

Airport Authority Meeting Minutes

Meeting: Regular

Date: November 3, 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
Anna Mai, City Recorder	X
Daniel Deegan of Garver	X*out at 1:52

Chairman Henderson called the meeting of the Shelbyville Municipal Airport Authority to order at 1:00pm. A sign in sheet was provided to those in attendance. **Approval of the agenda** was the first item. Director Heid stated that he would like to add one item under new business being a letter to the Aeronautics Commission from the City regarding the Fire Department. Member Cazort made a motion to approve the agenda, Member Young seconded the motion and it carried unanimously by oral vote. Next was the **approval of the minutes** from the October 6, 2016 meeting. Chairman Henderson pointed out a few typos that needed to be fixed including on page two line three the spelling of PAPI needed correction, and one line below that the word an should be and. Chairman Henderson then stated that he wanted the minutes of October 6th to be amended to state after the word worth on page one where the minutes reference the fuel truck purchase “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.” After discussion motion was made by Member Young to approve the minutes, Member Wharton seconded and the motion carried unanimously by oral vote. Chairman Henderson then asked for a motion to approve the minutes with changes. Member Cazort made a motion to approve the minutes as amended, Member Young seconded and the motion carried unanimously by oral vote. There was some brief discussion about the joint study session between the City Council and the Airport Authority on October 17th. Director Heid thanked the EAA for use of the hangar and stated that he plans to write them a letter thanking them. Motion was made by Member Wharton to approve those minutes of the joint meeting, Member Cazort seconded and the motion carried unanimously by oral vote.

Reports were next. For the **Managers report** Director Heid stated that the joint meeting on October 16 was successful and thanked everyone for attending. He further stated that the paving project was moving along, that the Santa Fly-In is scheduled for December 10th at 1:00pm sometime after the Santa Fly-In is over there will be a Christmas social for tenants at the Airport to build the community at the Airport. Director Heid stated that the Airport is currently in the hiring process for two operations technicians that a full-time maintenance worker has been hired and that he has spent considerable time working on ADA compliance at the airport this month. There was some discussion about areas of the Airport that will need work to become ADA compliant. Further Director Heid stated that he had been contacted by an aircraft broker regarding renting office space at the Airport. For the month of October over 10,000 gallons of fuel was sold, and the 100 Low Lead fuel tank is scheduled for cleaning in about 10 days some of that fuel, about 400 gallons, will be lost. Director Heid stated that he is hoping to have reclamation tanks installed by the end of the year that will pay for itself within 6 months. The Fly-In for October went very well and aircraft from both National Pen and Siller Helicopter used the airport this month. For the **Maintenance Report** Director Heid reported that mowing season is almost over but they have been working on trees and ditches, for vehicles the Jeep (courtesy car) had the drive shaft and brakes redone and the Impala (courtesy car) had the oil changed and tires rotated and that the new mower should be in by the end of the month. Other items to report for maintenance included that Hangar 2 (EAA) had

a leak that has been corrected in house, the TUG had some repairs and informational signs (yellow) have been put up, there has been a second vent installed in the conference room by Airport staff. For the **financial report**, Director Heid reported that September had been the best month of the year so far for revenue, Member Larson said an interesting point that Jet traffic accounts for only 4.4% of total activities but accounts 44% of total net income in dollars. Director Heid stated that one Jet came in and purchased 1,250 gallons of fuel. There was some discussion about the financial report and an annual Schedulers and Dispatchers Conference in February in Texas, discussion centered around how to bring in more traffic to the Shelbyville Airport to sell more fuel. Member Larson stated that he has rented two booths this year and would be more than happy to share some of that space with the Shelbyville Airport if a representative could attend.

Old Business was next.

For **Airport Projects** Daniel Deegan of Garver reported that the lighting project was complete and in the process of being closed out, that the apron project is moving along rapidly, runway will be closed on the 4th of Nov. to work on center line cracks only but that everything will be seal coated next week, that the bullhorns will have a "band aid" until a new runway is done, it was discussed that with a new runway the taxiways will have to intersect at 90 degrees in order to be compliant with new FAA regulations. Mr. Deegan further reported that a new runway could be done year after next at best, it was discussed to do all the RSA & blacktop work at one time to allow for one closure and not two, for the sealcoat Daniel said that he was going to be bringing in a tanker truck on the 4th to do that, there was some discussion on the RSA and that there would be a 50% review with the State soon.

On the **consideration of new and existing leases** Director Heid stated that these leases were presented at the City Council study session and would be formally approved on the 10th and then new leases would be mailed out to the tenants on the 11th. Director Heid stated that Mike Ulmer had contacted him that he is moving to Florida permanently and his hanger will be empty soon, that Steve Baird has requested to rent that hangar and Director Heid wanted to clear that with the Authority prior to telling Mr. Baird he could rent it. Consensus of the Authority was that it would be ok. Director Heid also stated that he has been working with Enterprise on their lease, they are currently paying \$250 per month and the goal is to have them paying \$400 per month, possibly over two years at an increase of \$75 per month. There was some discussion about the Enterprise employees having their children at the Airport and them being behind the counter, Director Heid stated that no one other than employees should be behind the counter, but that he would bring that point up with them. There was also some discussion about parking in front of the terminal for rental car pick-up and drop off.

Discussion of **Airport Goals** was next. Director Heid stated that a copy of the 2016 Goals had been included in packet materials for reference, that most had been completed or had been started. After much discussion by the Authority, including personal opinions regarding the operation of the Airport, it was the consensus that Customer Service should be the main Goal/priority for 2017.

Chairman Henderson inquired about the access that the proposed Fire Hall would have to 231. Director Heid explained that the gate would be moved and that was the item he added to the agenda to discuss soon.

New business was next. The first item was **2017 Airport CIP submission to the Tennessee Aeronautics Department**. Director Heid stated that this must be submitted annually, basically it is a wish list for the next five years. Director Heid passed out the current CIP list and discussed some of the items on it including, 2019 layout plan, RSA Grading and improvements to the fence and access road.

Next was **discussion and consideration of private improvements to the South Unit of Hangar #7**. Director Heid stated that the tenant, Gary King, requested an addition of 20-25 feet south to move the wall out a bit and

raise it up to allow a larger plane into that space. There was some discussion about ramp space outside of this hanger, and that there was ample space for the improvements there was also some discussion that Mr. King would be paying for the improvements himself. It was the consensus of the Authority that they are very interested in this idea and would like Mr. King to come to the December meeting and bring some plans with him.

The next two items under new business, **discussion and consideration of conflict of interest statements and discussion and consideration of Airport Authority Roles** were not discussed as Attorney Shofner and City Manager Johnson were not able to attend the meeting.

The next discussion item was the addition to the agenda of the **letter to the TAC about the Airport Fire Hall**. Director Heid stated that the letter is being sent to ask for permission to update the ALP and move the fence so that the Fire Hall itself will serve as the gate, he further stated there would be no Airport expense for this it will all be done by the Fire Department. Member Young made a motion to approve the letter, Member Larson seconded and the motion carried unanimously by oral vote.

For **announcements** Director Heid stated that the next Fly-In breakfast is scheduled as the Saturday after Thanksgiving but that the one for December has been cancelled. Also, that the Christmas party after the Santa Fly-In will be for Airport tenants and people associated with the airport.

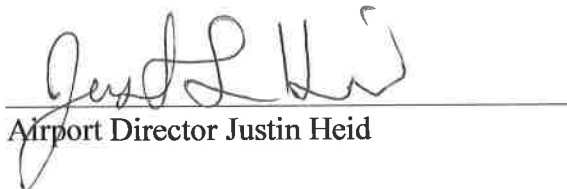
With no further business to discuss Member Larson made a motion to adjourn, Member Wharton seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 3:13pm.

Approved:

A handwritten signature in black ink, appearing to read "Jim Henderson", is written over a horizontal line.

Chairman Jim Henderson

Attest:

A handwritten signature in black ink, appearing to read "Justin Heid", is written over a horizontal line.

Airport Director Justin Heid