Foothills Regional Airport Authority
Minutes
Stated Meeting
October 29, 2025
Airport Terminal Building

PRESENT: Those members present were: Joe Gibbons, Chairman; and Board members: Jeff Branch, Tommy Fraley, Tom Smith, Randy Burns, and Bruce Roberts. Also present were: Brent Brinkley, Airport Manager; Derek Brown, Assistant Manager; Norm Sherwood, Accountant; Pat Turney, Engineer; Keith Rigsbee, City Attorney; Jessica Lowman, Clerk; and members of the public.

CALL TO ORDER: The meeting was called to order by Chairman Gibbons at 12:07 p.m. A quorum was present.

AGENDA: Upon motion by Branch and seconded by Smith, the Agenda was adopted as presented.

APPROVAL OF MINUTES:

Upon motion by Branch, seconded by Smith, and passed unanimously, the Minutes of the regularly scheduled September 24, 2025 meeting were approved as presented.

FINANCIAL REPORTS: Mr. Sherwood presented the September financial report. The month began with approximately $8.66 million across all accounts and ended with about $8.58 million, largely due to activity in the Capital Management Trust funds. During the month, $80,000 was transferred from the operating account into the local capital fund to pay for fuel, and $223,900 was drawn from the state appropriation account to reimburse costs related to the T-hangar project. Interest earnings totaled approximately $7,555 in the local capital account and $21,362 in the state appropriation account. As of the first Monday after month-end, total cash on hand was about $8.55 million, with $143,661 in the operating account after fuel purchases.

Year-to-date operating revenues are down approximately $12,645 compared to last year, primarily due to lower Jet-A fuel and AvGas sales. Lower cost of sales resulted in savings of roughly $7,900, partially offsetting the revenue decline. Gross profit is down about $4,800, while other revenues are approximately $2,364 higher than last year. Operating expenses are nearly level, up only $991, resulting in net operating income approximately $3,400 below the prior year. All local government

participants have submitted their annual capital contributions. Capital project expenses and reimbursements to date total approximately $206,791, including the required 10% local match.

A motion to approve the financial report as presented was made by Smith, seconded by Burns, and approved unanimously.

FBO REPORT: Derek Brown presented the FBO report, noting strong accounts receivable performance, with 98% of balances current and only $61 outstanding beyond 60 days. Payroll remained steady, with 14 call-out hours, which are expected to decrease as seasonal activity slows. Hangar occupancy remains high overall, though a few spaces are available in the community hangars due to recent aircraft relocations. A prospective new tenant has been delayed in moving in pending aircraft inspection and travel overseas.

Fuel sales trends showed AvGas sales up 2% year-to-date, while Jet-A sales are down 16%, a decline attributed to the exceptionally strong jet fuel sales experienced last year.

PUBLIC COMMENTS:

Ashley Bolick, Director of Caldwell County Economic Development, announced that the Caldwell County Chamber Leadership group will tour the airport on November 19. She also invited members to a joint Chamber and Economic Development holiday open house on November 25. Ashley provided an update on Caldwell County's participation in a UNC Kenan Institute pilot program to study the economic impact of extending sewer service from Lenoir to the airport. The county expects approximately $50,000 from North Carolina Railroad for a preliminary engineering report and plans to pursue federal funding if the project shows a positive return on investment.

OLD BUSINESS:

a. Parallel Taxiway– Pat Turney reported progress on the parallel taxiway project. Three bids were received on October 7, with Mountaineer Contractors as the apparent low bidder for both the taxiway and associated box hangar taxi lane work. All bids came in under the engineer's estimate. FAA and state grant awards have been received, and Division of Aviation review is ongoing. Due to recent federal changes regarding DBE participation requirements, final contract award is expected at the next meeting pending state guidance.

b. New T-Hangar/NC Grant Funding – Turney also noted that the T-hangar site preparation work is substantially complete, with minor grading and paving issues being evaluated through an as-built survey. The contractor will perform cleanup and corrections as needed. The T-hangar building project has been advertised, with a pre-bid meeting scheduled for November 6 and the bid opening planned for November 20. Significant interest from bidders is anticipated.

c. Future Hangar Development – Pat Turney and Brent Brinkley reported on private hangar development interest. A potential site has been identified behind the existing hangars. Utility easements and FAA layout review are underway. Lease terms and survey responsibilities are still being discussed with the prospective developer, including duration and rates.

NEXT MEETING:

Members discussed potential dates for the next meeting. The Chairman tentatively selected Wednesday, November 19, 2025, at the Airport terminal, allowing time for anticipated FAA and Division of Aviation feedback. Staff will notify members if this date changes.

There being no further business, the meeting was adjourned by the Chairman at 12:57 p.m.

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Joe Gibbons, Chairman Jessica Lowman, Clerk