

## Minutes

### Saline County Airport Commission Saline County Regional Airport January 18, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u>Present</u>
	Charles Best, Vice Chairman	<u>Present</u>
	Jimmy Fields, Sec. /Treasurer	<u>Present</u>
	Chris Holmes	<u>Present</u>
	Col. Harv Shelton	<u>Present</u>
	Gene McPherson	<u>Present</u>
	Aaron Parsons	<u>Present</u>
	Pat Bisbee, JP	<u>Absent</u>
	Judge Jeff Arey	<u>Absent</u>

**III. Guest Introductions:** Walter Burgess, Andrew Finne, Matt Roddy, Mike Stengel, Aaron Farmer, Andrew Ward

**IV. Approve Minutes:** Motion to approve by Col. Harv Shelton, seconded by Charles Best. Motion carried.

**V. Treasurer Report:**

- CAPDD Report
- Airport Budget Review
- Financial Review
- First Security Visa Statement- Motion to approve all financial reports by Jimmy Fields, seconded by Gene McPherson. Motion carried.
- Manager's Report- Motion to approve by Gene McPherson, seconded by Col. Harv Shelton. Motion carried.

**VI. Unfinished Business:**

- Land Lease Waitlist- Deferred discussion until next meeting.
- T-Hangar #4 Yellow Lines- Lines have been painted, and the invoice will be paid. Once a copy of the canceled check is received, we will apply for reimbursement from the ADA.
- Windsock Relocation Project- Rick McGinty has received the Notice of Award. They will start construction in the coming weeks.
- Taxiway Safety Area Improvement Project- This project is complete. However, the soil test results showed that the dirt is short of the lime saturation that is desired. Red Stone will come back in the spring to apply more lime. We have ensured that this will be no extra cost to the airport.
- Avgas and Jet Truck Leases- Bryant Otto with Satterfield fuels is working on getting a copy of the lease sent to the Commission for their review.
- Bryant Parkway Land Release- Per Will Gruber, The FAA published the land release in the Federal Register and there is a 30 day public comment period. We received the final sign off from Alcoa and Bryant is reviewing it. We're looking at having the land release and everything associated with it (barring something happening between now and then) by February 11.
- Boring Sample Results- Boring sample results show a needed undercut of +/- 2 feet. Due to the low proposed cost of \$6k-\$8k per land lease, the Commission has

decided to make this cost the responsibility of the lessee.

**VII. New Business:**

- Self-Fueling Permits, minimum standards, and language.
- Airport Operations Tracking- Motion to approve the purchase of the annual subscription with MIS by Gene McPherson, seconded by Col. Harv Shelton. Motion carried.
- Development of best practices for Airport Manager spending limits, credit card limits, and when to get multiple quotes.
  - REIL Control board replacement, estimated \$935.00 for parts and labor.
  - Motion by Jimmy Fields to allow the Airport Manager the emergency expenditure of up to \$2,000 without external approval. Above \$2,000 and consideration from the Commission Chairman must be sought. Seconded by Charles Best. Motion carried.
- ARGAA Membership Renewal
  - The Arkansas General Aviation Association advocates for general aviation pilots, aircraft owners, aviation businesses, flight schools and aircraft enthusiasts, encouraging state and local policies that preserve and promote all aspects of the Arkansas general aviation membership community. Membership is \$500 per year. Motion to approve memberships by Charles Best, seconded by Jimmy Fields. Motion carried.

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, February 15th, 2022 @ 6:00 PM**

## Minutes

Saline County Airport Commission  
Saline County Regional Airport  
February 15, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u>Present</u>
	Charles Best, Vice Chairman	<u>Present</u>
	Jimmy Fields, Sec. /Treasurer	<u>Present</u>
	Chris Holmes	<u>Absent</u>
	Col. Harv Shelton	<u>Present</u>
	Gene McPherson	<u>Present</u>
	Aaron Parsons	<u>Present</u>
	Pat Bisbee, JP	<u>Present</u>
	Judge Jeff Arey	<u>Present</u>

**III. Guest Introductions: Walter Burgess, Ted Taylor, Richard Corbyn, Angie Drummond, Will Gruber**

**IV. Approve Minutes: Motion to approve as presented by Charles Best, seconded by Col. Harv Shelton. Motion carried.**

**V. Treasurer Report:**

- Treasurer's Report
- Airport Budget Review
- Financial Review
- First Security Visa Statement
- **Motion to approve all financials as presented by Jimmy Fields, seconded by Col. Harv Shelton. Motion carried.**
- Manager's Report

**VI. Unfinished Business:**

- Bryant Parkway Land Release Update
  - **Motion by Col. Harv Shelton to relocate AT&T utilities on Hill Farm Road, seconded by Gene McPherson. Motion carried. Motion to relocate First Electric utilities on the entrance road, as well as moving guy wires for the energy poles where Bryant Parkway will run by Charles Best, seconded by Aaron Parsons. Motion carried.**
- Land Lease Waitlist Language- **Motion to accept the land lease application contingent upon changes submitted by the close of business on Friday, February 18th, 2022 by Charles Best, seconded by Col. Harv Shelton. Motion carried.**
- Windsock Relocation Project- Rick McGinty has started to stage equipment and materials. They are waiting for the new windsock to come in.
- Avgas and Jet Truck Leases- **No opposition by the Commission to sign truck leases for both trucks, as provided by Satterfield fuels.**
- Development of best practices for Airport Manager spending limits, credit card limits, and when to get multiple quotes- Ideas from Will Gruber and Angie Drummond- **Decision by Brandon Guillot to table this topic until next meeting.**

**VII. New Business:**

- **Storage Room Lease Agreement- Motion to approve storage room lease agreement after it is edited to include specificity towards aviation utilization, and incorporates the requirement of insurance by Jimmy Fields, seconded by Gene McPherson. Motion Carried.**
- **Fuel Suppliers- Looked into other fuel suppliers, do not see a justification to move from Satterfield at this time.**
- **Fuel Markup (% vs. \$)- We will be sticking with percent markup, but it will be adjusted as the market fluctuates to best match our competition.**
- **Transfer to County update- Motion by Brandon Guillot to transfer all Saline County Regional Airport funds to the County's First Security Account, and have Angie Drummond look into creating three separate funds for Operating, State Grants, and Federal Grants, seconded by Gene McPherson. Motion carried.**
- **Airshow Revenue for the airport- We will require a minimum number of gallons sold which matches the number of gallons sold last year. If this number is not met, Greater Bryant Chamber of Commerce will be required to supplement the \$ difference. Any additional and unusual costs which are incurred by the Airport as a result of the airshow will be paid for by the Greater Bryant Chamber of Commerce.**
- **Kenny Payton Land Lease- Commission is willing to defer Kenny Payton's land lease payment for the first year so that he can recoup his costs for the preparation of the land.**

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, March 15th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport March 15, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u>Present</u>
	Charles Best, Vice Chairman	<u>Present</u>
	Jimmy Fields, Sec. /Treasurer	<u>Present</u>
	Chris Holmes	<u>Present</u>
	Col. Harv Shelton	<u>Present</u>
	Gene McPherson	<u>Present</u>
	Aaron Parsons	<u>Present</u>
	Pat Bisbee, JP	<u>Absent</u>
	Judge Jeff Arey	<u>Absent</u>

**III. Guest Introductions: Angie Drummond, Wayne Bolden, Bob Bradford, Matt Roddy**

**IV. Approve Minutes: Motion to approve as presented by Col. Harv Shelton, Seconded by Gene McPherson. Motion carried.**

**V. Treasurer Report:**

- Treasurer's Report
- Airport Budget Review
- Financial Review
- First Security Visa Statement
- Manager's Report
  - o Motion to approve all as submitted by Gene McPherson, seconded by Charles Best. Motion carried.

**VI. Unfinished Business:**

- Development of best practices for Airport Manager spending limits, credit card limits, and when to get multiple quotes- Ideas from Will Gruber and Angie Drummond
- Kenny Payton Plans Approval- Kenny Payton not present at this meeting.

**VII. New Business:**

- Matt Roddy- SUZ Capital Improvement Plan with Bipartisan Infrastructure Law Funding- Motion to approve as presented by Aaron Parsons, seconded by Gene McPherson. Motion carried.
- Sale of Old Jet Truck- Motion to sell by Aaron Parsons, seconded by Jimmy Fields. Motion carried.
- Decisions on 80/20, 90/10 Grants- Motion to utilize 80/20 for 60'x60' Land Lease ground prep, and 90/10 for the ground prep of the new row of t-hangars by Aaron Parsons, seconded by Gene McPherson. Motion carried.
- Increase budget as a whole (new line item for construction)- Motion to add a line for Capital Outlay- Construction (with \$15k allotted for this line) by Aaron Parsons, Seconded by Gene McPherson. Motion carried.
- Jimmy Fields- Solar Eclipse- This topic was discussed by the Commission. Airport Manager is regularly attending meetings held by the Greater Bryant Chamber of Commerce to ensure we are prepared for this event.

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, April 19th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport April 19, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u><b>Present</b></u>
	Charles Best, Vice Chairman	<u><b>Present</b></u>
	Jimmy Fields, Sec. /Treasurer	<u><b>Present</b></u>
	Chris Holmes	<u><b>Present</b></u>
	Col. Harv Shelton	<u><b>Present</b></u>
	Gene McPherson	<u><b>Present</b></u>
	Aaron Parsons	<u><b>Absent</b></u>
	Pat Bisbee, JP	<u><b>Present</b></u>
	Judge Jeff Arey	<u><b>Absent</b></u>

**III. Guest Introductions: Angie Drummond, Matt Roddy**

**IV. Approve Minutes: Motion to accept as presented by Jimmy Fields, seconded by Col. Harv Shelton. Motion carried.**

**V. Treasurer Report:**

- Treasurer's Report
- Airport Budget Review
- First Security Visa Statement
- Finances with County Problem Areas and Solutions
  - **Motion to accept Treasurer Report as presented by Jimmy Fields, seconded by Charles Best. Motion carried.**

**VI. Unfinished Business:**

- Airport Manager Best Practices and Procedures

**VII. New Business:**

- We have received bids for the ground prep for the 60'x60' hangars. **Motion to accept Barker Excavation, Inc. bid for \$279,451.00 by Charles Best, seconded by Gene McPherson. Motion carried.**
- The sale of the land for the Bryant Parkway has closed. The County received a check from the City of Bryant for around \$637,000. A fund has been created with the County for the funds to go into.

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, May 17th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport May 17, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<b><u>Present</u></b>
	Charles Best, Vice Chairman	<b><u>Present</u></b>
	Jimmy Fields, Sec. /Treasurer	<b><u>Present</u></b>
	Chris Holmes	<b><u>Present</u></b>
	Col. Harv Shelton	<b><u>Absent</u></b>
	Gene McPherson	<b><u>Present</u></b>
	Aaron Parsons	<b><u>Present/Telephone</u></b>
	Pat Bisbee, JP	<b><u>Absent</u></b>
	Judge Jeff Arey	<b><u>Absent</u></b>

**III. Guest Introductions:** Rhonda Sanders - Bryant Chamber, Angie Drummond - Saline County Comptroller, Jason Brown - Bryant Chamber, John Martin - Bryant Chamber, Matt Roddy - Michael Baker, Joe Dixon

**IV. Approve Minutes:** Motion to accept as proposed by Jimmy Fields, seconded by Gene McPherson. Motion carried.

**V. Treasurer Report:**

- Treasurer's Report
- Airport Budget Review
- First Security Visa Statement

Motion to approve financials as presented by Charles Best, seconded by Chris Holmes. Motion carried.

**VI. Unfinished Business:**

- Decision on 90/10 Grant - Motion to accept option C (asphalt access road and parking lot) by Jimmy Fields, seconded by Gene McPherson. Motion carried.

**VII. New Business:**

- Jason Brown - Wings Over Bryant Airshow at KSUZ - DNT Media will send us a copy of the contract outlining the ownership, cost, and significant details pertaining to the website. This will be sent over to Will Gruber, and once we receive his input, we will make a decision whether to accept the website or not at the next Commission meeting.

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, June 21st, 2022 @ 6:00 PM**



## Minutes

### Saline County Airport Commission Saline County Regional Airport June 21, 2022

MEETING WILL START AT 6:00 P.M.

I. **Call to Order:**

II. <b>Roll Call:</b>	Brandon Guillot, Chairman	<u>Present</u>
	Charles Best, Vice Chairman	<u>Present</u>
	Jimmy Fields, Sec. /Treasurer	<u>Present</u>
	Chris Holmes	<u>Present</u>
	Col. Harv Shelton	<u>Present</u>
	Gene McPherson	<u>Present</u>
	Aaron Parsons	<u>Present/Telephone</u>
	Pat Bisbee, JP	<u>Present/Webex</u>
	Judge Jeff Arey	<u>Absent</u>

III. **Guest Introductions: Matt Roddy, Walter Burgess, Will Gruber**

IV. **Approve Minutes: Motion to approve as presented by Charles Best, seconded by Gene McPherson. Motion carried.**

V. **Treasurer Report:**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

VI. **Unfinished Business:**

- Airport Website from DNT Media Decision - **Upon hearing the County Attorney's input on the subject, motion by Jimmy Fields to decline the gifted website from DNT Media, and instead go the RFP route if we would still like to pursue a new website for the airport, seconded by Charles Best. Motion Carried.**
- 90/10 Grant - Our grant proposal for the asphalt access road and parking lot for the 60 x 60 hangars was approved by the ADA. As a refresher, the total project cost is \$200,000. This grant category has a cap of \$150,000, leaving our portion at \$50,000. The initial application for the 80/20 Grant was for four (4) separate 60x60 hangars. However, we are actually going to have a 60x120, framed by two (2) 60x60's on either side. This results in a change order. Vote on approval of change order. - **This change order was changed again right before the meeting. Vote on the change order will be delayed until the next meeting.**

VII. **New Business:**

- Fire Monitoring System to cell - \$1000 for installation decision
- Business phone/fax line - Keep? If so, go with Christy Peterson's suggestion to move it to Ring Central for less than \$10/month?
- **Look into all options further before making a decision.**

VIII. **Reimbursable:**

**IX. Adjourn: Next regular meeting, July 19th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport July 19, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u><b>Present</b></u>
	Charles Best, Vice Chairman	<u><b>Present</b></u>
	Jimmy Fields, Sec. /Treasurer	<u><b>Present</b></u>
	Chris Holmes	<u><b>Present</b></u>
	Col. Harv Shelton	<u><b>Present</b></u>
	Gene McPherson	<u><b>Present</b></u>
	Aaron Parsons	<u><b>Absent</b></u>
	Pat Bisbee, JP	<u><b>Absent</b></u>
	Judge Jeff Arey	<u><b>Absent</b></u>

**III. Guest Introductions:**

**IV. Approve Minutes: Motion to approve minutes as presented by Charles Best, seconded by Col. Harv Shelton. Motion carried.**

**V. Treasurer Report: Motion to approve all financials as presented by Jimmy Fields, seconded by Gene McPherson. Motion carried.**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

**VI. Unfinished Business:**

- Hangar Site Prep Update - Work will start on this project on August 1, 2022. This project will have a 60 day substantial completion term, and a 75 day Ready for Final Payment term.

**VII. New Business:**

- Review % vs. \$ markup on fuel again - **Motion by Charles Best to allow the airport manager, in conjunction with the Chairman, to stray from the standard markup procedure in the event that the retail price from load to load will change more than \$2.00/gallon, in either the positive or negative direction, in order to protect the Airport and its customers. Seconded by Jimmy Fields. Motion carried.**

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, August 16th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport September 27, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<b><u>Present</u></b>
	Charles Best, Vice Chairman	<b><u>Present</u></b>
	Jimmy Fields, Sec. /Treasurer	<b><u>Present</u></b>
	Chris Holmes	<b><u>Present</u></b>
	Col. Harv Shelton	<b><u>Absent</u></b>
	Gene McPherson	<b><u>Absent</u></b>
	Aaron Parsons	<b><u>Present</u></b>
	Pat Bisbee, JP	<b><u>Absent</u></b>
	Judge Jeff Arey	<b><u>Absent</u></b>

**III. Guest Introductions:** Jason Brown, Dustin Holley, Justin Tackett, Grace White, Matt Roddy, Angie Drummond, Steve Dannaway, Clint Newcomb, Rick Jones, Bill Henry

**IV. Approve Minutes: Motion to approve as presented by Charles Best, seconded by Aaron Parsons**

**V. Treasurer Report:**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

**VI. Unfinished Business:**

- Construction Projects Updates:
  - o 60'x60' Ground Prep and Utilities: Construction has started, and is expected to be completed by October 15th.
    - Barker Excavation has provided the following construction schedule:
      - 19 Sep - 23 Sep
        - o Install water
        - o Install sewer
      - 26 Sep - 30 Sep
        - o Install conduit
        - o Testing
      - 3 Oct
        - o Final close out

**VII. New Business:**

- Bob Bradford Raise
- Guest- Jason Brown, WOB Airshow 2023 Presentation - **Motion by Aaron Parsons approve WOB Airshow 2023 if it is ensured that the Airport is promoted in every possible for growth and development, seconded by Jimmy Fields**
- Runway Closure for Sealcoat and Remark
  - o Taxiway Use for Takeoff/Landings- **Motion by Chris Holmes to not allow takeoff or landing operations on the taxiway during the runway closure, seconded by Charles Best. Motion carried.**
- Uniform Eve Height Decision for Private Constructed Hangars (can be up to 35') - **Motion by Chris Holmes to approve Dr. Michael Stroud's eve height of 16', seconded by Aaron Parsons**

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, October 18th, 2022 @ 6:00 PM**

## Minutes

**Saline County Airport Commission  
Saline County Regional Airport  
October 18, 2022**

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<b><u>Absent</u></b>
	Charles Best, Vice Chairman	<b><u>Present</u></b>
	Jimmy Fields, Sec. /Treasurer	<b><u>Present</u></b>
	Chris Holmes	<b><u>Present</u></b>
	Col. Harv Shelton	<b><u>Present</u></b>
	Gene McPherson	<b><u>Present</u></b>
	Aaron Parsons	<b><u>Present</u></b>
	Pat Bisbee, JP	<b><u>Present</u></b>
	Judge Jeff Arey	<b><u>Absent</u></b>

**III. Guest Introductions: Chris Walker - Fence Brokers, Patrick Schroder, Justin Tackett - DNT Media, Anna Brimhall - Bryant Chamber, John Martin, Steve Dannaway - DNT Media, Jake Arey - Tenant, Matt Roddy - MBE, Jason Brown - Bryant Chamber, Grace White - Intern, Angie Drummond - Saline County Comptroller, Clint Newcomb - Tenant, Karl West - Bodiddles Wine and Spirits, Shelly Platt - Rumors Hair Design**

**IV. Approve Minutes: Motion by Jimmy Fields to approve as presented, seconded by Aaron Parsons. Motion carried.**

**V. Treasurer Report: Motion to approve as presented by Chris Holmes, seconded by Gene McPherson. Motion carried.**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

**VI. Unfinished Business:**

- Wings Over Bryant 2022 Financial Review with Jason Brown
- Wings Over Bryant 2023 Ideas - Jake Arey
- RFP for KSUZ Website - DNT would like to give us the website and maintain it for \$100.00/year.
- Minimum Building Standards Document- discuss as a group.
- DNT Media offer to give and maintain Airport Website for \$100/year - **Motion to table until January '23 by Jimmy Fields, seconded by Gene McPherson. Motion carried.**

**VII. New Business:**

- CIP FY 2024 - Matt Roddy **Motion to approve by Aaron Parsons, seconded by Gene McPherson. Motion carried.**
- Wings Over Bryant 2023 KSUZ Booth/Tent - what concept/ideas do we want to push, and who will run the tent?

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, November 15th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport November 15, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u><b>Present</b></u>
	Charles Best, Vice Chairman	<u><b>Present</b></u>
	Jimmy Fields, Sec. /Treasurer	<u><b>Present</b></u>
	Chris Holmes	<u><b>Present</b></u>
	Col. Harv Shelton	<u><b>Present</b></u>
	Gene McPherson	<u><b>Present</b></u>
	Aaron Parsons	<u><b>Present/telephone</b></u>
	Pat Bisbee, JP	<u><b>Present/telephone</b></u>
	Judge Jeff Arey	<u><b>Absent</b></u>

**III. Guest Introductions: Steve Dannaway - DNT Media, Matt Roddy - Michael Baker, Hannah Mcfarland - Test Now, Angie Drummond - Saline County Comptroller**

**IV. Approve Minutes: Motion to approve by Gene McPherson, seconded by Col. Harv Shelton. Motion carried.**

**V. Treasurer Report: Motion to approve as presented by Jimmy Fields, seconded by Chris Holmes. Motion carried.**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

**VI. Unfinished Business:**

- Airport Attendant County Salary Study
- RFP for KSUZ Website - DNT would like to give us the website and maintain it for \$100.00/year. - **table till first meeting of 2023**
- Minimum Building Standards Document- **table till next meeting to allow more time for public comment**

**VII. New Business:**

- 2023 Airport Budget - **Motion to approve by Charles Best, seconded by Gene McPherson. Motion carried.**
- Hannah Mcfarland - Testing Center Presentation - **Commission requests that Hannah submits a formal proposal to the Commission for the County Attorney to review.**
- Private Hangar Land Lease Project - Pay all at once (can only be done out of the SPF), or divide in half and pay half out of SPF, and half out of Operating Fund? - **Motion to approve the change orders and to pay the full total out of the SPF by Charles Best, seconded by Jimmy Fields. Motion carried.**

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, December 20th, 2022 @ 6:00 PM**

## Minutes

### Saline County Airport Commission Saline County Regional Airport December 20, 2022

**MEETING WILL START AT 6:00 P.M.**

**I. Call to Order:**

<b>II. Roll Call:</b>	Brandon Guillot, Chairman	<u>Present</u>
	Charles Best, Vice Chairman	<u>Present</u>
	Jimmy Fields, Sec. /Treasurer	<u>Absent</u>
	Chris Holmes	<u>Present</u>
	Col. Harv Shelton	<u>Present</u>
	Gene McPherson	<u>Present</u>
	Aaron Parsons	<u>Present</u>
	Pat Bisbee, JP	<u>Absent</u>
	Judge Jeff Arey	<u>Absent</u>

**III. Guest Introductions:**

**IV. Approve Minutes: Motion to approve by Charles Best, seconded by Col. Harv Shelton. Motion carried.**

**V. Treasurer Report: Motion to accept as presented by Gene McPherson, seconded by Col. Harv Shelton. Motion carried.**

- County Financials Report
- Airport Financial and Sales Report
- Manager's Update

**VI. Unfinished Business:**

- County Salary Study **The Commission would like to extend a 10% raise to both the Airport Manager and Airport Attendant, 8% being COLA and 2% being merit. Motion by Aaron Parsons, seconded by Chris Holmes. Motion carried.**
- RFP for KSUZ Website - DNT would like to give us the website and maintain it for \$100.00/year. - **table till first meeting of 2023**
- Minimum Building Standards Document- **table till next meeting to allow more time for public comment**
- Hannah McFarland - Testing Center - **Table until response from FAA and changes to MOU in accordance with Will Gruber recommendations. Will would like to see a flat rate rent outlined instead of percentage based.**
- Minimum Building Standards Document

**VII. New Business:**

- Chuck Collins Proposal- Is currently building a 60' x 120' hangar and would like to build a 100' x 100' as well. **Commission is in favor, but asks that Mr. Collins be informed of required improvements to make this possible. Matt Roddy will generate estimates for required improvements.**
- Review Dr. Stroud and Wayne Bolden Hangar Plans **Motion to approve hangar plans as presented by Aaron Parsons, seconded by Gene McPherson. Motion carried.**
- Will Gruber - Reviewed our liability for the airshow, and concluded that WOB needs to be covered specifically by airshow insurance, and we need to establish a fair cost value of the use of the airport for two days
- Emergency Response Plan Workshop - May 24 and 25th in Destin, FL. Revamping our airport ERP is one of our biggest priorities for next year. **Motion by Charles**

**Best to send Airport Manager to Response Plan Workshop, seconded by Chris Holmes. Motion carried.**

**VIII. Executive Session**

- **Commission went into Executive Session and discussed Airport Employee Performance and Compensation. Motion by Aaron Parsons to extend a 10% raise to both the Airport Manager and Airport Attendant, seconded by Chris Holmes. Motion carried.**

**VIII. Reimbursable:**

**IX. Adjourn: Next regular meeting, January 17th, 2022 @ 6:00 PM**