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Augusta Aviation Commission Meeting Minutes January 27, 2022 Orwen Commission Chambers

Commission: Chairman- Mr. James Germany, Vice Chair -Mr. Dan Troutman, Mr. Frank Bowman, Ms. Lynn Gladney, Mr. Larry Harris, Dr. Charles Larke, Mr. Mason McKnight, Mr. Randy Sasser, Ms. Ronic West, and Mr. Michael Ciofi

Absent: Mr. Wilbert Barrett and Mr. Davis Beman

Staff: Mr. Herbert Judon, Mr. Tim Weegar, Ms. Risa Bingham, Mr. Ken Hinkle, Ms. Diane Johnston, Mr. Paul Strycharz, Sgt. Larry Bracken, Ms. Lauren Smith, Ms. Elizabeth Giles, Mr. Cody Mitchell, and Ms. Durinda Davis

Others: Ms. Rachel Mack, *Legal Counsel*; Mr. Edwin Scott, *Mead & Hunt*; Mr. Robert Moore, *Mead & Hunt*; Mr. Ken Hawk, *Mead & Hunt*; Ms. Stephanie Ward, *Mead & Hunt*; Mr. Justin Smith, *Pond*; Ms. Dana McIntyre, *The Augusta Press*; Ms. Carla Delaney, *Augusta, Georgia Planning Department*; Chief Scott Peebles, *Richmond County Marshal's Office*; Jeff Barrett, *Richmond County Marshal's Office*; *News 6, WJBF*

Mr. Germany opened the meeting at 10:00 a.m.

I. CONSENT AGENDA:

Motion: Motion made by Mr. Bowman and seconded by Mr. Troutman to approve the January 27, 2022 Meeting Agenda; December 9, 2021 Commission Meeting Minutes; and the December 2021 Statistics was approved.

II. COMMITTEE REPORTS

A. HUMAN RESOURCES COMMITTEE

Motion: Motion made by Dr. Larke and seconded by Mr. Sasser to approve a five percent (5%) increase in salary for the Executive Director effective January 1, 2022 was approved.

III. FINANCIAL REPORT:

Risa Bingham presented the December 2021 Financial Report.

The Cash Flow Statement shows a \$3.8 Million Operating Income which is back to the plus side since the beginning of the pandemic. December is a slow month compared to November in terms of revenue because of things like less fuel sold and salary expenses were higher because December had 3 pay periods and the City charged the pension for the retirees. There are no issues with Receivables Collection, the past due amounts are simply a timing issue with when the report was ran and the payments being received afterwards.

Motion: Motion made by Mr. Bowman and seconded by Mr. Sasser to approve the December 2021 Financial Report as presented was approved.

IV. SPECIAL PRESENTATIONS

The following presentations were received as information items only by the Commission.

A. LIDAR (Obstruction Survey Report) presented by Ms. Stephanie Ward of Mead & Hunt

B. Enterprise Zones – presented by Ms. Carla Delaney of Augusta, Georgia Planning and Development Department

V. DIRECTOR ACTION REQUESTS

A. EMERGENCY STANDBY GENERATOR MAINTENANCE SERVICES BID AWARD

Approve the bid award for Emergency Standby Generator Maintenance Services from Hi-Tech Power Systems, Inc. in the amount of \$7,041.71.

The scope of duties have been rewritten and modified to fit the current needs and to update the maintenance program to a more robust set of standards and specifications. The scope of the agreement encompasses all 5 generators throughout the Airport. Hi-Tech Power will provide twice a year maintenance including all required load bank tests, oil changes, engine adjustments, and other maintenance services. They will also provide repairs and on-call services on a unit cost basis. This service was procured via an invitation to bid (ITB). There were four overall bidders; three compliant bidders. Hi-Tech Power Systems Inc. was the lowest responsive bidder. This is a new 1-year annual bid with two, one-year options to renew.

This item was reviewed by Rachel Mack with instructions that a contract was not needed and a purchase order through procurement is all that is necessary.

Motion: Motion made by Mr. Troutman and seconded by Mr. McKnight to approve the Emergency Standby Generator Maintenance Services bid award was approved.

B. ANNUAL EXECUTIVE DIRECTOR'S PURCHASING AUTHORITY

Approve the continuation of a \$25,000 spending limit for the Executive Director.

The Augusta Aviation Commission must endorse a financial limit annually beyond which the Executive Director must seek full Aviation Commission Approval. In the past, the limit has been set to coincide with the City/County Administrator's limit, which is \$25,000.

Motion: Motion made by Mr. Sasser and seconded by Mr. Harris to approve the continuation of a \$25,000 spending limit for the Executive Director was approved.

C. MAU HANGAR LEASE RENEWAL

Approval of the MAU Hangar Lease Renewal.

MAU Leasing LLC owns and operates a King Air 200. MAU is a staffing company headquartered in Augusta, Georgia where they have provided workforce staffing solutions since 1973. MAU Leasing LLC is requesting a hangar space lease for 2022-2023. The term of the lease agreement is for 12 months, February 1, 2022 through January 31, 2023, at \$791 for Hangar Space per month.

Ms. Rachel Mack has reviewed and approved the lease agreement.

Motion: Motion made by Mr. Troutman and seconded by Mr. McKnight to approve the MAU Hangar Lease Renewal was approved.

D. AVFUEL CORPORATION FUEL SUPPLIER AGREEMENT, FIRST RENEWAL OPTION

Approval of the First Renewal Option to the Avfuel Corporation Fuel Supplier Agreement.

Avfuel Corporation has provided aviation fuels and marketing support for Augusta Regional Airport since 2001. Avfuel is a leading independent global supplier of aviation fuels and services with over 3000 worldwide locations and over 650 branded dealers throughout North America and Europe. Their customers include, fixed based operators, airport authorities, flight departments, airlines and the military. On January 1, 2019, the Airport entered into a three year agreement with two (2) one year renewable options with Avfuel Corporation. Avfuel Corporation continues the partner with the Augusta Regional Airport by offering a continuous uninterrupted fuel supply and support for over 20 years.

Ms. Rachel Mack has reviewed and approved the First Amendment to Avfuel Corporation Fuel Supplier Agreement.

Motion: Motion made by Dr. Larke and seconded by Mr. McKnight to approve the First Renewal Option to the Avfuel Corporation Fuel Supplier Agreement was approved.

VI. INFORMATION ITEMS

A. COMMUNICATIONS REPORT

B. FACILITIES REPORT

C. CONSTRUCTION REPORT

D. MASTERS UPDATE

E. TERMINAL EXPANSION CONCEPT

VII. EXECUTIVE SESSION

Motion: Motion made by Ms. West and seconded by Mr. McKnight to enter Executive Session to discuss matters exempt under the Georgia Open Meetings Act at 11:50 a.m. was approved.

Motion: Motion made by Mr. McKnight and seconded by Mr. Troutman to adjourn the Executive Session at 12:47 p.m. was approved.

VIII. CHAIRMAN'S COMMENTS

The Pinnacle Club Discussion was postponed until a later time due to time.

MEETING ADJOURNED – 12:48 p.m.

Augusta Aviation Commission Chairman

Date