

REGULAR MEETING OF THE BOARD OF DIRECTORS

The regular monthly meeting of the Barkley Regional Airport Authority Board of Directors was held on June 27, 2016 at 3:30 p.m. in the conference room located in the general aviation terminal at the Airport.

Those present were Directors Bray, Drossos, Kleet, Miller, Neihoff, Page, and Rouse. Authority staff present were Richard Roof, Airport Manager, and Eddie Grant, Airport Marketing. John Lott, Proactive Airport Safety Services, LLC, was introduced by Mr. Roof as an auditor and consultant to the Authority for compliance with FAA airport regulations and compliance.

Chairman Page declared a quorum of Directors to be present, and called the meeting to order.

On motion of Director Rouse, seconded by Director Bray, and unanimously carried, it was

RESOLVED that the minutes of the May 23, 2016 Airport Board meeting be approved with a clarification that the increase in the Airport Manager's compensation take effect on July 1, 2016.

Mr. Roof then reviewed the May statistical and financial statements including May's P&L, Y-T-D P&L, Balance Sheet, May's Disbursements, A/R Summary, and staff credit card billings.

On motion of Chairman Neihoff, seconded by Director Rouse, and unanimously carried, it was

RESOLVED that the May, 2016 financial statements be accepted.

Mr. Roof summarized the status of airport projects listed on the monthly project report and mentioned that the storm water drainage project was completed and that the taxiway LED lights project would be delayed into late July because of QC issues encountered by the lamp manufacturer. Additionally he summarized projects in the design and grant application stage including tree removal west of Runway 04, Taxiway Alpha South water drainage problems, construction of a service road connecting the control tower parking lot and the National Weather Services' ASOS site, an environmental study for the proposed sewer extension project with JSA, replacement of all airfield signs with LED fixtures, and seal coating with remarking of asphalt surfaced taxiways.

He advised the Board that the Taxiway drainage project bid opening had two bids: Youngblood Excavating (\$84,056.10) and Smith Contracting (\$119,831.19) and that Smith Contracting was the sole bidder for milling and resurfacing the terminal drive, Hardy Roberts Drive, and the general aviation parking lot (\$290,059.75). An application with FAA for an Airport Improvement Grant for these projects will be submitted to FAA by July 1st.

Mr. Grant briefed the Board on marketing activity including the Authority's sponsorship of the PaBrewCah event, staffing of volunteer staff and Board labor for the Rotary Club's playground project, on-going efforts to rent terminal lobby display cases, and the start of a passenger survey

Director Miller reported that the Whistleblower website had been tested and found to be operating normally. He reported eight spam messages since the May Board meeting. Reviewing the May 18th Finance Committee meeting, he noted the Committee conducted an examination of the proposed FY'17 Operations Budget and recommended approval of the budget by the Board. In addition, Director Miller reported executing the auditor engagement agreement with Kemper CPA Group for the Authority's FY'16 audit.

Director Bray reported that the Governance and Nominating Committee reviewed the Board's Bylaws and Policy Manuals and recommended several changes to the Authority's Governing documents. Changes were presented to the Board and include Bylaws to reflect clarification in the annual review of the Airport Master Plan, Land Use Plan, and Land Leases. Adding a requirement for an annual group tour of the Authority's facilities, and adoption of a three-consecutive term limit in the same position for Board offices.

The Committee also recommended clarification in the Board Policy Manual regarding Para. 204© pertaining to whistleblower information reporting and changes to Personnel Policy Manual under 03:14 to clarify the Whistleblower reporting procedures. In addition, the text covering Accounting and Auditing Matters should be struck, and handling of Reported Violations needs clarification. Part 07.01 Hourly Employees is in need of revision. It was also determined adding the requirement under Part 15 for employees to acknowledge receipt of Employee Manual with current changes on an annual basis to coincide with the annual signing of Code of Ethics and Financial Disclosures by Board Members is in the interest of the Authority. Finally, Director Bray announced that a tour of the airport would be provided at the end of the July Board meeting.

Chairman Page reported that the Board's evaluation of the Airport Manager had been completed and that he had shared the evaluation results with the Airport Manager

The Board then proceeded to discuss the proposed Operations Budget for FY'17.

On motion of Chairman Miller, seconded by Director Rouse, and unanimously carried, it was

RESOLVED that the proposed FY'17 Operations Budget be accepted pending revenue lock-ins associated with the Midwest Aviation and Midwest Aviation Services contracts.

Mr. Roof advised the Board that the FAA advised that in the event the Board did not pursue construction of a new terminal building, FAA could require reimbursement of certain preliminary consulting work for a new terminal that had been partially funded with an FAA grant.

At 4:34 p.m., on motion of Director Bray, seconded by Director Kleet, and unanimously carried, it was

RESOLVED there being no further business, the meeting be adjourned.

MEETING CHAIRMAN

SECRETARY