

**Florence Regional Airport
Pee Dee Regional Airport Authority**

August 21, 2024

AIRPORT CONFERENCE ROOM AND TEAMS MEETING

MEMBERS PRESENT:

Mr. Robby Hill
Mr. Rene Josey, presiding
Mr. Lee Nettles
Mr. Tommy Parham
Mr. Robby Peed
Mr. Joe Powell
Mr. Robert Ware

MEMBERS ABSENT:

Mr. Glenn Greene, Chairman

Airport Staff Members present were: Connie Anderson, Marshall Johnson, Robert Norton and Betsy DeVault.

There was no media present at the meeting.

Also present were Airport Attorney Craig Brown, Judy Elders with Talbert, Bright & Ellington, Anthony Baker with Precision Air and Curtis Wardy with American Airlines.

Attending virtually via Microsoft Teams was Robert Milhous, Airport's CPA.

The meeting was called to order at 4:00 PM by Vice Chairman Josey in the Airport Conference Room, 2100 Terminal Drive, Florence, SC. The media was notified in accordance with 30-4-80.

The Invocation was given by Vice Chairman Josey.

On a motion by Mr. Parham and second by Mr. Nettles, the minutes of the June 19, 2024 Airport Authority meeting were approved as previously emailed. Motion carried. Unanimously.

Robert E. Milhous, with Milhous CPA, PA and Associates presented the Airport Authority with a Summary of Airport Audit 2023. Hard copies of the Audit were distributed to the board members during the meeting for review and questions. There was discussion.

On a motion by Mr. Hill and second by Mr. Powell the presentation of the audit was accepted as unmodified information only. Motion carried. Unanimously.

COMMITTEE REPORTS:

ADMINISTRATIVE AND FINANCE COMMITTEE REPORT: *Mr. Hill*

Robby Hill read the July 2024 Flow Sheet as previously emailed noting that nothing had significantly changed.

Robby Hill announced during the June meeting the Administrative Committee was asked meet to discuss an application process for the Airport Director's position to report in the August meeting. Mr. Hill stated an Application Package has been prepared and is ready for publishing on the website and other media.

AIR SERVICE COMMITTEE REPORT: *Mr. Nettles*

Mr. Nettles read the July Enplanement and Load Factor History Report as previously emailed.

PROPERTIES AND PROJECTS COMMITTEE REPORT: *Mr. Josey*

Judy Elders reported on the Corporate and Box Hangars (Construction), TBE is still waiting on the surveyor to complete the mapping. Once this survey is received, TBE will produce Record Drawings and begin to close out the grant.

On the Rehabilitate Taxiways B, B-3, B-4, and D (Construction), Palmetto Corp. completed the work on Taxiway B3, between Taxiway B and Runway 01/19. Palmetto Corp. will need to have their subcontractor paint the permanent airfield markings in 30 days. TBE will coordinate with FLO and Palmetto Corp to schedule a final inspection once the permanent markings have been completed.

On the Passenger Facility Charge (PFC) Application, the PFC Consultation Package was submitted to American Airlines on July 17, 2024. The Air Carrier Consultation Meeting was held on August 12, 2024. American Airlines has 30 days (by September 11, 2024) to provide written certification of agreement or disagreement. If they fail to provide timely certification it is determined that the airline agrees. After receipt of written certification, the final PFC application to FAA will be prepared and submitted.

The PFC application is for four reimbursement projects and three construction projects, as well as PFC application development and administrative related elements for a total of \$2,060,273.00. It is anticipated that the collection period will be between January 20025 and March 2041.

On the Runway 09/27 and Taxiway Rehabilitation and General Aviation Ramp SCAC Grant Application, The grant was announced on July 26, 2024. We are waiting for grant offer from FAA ATL ADO. The SCAC grant was approved on August 20, 2024 and now waiting for the grant offer from SCAC.

EXECUTIVE DIRECTOR'S REPORT: Mrs. Anderson

Connie Anderson announced that Robert Norton had attended and completed an Airport Management training and Business Leadership Class held in Tennessee.

Mrs. Anderson announced that Robert Ware was enrolled and will be attending an Airport 101 Training Class stating this training is really good for new members coming aboard to better understand the language and terms of airport management. This class is offered virtually.

Mrs. Anderson stated the Airport will purchase three new vehicles for the Public Safety Department at the cost of \$41K. Robert Norton explained the vehicles will be purchased from the Federal Surplus Program. All of the vehicles will be caged and used to transport. There was some discussion.

On a motion by Robby Hill and second by Mr. Parham the Airport Authority approved the acceptance of the bid to purchase the three new vehicles for the Public Safety Department. Motion carried. Unanimously.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

ADJOURNMENT:

There being no further business, the Pee Dee Regional Airport Authority meeting adjourned at approximately 5:11 PM.