

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

November 15, 2023

AIRPORT CONFERENCE ROOM AND TEAMS MEETING

MEMBERS PRESENT:

Mr. Glenn Greene
Mr. Robby Hill
Mr. Rene Josey
Mr. Lee Nettles (via Teams)
Mr. Tommy Parham
Mr. Robby Peed
Mr. Robert Ware

MEMBERS ABSENT:

Mr. Joe Powell

Airport Staff Members present were Connie Anderson (via Teams), Marshall Johnson, Betsy DeVault, Robert Norton and Nelson Tart.

There was no media present at the meeting.

Also present were Judy Elders with Talbert, Bright & Ellington, Attorney Craig Brown, Anthony Baker with Precision Air.

The meeting was called to order at 4:00 PM by Chairman Greene 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 Chairman Greene.

On a motion by Mr. Josey and second by Mr. Parham, the minutes of the October 18, 2023, Airport Authority meeting were approved as previously emailed. Motion carried. Unanimously.

On a motion by Mr. Josey and second by Mr. Parham the November agenda was approved with the written amendment that include presentation of the 2024 Budget. Motion carried. Unanimously.

Chairman Greene announced and welcomed Mr. Robby Hill the Airport Authority. Mr. Hill is the newly appointed board member representing Florence City and replaces Dr. Stephan Bridges.

COMMITTEE REPORTS:

ADMINISTRATIVE AND FINANCE COMMITTEE REPORT: *Mrs. Anderson*

Connie Anderson read the October 2023 Flow Sheet as previously emailed commenting there was an underbudget in revenue due to rental car and parking, but the interest from the LGIP made up the difference. There was brief discussion. The report was presented as information only.

Mrs. Anderson presented the 2024 proposed budget as previously emailed.

On a motion by Mr. Parham and seconded by Mr. Josey, the 2024 proposed budget was accepted as previously emailed and presented. Motion carried. Unanimously.

AIR SERVICE COMMITTEE REPORT: *Mr. Nettles*

Connie Anderson read the October 2023 Enplanement Report and Load Factor History Report as previously emailed. She stated we were able to get data from American Airlines that told the number of enplanements on the first flight out and inbound. She stated the numbers were about the same. There was a brief discussion. The Airport Authority asked if we can continue to get this information going forward.

Mrs. Anderson stated that she and Mr. Gregg Atkins, the new Air Service Consultant will have their first meeting with American Airlines on Monday, November 20, 2023. She will give the Airport Authority an update of that meeting.

PROPERTIES AND PROJECTS COMMITTEE REPORT: *Mr. Josey*

Judy Elders reported a construction meeting was held Thursday, November 2, 2023 onsite with the contractor. The Design team is continuing to review requests for information (RFI's). Contractor has been framing drywall walls and installing insulation and metal wall panels at eyebrows at corporate hangars. Grading has begun for the parking lot at the box hangars. Stone has been placed for the extended aircraft ramp in front of the box hangars, and the new trench drain has been installed.

The contractor is currently working inside of an intermediate milestone deadline of 14 days for closure and reopening of aircraft ramp at the box hangar location. The milestone deadline began on Monday, October 30, 2023.

The contractor has updated his schedule showing a final completion date of December 15, 2023.

On the rehabilitation of Taxiways B, B-3, B-4 and D, the Grant has been received. Contractor's construction contract and bonds have been completely executed. Construction will begin in the spring once the weather warms up.

On the FAA ACIP Call for Projects (Due December 1, 2023), TBE updated the 5-year CIP and prepared the pre-application for submittal to FAA and SCAC on or before December 1, 2023. These were sent to FLO on November 13, 2023 for signature.

The Passenger Facility Charge (PFC) Application is still on hold.

EXECUTIVE DIRECTOR'S REPORT: Mrs. Anderson

Connie Anderson stated the road to the FBOP is completed and the Open Hangars are now painted.

Mrs. Anderson thanked the Airport Authority for the generous Christmas bonuses to Airport Staff and employees.

Mrs. Anderson announced the retirement of Mrs. Olivia Haynesworth, Airport Accounting Tech on November 1, 2023 commenting that she had 20 years with the Airport and will be missed. An office retirement party was held for her.

OLD BUSINESS:

NONE

NEW BUSINESS:

NONE

ADJOURNMENT:

There being no further business, the Pee Dee Regional Airport Authority meeting adjourned at approximately 4:31 PM.