



### **Airport Advisory Board Minutes**

October 20, 2021

6:30 PM

Members Present: Tom Leffler; Alex Huckins; Michael Snow

Members Absent: Willie Sinsel

Staff Present: Cody Sims, Assistant City Manager  
Ray Seif, Airport Manager

Visitors Present: Brad Ragan; Justin Jackson; and Ian Martel

#### **Call to Order:**

The Airport Advisory Board meeting was called to order at 6:33 pm.

#### **Minutes:**

Tom Leffler made a motion to approve the minutes from the June 16, 2021 Airport Advisory Board meeting, June 24, 2021 Airport Advisory Board meeting, July 22, 2021 Airport Advisory Board meeting, and Augusta 18, 2021 Airport Advisory Board meeting; Michael Snow seconded the motion. Motion carried without opposition.

#### **Business:**

**Brad Ragan and Justin Jackson- Proposed Future FBO Development** – Brad Ragan and Justin Jackson provided the Airport Advisory Board with preliminary information pertaining to their desire to develop a full service, upscale Fixed Base Operator (FBO) business on airport grounds. Ragan and Jackson suggest locating south of Pray Aviation with a business model for an FBO with facilities that could potentially support Instruction and Rental; Charter; aircraft dealership maintenance service center and training center; aviation museum; hangars; full service fueling; education; pilot lounge and observation deck; and a restaurant. Ragan indicated that the target market would be single engine and multi engine customers as well as very light jet customers. Leffler asked about if the lack of wastewater and the gravel road leading up to the southern end of the airport would be a problem and if the runway can serve their perspective customer's needs as well as if the project would impact current runway development. Leffler also asked if they have financial backers. Jackson and Ragan indicated that they do have investors and the runway would serve their target customer. Cody Sims indicated the importance of reviewing the material in depth in addition to sitting down with the airport engineer to see how this proposal could potentially impact the runway project. No action was taken.

**Draft Rules and Regulations Review-** Ray Seif provided the Airport Advisory Board with draft Rules and Regulations document for initial review. Seif indicated that Rules and Regulations are vital and would serve as the precursor to adopting a Minimum Standards policy. Seif indicated that while he has the authority from the FAA and TSA to ensure the airport operates in a safe and

secure manner, the Rules and Regulations would help outline that authority. Snow indicated problems with wording referring to commercial activity at the airport, work in progress requirements, and wording regarding barring passengers consuming intoxicating agents. Sims indicated that this document is a starting point and is just a suggested draft. Sims suggested each board member to make their requested changes and discuss those changes with Seif so the revised draft can be presented at the November board meeting. Selection of the draft rules was tabled until the November 17, 2021 Advisory Board meeting.

**Government Surplus Program Application-** Seif provided information about a Federal Government Surplus program to the Airport Advisory Board. Seif gave an overview of the program and asked the Board to approve the airport's application to join the program.

Leffler made a motion to approve Augusta Municipal Airport's application to the Federal Surplus Program; Huckins seconded the motion. Motion carried without opposition.

**Ground Lease for Advertising-** Seif provided information about leasing an area on the northwest corner of airport grounds that could be used to display equipment or vehicles for the purpose of advertising for a business. Seif indicated that using the same per foot rate for the lease on the northeast corner of the airport grounds would yield a \$2,000 annual rate for the northwest corner. Seif indicated that there is a party interested in leasing the area, as indicated for advertising purposes.

Leffler made a motion to approve Augusta Municipal Airport allowing a ground lease for advertising on the northwest corner of airport grounds, asking Seif to put together a lease that can be presented to the Advisory Board for approval; Snow seconded the motion. Motion carried without opposition.

**Multi-Service Aviation Application-** Seif provided information about establishing a merchant account with Multi-Service Aviation to process US Government Air Cards for aviation fuel purchases by the Federal Government/Military. Seif indicated that although the current merchant account with Phillips 66 allows for a Multi-Service card to be used, the Air Card can only be processed through an online portal to which the airport does not have access. Seif indicated the current process is to hand write a credit card slip that is given to city hall to manually invoice, which is extremely inefficient.

Leffler made a motion to approve Augusta Municipal Airport's application to establish a merchant account with Multi-Service Aviation for processing Government Air Cards; Snow seconded the motion. Motion carried without opposition.

**Aviation Education and Outreach Initiative-** Seif provided information about adopting an Aviation Education and Outreach Initiative to the Airport Advisory Board. Seif indicated that the initiative is symbolic but signals to the community the airport's priorities and commitment to growing aviation. Seif indicated that specific events would be discussed with the Board at a later date.

Snow made a motion to approve Augusta Municipal Airport's adoption of an Aviation Education and Outreach Initiative; Huckins seconded the motion. Motion carried without opposition.

**QT Pod Self-Service Fuel Club Card for Airport-** Seif provided information about the airport ordering and using a fuel farm club card that could be used by the airport to provide assisted fueling services for an added fee. Seif indicated that the card would be used to allow airport personnel to turn on the self-service fuel pump, pump fuel for a customer, then take a regular credit card for the payment in the airport terminal building. Seif said the airport would require payment that day and would not allow anyone to carry a balance which is functionally the same as the current operation for the Jet A truck where fuel is pumped by the airport and payment is taken via credit card inside the terminal building after fueling. Seif said that a club card would allow the airport to offer assisted 100LL fueling service with an upcharge of \$0.25/ gallon to based aircraft and \$0.50/gallon for transient aircraft.

Leffler made a motion to approve Augusta Municipal Airport's use of a QT Pod club card to provide assisted self-service fueling in addition to approving the suggested \$0.50/gallon upcharge for assisted fueling to transient aircraft, \$0.25/ gallon upcharge for assisted fueling of based customers, with the limitations suggested by Seif regarding prompt payment and not allowing a balance on the club card; Huckins seconded the motion. Motion carried without opposition.

**Board Election of Chairperson-** Seif discussed the Advisory Board's ability to elect a Chairperson as permitted by City Resolution 2016-21, allowing the Chairperson to conduct Airport Advisory Board meetings and represent the Airport Advisory Board at City Meetings.

Leffler made a motion to nominate Michael Snow for Airport Advisory Board Chairperson; Huckins seconded the motion. Motion carried without opposition.

After discussion, Snow made a motion to nominate Tom Leffler as an Airport Advisory Board Vice-Chairperson, who may stand in for the Chairperson in their absence. Huckins seconded the motion. Motion carried without opposition.

**General Discussion-** Ian Martel discussed being interested in the vacant Advisory Board seat and was told about the application process. Seif discussed currently looking into feasibility of using the airport's mobile refueler trailer to provide full service Automotive Gasoline (Mo Gas) for aircraft that would benefit from such fuel, especially aircraft where 100LL Aviation Gasoline (Av Gas) is not recommended by the aircraft manufacture.

**Adjourn:**

Snow made a motion to adjourn at 9:01 pm; Leffler seconded the motion. Motion carried without opposition.

/s/Ray Seif, Airport Manager