will pull their operating certificate. Mr. Stockam added that this was not purposefully done. They were not keeping good records and we were not following up. Both FBO's have had changes in accounting firms as well. We will work with finance to make sure they record lease increases as they should be. Leggett and Platt will be coming up on a five-year renewal as is Tamko. There will not be a need to get bids on these since they are existing accounts unless they are not interested in renewing.

Mr. Stockam addressed increased costs of utilities over the last few years. He stated that three years ago we updated the hangars, but it has been five years since we increased the lease amount. Beginning January 1, 2019, we would like to increase the hangar rent by $5.00 per month and plan on an increase again in January 2020 for a total of a $10.00 increase over the next two years. Mr. Stockam stated that will catch us up to where we need to be. Mr. Forker asked if they are one-year leases. Mr. Stockam stated that they are month to month. We will need to re-badge everyone at the end of the year and we would like to update the leases at that time. He added that it will include all hangars, A, B and C.

Item 4: Other Business

Mr. Stockam told the board about an upcoming event being held at the Alpha Air Center. The **Air Museum** will be traveling through on September 24 through 26th. They will have a B29, B24, C45, T6 and a Stearman. Mr. Stockam will send out an e-mail to let folks know it's coming. An advertising flyer was distributed to the board members. Mr. Forker asked if they are still planning on parking a plane down by the road. Mr. Stockam stated that they are welcome to do what they want, but the taxiway to get out there wasn't very wide, and it might be difficult.

Next Mr. Stockam addressed the board regarding the entrance road and parking lot light LED conversion project. We recently sent out request for proposals to begin that project. We have the money in this year's budget for the entrance road lights, and the money in the budget for the parking lot lights in next year's budget. Mr. Stockam is looking to bid the project as one and make the payments on separate PO's to satisfy our budget restraints but get the project done together.

Mr. Stockam stated that we are still waiting to see where we are with the airlines and EAS funding. Mr. Walbridge asked how many flights we are doing per day now. Mr. Stockam replied that we are now down to two per day through the first of the year. He added that it is not abnormal for the holiday schedule to be reduced. He added that our numbers are up, and we are doing very well. We are up to 52 passengers per departure. Mr. Forker asked when does American Airlines have to put in the request for EAS funding. Mr. Stockam replied that the Department of Transportation is not allowed to give us any information on any requests, so we don't know what American Airlines will do. Mr. Loudermilk stated that there is still a pilot shortage. Mr. Stockam agreed, and air carriers have reconstructed regional agreements so there is more of a balance now. Over the last year we have flown 60-70 passenger planes rather than 50 passenger planes which has helped. He stated that some carriers are paying a decent sign on bonus to pilots. Mr. Bentley said the corporate pilots are seeing a shortage as well. It is a trickledown effect.

Mr. Forker asked about the project to relocate Dennis Weaver Drive. Mr. Stockam stated that we are working with MoDot regarding what will be eligible for coverage and what will not. We would like to kick that project off the first of the year. We must make an application with MoDot and do a traffic study since we will be affecting the flow of traffic off the roundabout. Mr. Stockam stated that he would really like to see this project done since it will open space for our future hangar building plans. We are also trying to figure out how to build more hangar buildings. Mr. Stockam has been viewing a webinar on how other municipalities raise money for hangar buildings. He stated that one of the ideas was to take revenue form existing hangars as a subsidy to pay for the new ones. He also stated we could borrow money on 2% interest, but how would be pay it back?

The meeting was adjourned at 7:50 am.

Approved,

Melissa Hunter, Airport Clerk

Kelli Norris, Chairman of the Board