

HAWAII AERONAUTICS COMMISSION  
 Minutes of Special Meeting  
 Thursday, November 1, 1951

A special meeting of the Hawaii Aeronautics Commission was held in the Conference Room of the Commission on Thursday, November 1, 1951, at 10:15 a.m.

Present were: Dr. F. K. Sylva, Chairman  
 Mr. R. C. Honda, Secretary  
 Mr. D. W. Edwards, Member (Kauai)  
 Mr. R. R. Bright, Member  
 Mr. H. W. Rice, Member (Maui)  
 Mr. David Furtado, Member (Hawaii)

Absent were: Mr. C. J. Pietsch, Jr., Vice Chairman  
 Mr. O. J. Burnett, Member  
 Mr. R. A. Anderson, Member (on mainland)

Attending: Mr. Peyton Harrison, Director  
 Mr. Randolph Lee, Admin. Asst.  
 Star Bulletin Reporter  
 2 Reporters from Honolulu Record

MINUTES: Mr. Rice moved to amend the minutes of the October 22nd meeting by deleting, under the subject "Policy Re Issuance of Purchase Orders", the sentence which states that a \$100 limitation per month for routine operations and maintenance be set. Motion seconded by Mr. Honda, and carried.

Mr. Rice moved that the minutes show his negative vote on the subject of "Ground Transportation" and that the minutes indicate that the matter is to be referred to the Attorney General's office for approval. Motion seconded by Mr. Edwards and carried.

Mr. Rice then moved to approve the minutes as amended. Motion seconded by Mr. Furtado and carried.

ATTORNEY FOR HAC: The Chairman said that it had been the consensus of the Commission for some time that work would be greatly facilitated if the Commission could hire its own attorney, and asked the Commission's desires in the matter.

Mr. Bright moved to authorize the Chairman and Director to negotiate for services of an attorney on the same basis as the attorney contracted for by the Hawaii Housing Authority. Motion seconded by Mr. Rice and carried unanimously.

KAHULUI AIRPORT: Reports from the engineering department and the Administrative Assistant on the Kahului Airport project were presented. The Chairman explained that Mr. Lee's report represented expenditures already made up to November 1st. It was discussed briefly.

Mr. Rice moved to approve an additional sum of \$40,234.35 to cover expenditures up to the 1st of November; seconded by Mr. Honda and carried unanimously.

POLICY RE ISSUANCE OF PURCHASE ORDERS: In the course of discussing the method of issuing purchase orders, as adopted at the previous meeting, the Director suggested that the Commission continue as before but that airport managers be instructed not to take orders from any Commissioner on the matter, and that the Director be held responsible thereafter.

Mr. Lee said that he hoped to have the budgetary operation in effect by the first of next year. Under this system, airport managers would have to foresee their needs and submit a budget for about six months' operations. He continued that under a budgetary system a purchase order could not be issued unless there was an appropriation set up in the budget, and added that under this system, a certain lump sum is allowed for unforeseen emergencies, but before the expenditure is made it must be cleared with the central office. He suggested, however, that in the interim airport managers be allowed to incur the normal operating and maintenance expenses.

Mr. Edwards expressed the thought that all purchase orders should be issued from the central office, inasmuch as the system formerly in effect did not lead to an accurate and adequate control of funds entrusted to the HAC for running airports.

Mr. Lee suggested that the motion adopted at the last meeting be amended to read that purchase orders for normal operation and maintenance expenses be issued by the airport managers; such purchase orders shall not include major alterations and repairs, capital expenses (such as purchasing new equipment and replacement of old equipment) and hiring of outside personal services, purchase orders for such to be issued from the central office.

Mr. Honda moved to adopt the amendment suggested by Mr. Lee; motion seconded by Mr. Furtado.

The matter was discussed further. The distinction between normal and major repairs was gone into.

Mr. Furtado suggested that Commissioners leave the airport managers alone. He said that the job of the Commissioners is to attend meetings and set policies but not to interfere with managers in the carrying out of these established policies.

Mr. Edwards reported having talked to the Kauai Airport Manager in connection with this problem in an effort to determine how seriously it would hamper the work if all purchase orders were to be obtained from Honolulu. He said that he was under the impression that it would not seriously hamper work and it was his belief that if strict, tight controls were to be exercised for the time being, at some future date if certain minor details of this become troublesome, the controls could be relaxed somewhat; however, the safe thing at this time is to cut off all purchase orders.

Purchase orders with regard to travel were touched upon briefly. In reply to Mr. Edwards' question as to whether or not there would be anything wrong with issuing purchase orders from the central office for transportation between Honolulu and outer islands, Mr. Lee replied that this could be done but that he would not like to see normal operations hampered. Mr. Lee continued that if for this month and the next, until the budgetary system is put into effect, airport managers are asked to anticipate their needs now and send in requests to cover normal operation and maintenance expenses, the obligations until the end of the year can be determined and then purchase orders for these obligations can be issued and, in addition, an emergency fund can be provided.

Mr. Edwards moved to table Mr. Honda's motion; seconded by Mr. Bright and carried by votes of Messers. Edwards, Bright and Honda. Dissenting votes: Messers. Rice and Furtado.

RECLASSIFICATION OF POSITION: The Director recommended that the position of Personnel Administrator be reclassified to Librarian, inasmuch as the need for a Librarian has become increasingly evident, and indications are that the volume of personnel administrative problems in the Commission does not justify a full-time position.

Mr. Bright moved to approve this recommendation; seconded by Mr. Honda and carried.

ESTABLISHMENT OF CLERICAL POSITION: The Administrative Assistant recommended the establishment of a clerical position CAE-3 for the Honolulu Office inasmuch as the present workload warrants the hiring of additional office help.

Motion to approve the recommendation by Mr. Bright; seconded by Mr. Honda and carried.

KAHULUI AIRPORT: Mr. Kee's report on the estimated cost for completion of the Kahului Terminal Building was reviewed and discussed. It was reported that work on the terminal would have to be financed out of the Fuel Tax Fund as \$131,500 from the Loan Fund has been obligated for work at Lanai, leaving an insufficient balance to cover cost of completing Kahului.

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(1) Appropriation for work on stacks: Mr. Rice asked for an authorization of \$9,350.00 for the painting, installation of obstruction lights and controls on the two Puunene Mill stacks and the central power plant stack and the razing of the concrete stack at central power plant in the vicinity of the airport. Mr. Edwards commented that the cost did not seem disproportionate.

Mr. Rice moved that \$9,350.00 be appropriated for this purpose. Motion seconded by Mr. Edwards.

Mr. Honda moved to amend the motion to include the provision that this be referred to the Attorney General's office for approval; seconded by Mr. Furtado.

Motion as amended was carried unanimously.

(2) Kahului Terminal Completion. The Chairman asked to see the plan showing the completed Kahului Terminal, as proposed, which the Commission had requested be drawn and presented at this meeting. The Director reported that the plan worked up by Mr. Kee was the only drawn plan he knew of.

Mr. Bright expressed the opinion that if the Commission feels the obligation to build this terminal it should make sure the building will fulfill the necessary requirements and that it will be a permanent structure.

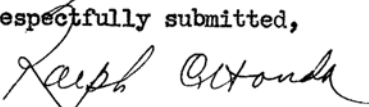
Mr. Rice moved to authorize the expenditure of \$28,461 to complete the terminal.

Mr. Bright moved to defer further action on the matter until plans have been prepared and reviewed by the Commission; seconded by Mr. Honda. Motion carried by votes of Messers. Bright, Honda, Edwards and Furtado. Dissenting vote: Mr. Rice.

KAMUELA: The Chairman reported that the Governor's Credit Restraint Committee has approved the Kamuela Loan Fund request, which practically assures the Commission's going ahead with the project.

ADJOURNMENT: Meeting adjourned at 11:45 a.m.

Respectfully submitted,

  
Ralph C. Honda, Secretary