
**OLDHAM COUNTY AIRPORT BOARD
MEETING MINUTES**

Wednesday, June 6, 2007

At 6:00 P.M., local time on the above date, the first meeting of the Oldham County Airport Board, hereinafter called the Board, was called to order in the Conference Room of the Oldham County Fiscal Court Building, LaGrange, Kentucky, by Oldham County Judge-Executive Duane Murner.

Members Present: All six Board members were present at the meeting as listed below:

- Ms. Courtney Baxter
- Mr. Alex Babey
- Dr. Tom Clark
- Mr. Dan Skeeters
- Mr. Bob Sargis
- Mr. Jonathan Westbrook

Members Absent: None

Others present:

- Judge-Executive Duane Murner
- Ms. Emily Liu, Oldham County Planning and Zoning
- Mr. Bill Stout, Consultant from Entran
- Mr. Aaron Braswell, Consultant from Entran
- Mr. William Marshall, Consultant from Tetra Tech
- Mr. Phillip Davenport
- Ms. Sue Graham

INTRODUCTION:

Board members and others present at the meeting introduced themselves:

- o Judge Duane Murner: Oldham County Judge-Executive
- o Bill Stout: A consultant with Entran and a private pilot
- o Aaron Braswell: A consultant with Entran, currently in the process of becoming a licensed pilot
- o Jonathan Westbrook: A member of the Chamber of Commerce and owner of a construction business in Oldham County
- o Courtney Baxter: An attorney and Oldham County resident
- o Bob Sargis: An UPS employee and Oldham County resident
- o Dan Skeeters: A commercial real estate broker and Oldham County resident
- o Dr. Tom Clark: A private pilot involved in aviation for 20 years
- o Alex Babey: A member of the Chamber of Commerce, a private pilot and Oldham County resident

- o William Marshall: An engineer with Tetra Tech, a sub consulting firm with Entran for the Airport Study
- o Emily Liu: A senior Planner with Oldham County Planning and Zoning with 12 years of professional planning experience including 5 years in airport planning.
- o Phillip Davenport: An airport professional interested in volunteering for the Board
- o Sue Graham: An Oldham County resident and business owner

ELECTION OF OFFICERS:

Chairman: Mr. Jonathan Westbrook was elected as the Chairman of the Board. The motion was made by Judge-Executive Murner and seconded by Mr. Bob Sargis. Motion carried unanimously.

Vice Chairman: Mr. Alex Babey was elected as the Vice Chairman of the Board. The motion was made by Mr. Bob Sargis and seconded by Dr. Tom Clark. Motion carried unanimously.

Secretary/Treasurer: Mr. Tom Clark was elected as the Secretary/Treasurer of the Board. The motion was made by Mr. Dan Skeeters and seconded by Mr. Alex Babey. Motion carried unanimously.

After the officers of the Board were elected, the meeting was turned over to the Chairman of the Board.

ESTABLISHMENT OF BYLAWS:

The bylaws were prepared by the Consultant. Consultant Bill Stout stated that these bylaws follow the state guidelines and are used by other Airport Board.

Dr. Tom Clark asked if the bylaws would address specific areas such as operations and facility management at a later time since the bylaws were very general at this time. Consultant Bill Stout responded that these areas will probably never be added to the bylaws because the management of the Airport may change.

Jonathan Westbrook asked about the public notice procedures for the regular board meetings. Senior Planner Emily Liu responded that regularly-scheduled board meetings will be advertised in the newspaper once only. No further advertisement will be needed for each of the regular board meetings. Judge Murner added that if the regular board meetings are rescheduled, public notice will be required before each of the rescheduled meetings. All board meetings are open to the public with the exception of closed sessions which involve property acquisition, personnel issues and pending litigations.

The Board agreed to use the Oldham County Planning and Zoning office as the mailing address for the Board with the understanding that this address may be changed as needed by the Board of Directors.

The regular Board meetings have been scheduled for the first Wednesday of each month at 4:30 PM.

The annual Board meetings have been scheduled in conjunction with the regular June meeting.

A motion to approve the Bylaws as amended was made by Mr. Dan Skeeters and seconded by Dr. Tom Clark. Motion carried unanimously.

CONSULTANT UPDATE:

Review of Public Meeting

Consultant Aaron Braswell reviewed the summary of comments received during the public meeting on March 30, 2007 and e-mails and phone calls received after the public meeting. A copy of the surveys was handed out at the board meeting.

Judge Murner stated that he is in regular touch with Judge John Logan Brent, the Judge-Executive of Henry County. Judge Brent is neutral on the Airport but is aware that the site for the Airport may be partly or wholly located in Henry County. He warned Judge Murner that he heard nothing but adverse comments about the Airport from his constituents and he is probably going to oppose the Airport.

Discussion on Potential Sites

Consultant Bill Stout discussed the potential sites for the Airport. Fifteen sites have been identified by the consultant. These fifteen sites will be reduced down to three sites based on a set of criteria. High resolution photos of these three sites will be taken to conduct in-depth evaluations. The three sites will then be ranked and negotiations will start from the top of the list.

Dr. Tom Clark asked whether it is possible to provide a grass strip for aircraft landing parallel to the runway and taxiway. Consultant Bill Stout responded that the FAA will not fund the grass runway. Aircraft can land in the area on the other side of the runway opposite to the taxiway if the Board allows it.

Upcoming Work:

Board Chairman Jonathan Westbrook suggested that the consultant hold off further work until the Board has a chance to review some of the information and

the potential sites that the Consultant has identified. Consultant Bill Stout will e-mail the potential sites to the Board in PDF files.

The consultant was asked to conduct a basic Pro Forma Analysis for a typical general aviation airport. The consultant was also asked to gather sample Economic Impact Analysis from similar airports. Consultant Bill Stout stated that the State has conducted a statewide impact study. This study should be the best source of information. The Consultant will take out the analysis from the study for those airports that are similar to the Oldham County Airport and e-mail the information to the Board.

Senior Planner Emily Liu stated that each Board member will be provided with a binder at the next Board meeting with information related to the Airport project.

NEW BUSINESS:

Board Chairman Jonathan Westbrook asked about the contract with the state and the consultant and whether the grant for the Airport Feasibility Study can be transferred from Fiscal Court to the Airport Board. Judge Murner responded that staff needs to talk to our attorney and may need to create a resolution to transfer the funds to the Airport Board.

Board Chairman Jonathan Westbrook asked if there is a line item in the Fiscal Court budget for the airport in the incoming year. Judge Murner responded that Fiscal Court does not have a reserve in its budget for the Airport. However, when there is a need because of local match requirement for a grant, the Airport Board can always come to Fiscal Court and request the funds by resolution.

Board Chairman Jonathan Westbrook asked if the Board needs to update Fiscal Court on the airport project. Judge Murner responded that the Pro Forma information is exactly what Fiscal Court would like to see.

Board Chairman Jonathan Westbrook reported that the FAA has added Oldham County Airport to the National Plan of Integrated Airport Systems (NPIAS). This addition to the NPIAS makes the future funding of airport projects eligible under the Airport Improvement Program (AIP).

The Board discussed about arranging a visit to a new airport such as the Georgetown Airport.

The consultant was asked to bring the scope of work with the time line of completion and a progress report to the next board meeting.

SCHEDULE OF NEXT MEETING:

The next meeting has been scheduled for Wednesday, July 11, 2007 at 4:30 PM. The meeting will be held in the second floor conference room of the Oldham County Fiscal Court Building.

MEETING ADJOURNED:

Motion made by Mr. Alex Babey and seconded by Ms. Courtney Baxter to adjourn the meeting.

The meeting was adjourned at 7:40 PM.



Dr. Tom Clark, Secretary
Oldham County Airport Board



Date Approved