



AIRPORT COMMISSION  
**BUDGET AND FINANCE COMMITTEE**  
Monday, February 13, 2023 – 1:00 P.M.

**ACTION SUMMARY MINUTES**

**1. CALL TO ORDER:**

Committee Chairman Feltman called the Budget and Finance Committee meeting to order at 1:00 P.M.

**2. POSTING OF AGENDA:** Agenda posted on February 9, 2023.

**3. ROLL CALL:**

**Committee Members Present:** Budilo, Corcoran, Feltman, Hedrick, and Miller  
(Committee Member Miller joined the meeting at 1:09 P.M.)

**Staff Present:**

Harry Barrett, Jr., Airport Executive Director  
Victoria Carpenter, Airport Administration Manager  
Kristopher Mooney, Assistant Director of Finance  
Christina Brown, Executive Administrative Assistant

**4. ACCEPTANCE OF AGENDA:**

**ACTION:** Accept the agenda as presented. **Moved by Committee Member Hedrick and seconded by Committee Chairman Feltman and unanimously approved noting the absence of Committee Member Miller.**

**5. PUBLIC COMMENTS:** None

**6. APPROVAL OF MINUTES:**

**ACTION:** Approve the minutes of the Budget and Finance Committee meeting held on October 19, 2022. **Moved by Committee Member Hedrick and seconded by Committee Member Corcoran and unanimously approved noting the absence of Committee Member Miller.**

## **7. DISCUSSION AND ACTION ITEMS:**

### **7.A Financial Reports**

Airport Administration Manager Carpenter reviewed the Quarter-Over-Quarter summary, detail, and graphical data financial reports for FY 2022-2023, Quarters 1 and 2. She also reviewed the Period-Over-Period financial reports for FY 2022-2023. Committee Member Hedrick commended the Airport and Finance staff for providing the financial reports that the Committee had requested. Committee Chairman Feltman said that he appreciated the effort that was put forth to give the Committee perspective on the Airport budget.

Committee Member Feltman asked where the private aviation information could be found in the financial reports. Ms. Carpenter said that the General Aviation revenue funds were posted to the Airfield Concessions and Custom Fees accounts, and the expenses were posted to the Customs accounts in Fund 415. Committee Member Felman asked if General Aviation was profitable, steady, or declining, and he asked where it fell into the overall budget as a percentage. Ms. Carpenter said that she could provide an analysis for the next committee meeting. Committee Chairman Feltman asked if the Airport had flexibility to raise the General Aviation rates. Executive Director Barrett said that the Airport could raise fuel flowage fees, as long as the fees weren't capped by State or Federal law, he said that in regard to the other services that are provided, the Airport's flexibility would be determined by the lease agreement.

Ms. Carpenter noted that it was listed in the lease agreement that the fuel flowage fee would increase every five years, and she said that the Airport also collects a percentage of revenue from the food and beverage, general retail merchandise, aircraft sales, and charter and taxi operation fees. Committee Member Budilo asked if the Airport conducts audits on the revenue. Ms. Carpenter said that Signature and Atlantic are required to provide financial reports to the Airport at the end of each year.

Committee Miller requested additional graphs, and he suggested that cents be excluded from the amounts, and to round up to the hundred or thousand dollars to make the financial reports easier to review. Committee Member Hedrick asked Ms. Carpenter if the financial reports were downloaded from a financial software program, and if it would be extra work for her to make the revisions that Committee Member Miller had requested. Ms. Carpenter confirmed that the financial reports are downloaded from a financial software program and that it would be extra work to revise

the reports. Committee Member Hedrick said that although he agreed that the revisions would make it easier to review the financial reports, he didn't believe that the extra staff time would be worth the effort. Mr. Barrett noted to the Committee that due to a lack of Airport staffing, it can be difficult for staff to manage projects and daily tasks on a day-to-day basis and that there is only so much the staff can do. Committee Member Miller said that he believed that the changes he was requesting could be easily made by the financial software consultants.

Ms. Carpenter asked the Committee which of the financial reports they would like to receive and how she should present the data to the Commission going forward. Committee Member Hedrick said that he believed that providing the financial reports on a quarterly basis should be sufficient. Committee Member Budilo said that he would prefer to receive the financial reports on a monthly basis. Ms. Carpenter asked Committee Budilo if he was suggesting that the financial reports should be provided in place of the monthly financial summary that is provided. Committee Member Budilo said that if it weren't too much of a burden for staff, he would like to receive both on a monthly basis. Committee Member Miller said he agreed with Committee Member Budilo. Ms. Carpenter explained that the financial reports were less burdensome to create and that creating the monthly financial summary was a more manual process, and she asked if it would be acceptable for her to no longer provide the monthly financial summary. Committee Member Miller said that he felt that the monthly financial summary needed to be provided to the Commission and to the public because it was simpler to understand.

Executive Administrative Assistant Brown voiced her concern in regard to printing the financial reports for the monthly Airport Commission meetings. Committee Member Miller suggested that the Airport staff could have an internal discussion on how to navigate the financial reports. Committee Chairman Feltman said that he would prefer for the financial reports to be provided to the Commission because it was a less burdensome work product that has more detail, and he said that he understood Ms. Brown's concern about printing the financial reports and that maybe there could be a way around printing the reports. Ms. Brown suggested that she could electronically provide the financial reports to the Commission.

## **7.B Budget Update**

Committee Chairman Feltman said that it would be useful for staff to provide a presentation timeline to the Committee and the Commission and that the process

needed to allow for sufficient time for the Committee and Commission to provide their feedback. Executive Director Barrett said that a timeline would be provided, and he said that if there were any items that the Committee or Commission would like to see in the budget, now would be the time to notify staff. Mr. Barrett noted that the City ordinance states that the Airport staff is required to present the budget to the Commission once a year, and he said that the staff has been trying to incorporate the Commission into the budget as best as possible.

Committee Member Miller and Committee Chairman Feltman both recommended that the Airport staff request additional staffing so that the Airport staff can operate optimally. Committee Member Corcoran asked if it would be possible for the Airport to receive the budget that would be needed to support the additional staff. Mr. Barrett said that he believed that going forward, the Airport would have the funds that would be needed to properly staff the Airport. Committee Member Miller said that he believed that the Airport wasn't making the case very well in regard to the staff that was being requested wouldn't be funded by the City's general fund. Committee Chairman Feltman noted that while the Airport wasn't competing for the City's general funds, the Airport was competing for the time of the Human Resources Department that oversees the recruitment process. Mr. Barrett agreed with Committee Chairman Feltman.

Airport Administration Manager Carpenter provided a Mid-Year Fiscal Year 2022-23 budget update. Committee Member Miller inquired about the reported deficits for the Airport Capital Projects Fund. Ms. Carpenter explained that on a quarterly basis funds are transferred from the PFC account to the Airport Capital Projects Fund which reduces the deficit, and she said that the fund would continue to be in a deficit until the end of the year when funds from Fund 415 are transferred to Fund 416.

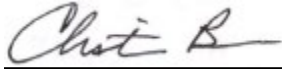
Committee Member Miller referred back to the staffing discussion, and he asked if the Airport staff had considered having an in-house Human Resources Department. Mr. Barrett said that it was a consideration.

**8. COMMITTEE MEMBERS REPORTS AND REQUESTS:** None

**9. ADJOURNMENT:**

**ACTION:** Motion to adjourn. **Moved by Committee Member Miller and seconded by Committee Member Corcoran and unanimously approved.**

The Airport Budget and Finance Committee Meeting adjourned at 2:05 P.M.

A handwritten signature in dark ink, appearing to read "Christ B", is positioned above a horizontal line.

Christina Brown  
Executive Administrative Assistant

APPROVED BY BUDGET AND FINANCE COMMITTEE: 04/05/2023