

Airport Authority Meeting Minutes-As Amended 11.3.16

Meeting: Regular

Date: October 6, 2016

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:

Jim Henderson	X
Eric Cazort	X
Helene Wharton	X
Erick Larson	X
Michael Young	X

Others Present:

Justin Heid, Airport Director	X
Kevin Eyster, Asst. Airport Director	X
Anna Mai, City Recorder	X
Ginger B. Shofner, City Attorney	X*in at 1:05
Jamey Owen, City Treasurer	X

Chairman Henderson called the meeting to order at 12:59pm, a sign in sheet was provided. The first item was approval of the agenda, Member Young made the motion to approve and Member Larson seconded. Motion carried unanimously by oral vote. Next was approval of the minutes of the September 1, 2016 meeting. Hearing no requests for revisions Member Larson made the motion to approve, Member Young seconded and the motion carried unanimously by oral vote.

Reports were next on the agenda. For the **Manager's Report** Director Heid stated that September was a good month that there had been multiple jets on the field, also that approx. 38 kids visited through the Young Eagle event with the EAA, that the EAA Breakfast was great and the DC3 has also been at the Airport for one week. Director Heid further stated that the T-Hangar had been closed for paving but was re-opened today that the Community Hangar was scheduled to begin paving on the 17th that initially it had been scheduled for the 10th but has been moved back due to paving on N. Main. Director Heid also discussed the recent purchase of a new fuel truck to replace the old truck that was consistently being repaired and that it was determined that the cost of repairs would be more expensive than what the old truck was worth, *this did not follow the protocol that has been in place and ignores the approved motion of September 1, 2016 to check into the comparative analysis to purchase or lease a new fuel truck (as stated by Chairman Henderson at the Nov. 3, 2016 meeting)*. At this time Chairman Henderson questioned the City Council approving the purchase of a fuel truck without the Authority having voted on it first. Attorney Shofner discussed and explained that the Shelbyville Airport Authority does not have "power of the purse" and therefore is not the final say on purchases. There was somewhat extensive discussion on this topic including Airport Budgeting, and the Airport Authority Bylaws. Back on the topic of the **Manager's Report** Director Heid stated that gallons of fuel for the past month were above sales from the same month last year and reported that the Airport/City is in the process of working with a family member of the plane that has been tied down in the grass at the Airport for some time on payment. Director Heid reported that the money for services was up in September due to having a jet at the Airport for three nights which had some after-hours fees incurred. For the **Maintenance Report** it was discussed by Director Heid that Zero Turn John Deere mower at the Airport had issues but had been fixed. However, the little John Deere mower died and that the City's Parks and Recreation Department was preparing to surplus a mower so the Airport was able to acquire that one to replace the little mower. It was stated that this was an approved purchase for January and was done in advance as the opportunity arose and there is still much mowing left at the Airport this season. There was brief discussion on who is mowing at the Airport now and that a new full time maintenance worker was being hired. For the **Financial Report** Director Heid reported that for the month of September the Airport was just shy of an \$11,000 loss, that most of the Airports expenses hit in August and that the insurance premium

was raised. Member Wharton made a motion to accept the reports as presented, Member Young seconded and the motion carried unanimously by oral vote.

Old Business was next. For **Airport Projects** Director Heid reported that Benson Hadley of Garver had supplied him with a list of current projects, that the T-Hangar is open for business, paving will begin on the Community Hangar on the 17th, that the Tetrahedron and *PAPI* should be finished up soon, that a switch has been added to the beacon so that employees can now turn it on *and* off manually when necessary, and that a water line by the maintenance hangar was being repaired and should be fixed by the end of the week. It was discussed that the electrical project is 99.9% done, that the dirt work around the lights will have to be addressed after the next rain. Director Heid further stated that the T-Hangar design is on target as well as the RSA. Director Heid then reported on the deterioration of the runway, that the Airport and the City have done a great job of getting 30 years out of a 20-year life span but that Garver only expects the runway to be good for another two years. Director Heid, City Manager Johnson and Treasurer Owen are going to Nashville on Tuesday to meet with TAC to discuss this.

For the **Existing and New Leases** City Attorney Shofner reported that some changes were approved at the last meeting and she would move forward with finishing those documents as long as there were no other changes. Member Wharton discussed the desire for a courtesy call before entering hangars, there was a fair amount of discussion about this as well as an incident that had occurred at the Airport in the last month with an employee. Member Young made the motion to accept the leases the way that they are currently, Member Larson seconded and the motion carried unanimously by oral vote. Attorney Shofner also had a final and clean copy of the Rules and Regulations to be signed by Chairman Henderson.

Next on the agenda was **discussion and training** for the Airport presented by City Attorney Shofner. Attorney Shofner provided information and briefly discussed three training topics; Public Meetings Act, Open Records Act and Conflict of interest. There was a lot of good information presented and good discussion on these three topics.

Finally, on the agenda was the discussion of **Airport Goals**. Director Heid just took a moment to remind everyone that the joint meeting with the Airport Authority and the City Council is scheduled for Monday, October 17th at 6:00pm and that goals would be discussed that night so the Members might be thinking about what they would like to see long term at the Airport.

Member Young took a moment to discuss some topics with Director Heid that were of concern to him. Director Heid stated that he would please ask that if anyone sees anything or needs to report anything to him that they do so immediately when something occurs or is observed.

For announcements City Recorder Mai asked that Members fill out an updated contact information sheet as she is in the process of updating information for all City Boards. Director Heid reported that the Santa Fly-In is scheduled for December 10th starting at 1:00pm

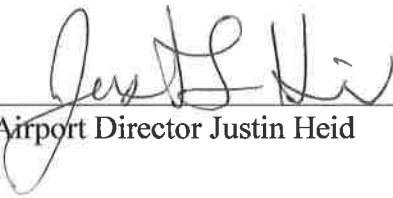
With no further business to discuss Member Larson made a motion to adjourn, Member Young seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 3:04pm.

Approved:



Chairman Jim Henderson

Attest:



Airport Director Justin Heid