

3. *Through contracts and/or paid invoices, verify FBO can lawfully and sanitarly dispose of all trash, hazardous waste, and other materials away from the airport.*

Results: For FBOs A and B, we determined the FBOs can lawfully and sanitarly dispose of all trash, hazardous waste, and other materials away from the airport.

Aircraft Maintenance and Repair

4. *Verify via payroll records that the FBO has two or more full-time airframe and power plant mechanics on staff.*

Results: For FBO A, we determined that there are two or more full-time airframe and power plant mechanics on staff. For FBO B, we determined only one full-time airframe and power plant mechanics is on staff.

5. *Verify that the two full-time mechanics identified in Task 4 have current FAA airframe and power plant mechanic certifications.*

Results: For FBO A, we determined the mechanics identified in Task 4 have current FAA airframe and power plant mechanic certifications. For FBO B, two full-time mechanics were not identified.

6. *Demonstrate via vendor contracts (i.e., service is outsourced) or FAA certification records (i.e., a FBO employee provides the service) that the FBO can provide avionics repair services upon request.*

Results: For FBOs A and B, we determined that the FBOs can provide avionics repair services upon request.

Aircraft Charter

7. *Verify through FAA records that the FBO possesses an FAA certificate authorizing Part 135 Charter operations.*

Results: For FBO A, we determined through FAA records that the FBO possesses an FAA certificate authorizing Part 135 Charter operations. FBO B does not provide Charter operations; therefore, they are not required to comply with this requirement.

8. *Verify through review of ownership/lease agreements that the FBO owns/leases at least one multi-engine aircraft that has been solely possessed and controlled by the FBO for at least 6 months.*

Results: For FBO A, we determined that the FBO owns/leases at least one multi-engine aircraft that has been solely possessed and controlled by the FBO for at least 6 months. FBO B does not provide Charter operations; therefore, they are not required to comply with this requirement.

9. *Verify via payroll records that the FBO employs at least three pilots and that at least two of them are full-time. The third pilot can be either full-time or part-time.*

Results: For FBO A, we determined that the FBO employs at least three pilots and that at least two of them are full-time. FBO B does not provide Charter operations; therefore, they are not required to comply with this requirement.

10. *Verify via FAA certification records that the three pilots identified have current FAA Part 135 certifications.*

Results: For FBO A, we determined that the three pilots identified in Task 9 have current FAA Part 135 certifications. FBO B does not provide Charter operations; therefore, they are not required to comply with this requirement.

Aircraft Rental

11. *Verify via FAA certification/registration that the FBO possesses at least two aircraft available for rent.*

Results: For FBOs A and B, we determined that the FBOs possess at least two aircraft available for rent.

12. *Demonstrate via payroll and FAA certification documentation that the FBO employs a pilot capable of conducting “flight checks” of prospective renters.*

Results: For FBOs A and B, we determined that the FBOs employ a pilot capable of conducting “flight checks” of prospective renters.

Flight Training

13. *Verify via FAA certification/registration that the FBO possesses at least two aircraft with 2 seats and at least 1 aircraft with 4 seats available for flight training.*

Results: For FBOs A and B, we determined that the FBOs possess at least two aircraft with 2 seats and at least 1 aircraft with 4 seats available for flight training.

14. *Verify via payroll records that the FBO employs at least three pilots with FAA certifications for flight training and that that at least two of them are full-time. The third pilot can be either full-time or part-time.*

Results: For FBO A, we determined that the FBOs employ at least three pilots with FAA certifications for flight training and that that at least two of them are full-time. For FBO B, we were able to determine that the FBO employed two full-time pilots with FAA certifications for flight training. A third pilot was not employed at the time of testing.

We were not engaged to, and did not, conduct an examination or a review, the objective of which would be the expression of an opinion or limited assurance on assessing Fixed-Base Operator (FBO) compliance with certain lease agreement and minimum standards requirements. Accordingly, we do not express such an opinion or limited assurance. Internal Audit is under no obligation to perform any procedures beyond those requested by the County Airport. Had we performed additional procedures, other matters may have come to our attention that would have been reported to you.

The results of these procedures and ensuing report are intended solely for the use of the County Airport and appropriate management and should not be used by those who have not agreed to the procedures and have not taken responsibility for the appropriateness of the procedures for their purposes. However, the report is a matter of public record, and its distribution is not limited.

This report will be distributed to the Board of Supervisors, School Board, County Administrator, School Superintendent, and County Airport management. This report will also be made available to the public through the Internal Audit website.

We appreciate the County Airport and FBOs' assistance during this project. Please contact us if you have any questions or if we can be of further assistance.

Respectfully,



Khara L. Durden, CPA, CISA, CFE
Director of Internal Audit

Copy: Clay Bowles, Deputy County Administrator, Community Operations
John Neal, Director of General Services
Jeremy Wilkinson, Airport Operations Manager