

**MACON COUNTY AIRPORT AUTHORITY**  
**Minutes of the Re-Scheduled Meeting Held on September 27<sup>th</sup>, 2021**

The Macon County Airport Authority holds the re-scheduled meeting on September 27<sup>th</sup>, 2021. The meeting is commenced at the adjournment of the Macon County Airport Retreat and Planning Session. All members are present for the meeting. Also present are: Jimmy Luther, Greg Kershaw and Paul Smith from W.K. Dickson; Joe Collins, Legal Counsel; and Teresa McDowell, Clerk. Chair Schmitt calls the meeting to order at 3:19 p.m.

**APPROVAL OF MINUTES:** Member Horton makes a motion to approve the minutes for the meeting held on August 31<sup>st</sup>, 2021. Member Rhodes seconds the motion and it passes by unanimous consent.

**PUBLIC COMMENT SESSION:** None

**OLD BUSINESS:**

**Update on Drake Lease Revision:** Legal Counsel Collins presented a report during the retreat in connection to the updated lease. He had reported that the lease has been submitted to the Division of Aviation and the FAA, and he is currently awaiting feedback from both agencies.

**Engineers Report-NC Fuel Farm Update:** Mr. Luther reports that the grant for the construction has been awarded by the DOA, and the 10% local match needs to be approved. The construction plan includes two (2) new tanks which have a capacity of 12,000 gallons each. These tanks will be constructed in the existing foot print of the current fuel farm. A self-serve component will be included in the construction. The existing tanks will need to be removed, and there will be a period of time where fuel cannot be provided through the fuel farm. Mr. Luther states that temporary fuel skid tanks may need to be utilized during this time. He continues by stating that he will talk to the DOA project manager regarding providing costs for the temporary fuel source, but that the cost is unaccounted for at this time. The FBO will talk to their current fuel provider in order to research the availability of a temporary fuel source. The construction phase of the new fuel farm is scheduled for Spring, 2022.

**NEW BUSINESS:**

**Report on Upstairs Re-model Progress:** Member Haithcock reports that the framing of the upstairs is ongoing, and that a part of the remodel should be the putting of insulation back in the ceiling crawl spaces. Progress on the re-model is proceeding as planned.

**Macon County Airport Retreat:** The airport retreat was very successful, with multiple components of useful information being provided. The engineers were present, as well as the Project Manager for the DOA during the retreat. Mr. Mark Davidson, the facilitator, provided very useful information as well. The notes in connection with the retreat are attached.

**OTHER BUSINESS:**

Member Horton states that consideration of the **employee contract** with the Clerk, Teresa McDowell should be discussed. After a brief discussion, Member Horton makes a motion to renew the employment contract with Ms. McDowell, with a salary of \$400.00 per month being provided. Member Rhodes seconds the motion and it passes by unanimous consent.

The employment issue discussion continues with the **need for equipment** to be provided for use by the clerk, with funds possibly available through the CARES Act. After a discussion, Member Horton makes a motion to provide funding for necessary office equipment, to include a computer, scanner and printer, to be used for MCAA business, which cost should not exceed \$7,500.00. Member Rhodes seconds the motion and it passes by unanimous consent.

A discussion is held regarding the provision of the **annual liability insurance contract** provided through Alexander Aviation and the Wayah Insurance Group. The authority would like to renew the contract in order to provide liability coverage to the authority members, at the cost of \$2,220 annually. After further discussion, Member Rhodes makes a motion to renew the annual insurance contract as presented. Member Shuler seconds the motion and it passes by unanimous consent. Member Haithcock will make sure the contract is delivered to the insurance agent.

It is discussed that all members should **attend the Commissioners' meeting** scheduled for October 12<sup>th</sup>, 2021. It is determined that the authority should present an annual report of the progress at the Macon County Airport and ask for the 10% match for the fuel farm construction project. Ms. McDowell will make sure that the authority presentation is included as an agenda item for the meeting, and will format a formal letter regarding the request for the matching funds to be forwarded prior to the meeting.

There being no further business to discuss, Member Haithcock makes a motion to adjourn the meeting. Ms. Shuler seconds the motion and it passes by unanimous consent. The meeting is adjourned at 4:00 p.m.

Respectfully submitted:

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Pete Haithcock, Secretary