

Airport Authority Meeting Minutes

Meeting: Regular

Date: April 7, 2016

Time: 12:56 pm

Location: 2828 Hwy. 231 N. Airport Terminal Building

Members Present:

Helene Wharton	X	Justin Heid	X
Eric Cazort	X	Kevin Eyster	X
Jim Henderson	X	Ginger Shofner	X
Henry Feldhaus	X	Benson Hadley	X
Allen Pitner	X *out at 2:08 pm		
Michael Young	X		

Chairman Henderson called the meeting to order at 12:56 pm. A sign in sheet was provided for members. First was approval of the agenda. Member Cazort made a motion to approve, seconded by Member Wharton and carried unanimously by oral vote. Next on the agenda was approval of the minutes from March 3, 2016. Member Wharton made a motion to approve Member Young seconded and motion carried unanimously by oral vote.

Next on the agenda was review and discussion of the Managers Report, Maintenance Report, Financial Summary and Annual Airport Review by the TAC. Airport Manager Heid stated the operations at the Airport had been fairly smooth, he mentioned that James Milstead was still out, and that the Airport is working on hiring a seasonal mower to help take up any slack left by James' absence. Next Manager Heid moved to the Financial Summary, he stated that February was slow for fuel sales, this was a combination of bad weather and high fuel prices, and the best day for February was the Fly-In breakfast with 60 Aircraft. For the month of February the Airport is at an \$11,000 deficit, which puts the yearly deficit at \$26,000. Manager Heid went on to explain that some of the expenses were from emergency type maintenance, he also explained that 8-10 thousand dollars is anticipated to be used to bird-proof the hangar. Manager Heid also said February's numbers are higher due to purchase of a new TUG, at \$1,750 and March's electricity being billed at the end of February. Lots of discussion followed on the cost of running the Airport for the City of Shelbyville. Chairman Henderson asked about the camera project Manager Heid explained that they are just waiting on electricity to the maintenance hangar to install the last camera. Manager Heid also explained they are working on the possibility of moving the location of the electrical vault, so that no brick has to be removed and accessibility will be better. Also Manager Heid said that there was good news in that one of the abandoned aircraft has been removed. Lastly Manager Heid went over the annual TAC inspection report, it was stated that there were only four deficiencies, which the Airport had no major control over. These four included: Hangar Taxiway and Apron Pavements, Runway Markings and Pavement. Fill Material around Lighting Fixtures and Bases and Airport Front Entrance Parking Area Pavement. Manager Heid went on to explain the possible fixes for each.

Items of Old Business were next on the Agenda.

First was discussion of the draft Rules and Regulations. City Attorney Shofner explained that she has gone through the whole document and mainly looked at and checked for consistency.

- The first section for review was 2.3-Manager Heid stated that 2.3 and 7.5 were contradictory. It is proposed to remove the language “no person shall provide any aeronautics service to the public, conduct any business, commercial enterprise or activity, or engage in any other form of revenue producing activity on the Airport without first providing proof of insurance meeting the minimum coverage of the agreement, naming the Airport as additionally insured, ”. There was some discussion about the contradiction of this section and section 7.5. Member Young made the motion to remove this language, Member Wharton seconded and it was carried unanimously by oral vote.
- The next section was 2.4, Supplemental Documents, it was just stated that the language would remain the same for now.
- For section 3.1, there was just clarification on language.
- The next section was 3.2, Parking and Storage. There was some discussion about what is allowed, and what other property means...Attorney Shofner explained that this would be covered in individual leases.
- Next was section 3.4 Removal from Airport Premises. This section just had language clarification.
- Section 4.1, Operating Procedures, Emergency Procedures and Directives. The language in this section was clarified. Attorney Shofner explained that she wanted to make certain that it was known emergency personnel were not acting as authorized representatives of the Airport, they are using their own authority.
- Section 5.1, Compliance with Signs, Attorney Shofner asked why it was specified as regulatory signs, and suggested removal of the word regulatory, so that there is no confusion.

**At this point in the discussion it was decided to make a motion and approve all changes at one time once done reviewing.

- Next was section 5.3.2, just a language clarification.
- Chairman Henderson then asked about section 5.3.6 making reference to commercial operations in regards to trash containers. There was discussion about trash cans around hangars, cans being provided by the Airport vs. personally provided trash cans. Director Heid explained that if someone is running a business out of their hangar they need to provide their own trash can. It was decided to leave the word “commercial” in the description.
- On section 5.5 language was clarified in regards to animals relieving themselves.

- For section 5.7.4 there was just a language clarification/rewording. There was some discussion about the wording “Airport Director”, in regards to who someone should report damage to. It was decided to leave as is.
- Section 6.4, Unsafe Vehicle, there was a wording change to make language better understandable.
- Next was section 6.9.1, Vehicle Operations on the Airfield, Chairman Henderson stated that he would like to remove the word “contact” on the second line and replace with “attempt to contact”. Manager Heid suggested removing the word operator after UNICOM. There was discussion about what constitutes as a contact to CTAF/UNICOM. It was decided to remove “shall broadcast on”, “operator” and “upon receiving advisory”.
- Section 6.10.1, Public Parking, there was just removal of language.
- Section 6.10.3, there was removal of language.
- Section 7.1, Landing Fees, the language was just re-worked.
- Section 7.2.2, there was a language removal.
- Section 7.2.3 had some language removed, and replaced.
- 7.4, Storage and Hangar Fees, this section just had some language clarification.
- Section 7.6, was changed for clarification.
- 7.13, Disabled Aircraft, language was changed to be consistent, just removed phrase “within 30 days”.
- Section 7.15 (7.15.1 and 7.15.2), Self-Maintenance, essentially for clarification there is a language swap from 7.15.2 to 7.15.1 and the deletion of some of the language in both. There was extensive discussion on this topic, on what “properly insured” means and as far as what a tenant would want vs. what is required by the grant assurances to continue to receive the grant/federal funds. Garver representative Benson Hadley explained that by accepting a federal grant you must also follow the rules/guidelines of that grant to continue to receive the money. Mr. Hadley offered to get a copy of these rules to City Attorney Shofner, and the Authority decided to continue review at the next meeting after Attorney Shofner had time to look over the grant assurances.
- On Sections 7.15.5 and 7.15.6, Authority Self-Service Prerogative, it was decided to delete these sections.
- Section 8.7, Periodic Inspections, just had some language change.
- The last section for review was 9.1, under Storage Tanks and Containers, Chairman Henderson asked about the wording of “metal cabinet” in reference to storing fuel. Attorney Shofner, explained that this language is required elsewhere and it is keeping the

document consistent. There was some discussion about “approved containers” and “metal cabinets”, as well as storage of fuel in general. There was then some discussion about the amount of fuel allowed to be had at hand and increments that it may be stored in. It was decided to remove “metal cabinet” and make approved containers to read “up to 25 gallons in approved containers”.

Motion was made by Member Wharton to look at the final revisions/re-write on the Rules and Regulations at the next Airport Authority meeting after Attorney Shofner was able to make final changes to the document and this was seconded by Member Young, carried unanimously by oral vote.

Next on the Agenda was discussion and consideration of existing and new leases. Manager Heid explained that a rate study was done on hangars in comparable cities within 30 miles. There was discussion about doors, size of hangars, old vs. new hangars, etc. It was discussed that rent has not been increased in at least 10 years. It was discussed that the Airport’s insurance went up this year because the coverage was raised. Security deposits were discussed as well as T-Hangars being structured so that they all came due in the same month of the year. It was discussed that language now states that if rent is three months past due then the airplane will be removed. There was some brief discussion on rates/deposits on the leases, should rates be charged by square foot? It was decided to defer on rates for leases to another meeting. Attorney Shofner said she would make the minor language changes to the lease agreement.

Next was discussion of Airport projects. Benson Hadley of Garver went over what is currently being worked on including: lighting improvements (on schedule), that Hangars and RSA were still being worked on, the geotechnical survey will be done soon. Mr. Hadley then spoke about the pavement and the fact that there were additional fees needed to complete this project and that he thought there would be a late summer start on the Apron. Mr. Hadley then mentioned that the electricity was out at the Breakfast Hangar. It was discussed that paving (blacktop) would start July/August. Chairman Henderson asked if the Airport would be closed for lighting, Benson Hadley said that Manager Heid has a schedule that is being put together. Manager Heid said no set dates but trying to avoid Fly-Ins. Chairman Henderson asked how closure would affect Jabiru, Arion, etc. on the North end. Benson explained that it was required that the taxiway be closed but that they would be able to work around the closure. Manager Heid stated that he was hoping to know three weeks in advance of the runway closure, and it would be closed at night and during the day.

The final item of business was discussion of the Airport Marketing Study, Manager Heid explained that this issue had been put to rest, that the study was paid for and no more money was owed to aviation marketing.

Manager Heid spoke briefly about going to the TN Airport Conference, and that he had been appointed to the Board of Directors.

There being no further business, Member Young made a motion to adjourn seconded by Member Wharton and carried unanimously by oral vote.

Meeting adjourned at approximately 3:05pm.

Approved:



Chairman Jim Henderson

April 7, 2016

Attest:



Airport Manager Justin Heid