

Airport Advisory Meeting

MINUTES

3/11/2025

3:00 PM

AIRPORT CONFERENCE ROOM

MEETING CALLED BY	Scott Wardwell
TYPE OF MEETING	Monthly
CHAIRPERSON	Charlie Namur
NOTE TAKER	Scott Wardwell
ATTENDEES	Nate Grass, Leigh Smith, Tom Powers, Larry Clark, Sonja Eyler, James Quinn, Kim Smith and Granville Lamb

APPROVE JANUARY AND FEBRUARY MINUTES

COMMITTEE

DISCUSSION	Kim Smith indicated that in the February minutes on page 2 "are" has to be changed to "our"	
	On page 3 of the February minutes, "share" needs to be "shared". Larry commented that he was at the January meeting but was not listed.	
CONCLUSIONS	Motion and second was that we approve the minutes as amended. This was unanimously approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

REVIEW ANNUAL ENPLANEMENTS

SCOTT

DISCUSSION	We had the best January since the year 2000 only 17.8% below 2000 and 12.5% higher than 2024.	
	In February, boardings were down 199 passengers but still was the second best February since the year 2000. Last year was a leap year. Year to date we were down 26 passengers. January completion rate was 100% and a 89% on time rate. February completion rate 96.4% and 82% on time.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

AIRPORT CAPITAL PLAN

DISCUSSION	Hoyle Tanner asked to push some of the projects off until 2026 due to time constraints.	
CONCLUSIONS	Motion and second was that the plan be adopted. This was unanimously approved.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

ON-GOING CAPITAL PROJECT UPDATE

DISCUSSION	Terminal ground breaking is planned for April. Still working to get permits in place. The USDA	
	Loan application is nearly complete. We submitted a pre-application for the NBRC Transit for Timber Grant.	
	We will be going for the maximum amount \$5 million. We have completed our review of the research hangar project. It has been decided to redesign the building using Harriman Associates. The contract with Harriman was signed today. The building committee met and discussed the change in engineering firms. Jacobs will continue with the street, utilities and parking lot portion of the project. The 16,000 sq.-ft building will need to be downsized to 12,000 sq-ft according to Harriman. We are attempting to get EDA approval on the scope of work change. On May 20th we will be adding an AIT machine (body scanner). It will go next to the metal detector. Some of the glass wall has been removed and a temporary plywood sheet has been installed where the AIT will go. We have met with TSA and Code. We have a plan for adding more seating post security. We will install a temporary wall and door to separate out some of the baggage claim area. No update on the pavement maintenance plan. Several AIP projects are in various stages of closeout	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

DISCUSSION	Scott went over four projects. They included the following; IP building rehab, Aerospace Research		
	Park Design, T-Hangar Unit and a 50,000 sq.-ft research hangar. Scott requested approval to getting engineers on		
	board to do some preliminary estimates to prepare for doing CDS applications for all but the T-Hangar Unit. Scott shared with the group that while these are very worthy projects and likely to score well with a CDS application, the source of the local share has not been determined. It may be necessary to finance the local share. For the T-hangar unit we would have engineers look over the design of the previous t-hangar unit and do a detail cost estimate. That estimate would then be discussed with interested aircraft owners to see if there would be interest in the five units. A lease rate would be calculated to repay a loan required to build the units, maintain the units and provide for a 5% profit.		
	Charlie commented that he felt the scope of work for the IP Building evaluation should include the roof, code updates and the presence of hazardous materials.		
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

ECONOMIC DEVELOPMENT UPDATE

DISCUSSION			
CONCLUSIONS			
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	

AIRPORT CURRENT EVENTS

SCOTT

DISCUSSION	Terminal Ground Breaking in May. Kim briefed us on the Antique Eastern Regional event that will be coming in August.	
CONCLUSIONS		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
None		
