

Airport Authority Meeting Minutes

Regular Meeting: August 3, 2017

Place: Shelbyville Municipal Airport, 2828 Hwy 231 North Shelbyville, TN 37160

Call to Order: Chairman Cazort 1:00pm

Roll Call: A sign in sheet was provided and the following were present: City Recorder Anna Mai, Eric Cazort, Asst. Airport Director Kevin Eyster, Erick Larson, Airport Director Justin Heid, Wayne Hitchcock, Helene Wharton, Councilmember Henry Feldhaus, City Attorney Ginger Shofner, Benson Hadley and City Treasurer Jamey Owen.

Consideration of a motion to approve the agenda. Member Larson stated that he would like to add discussion on labor and an airport golf cart and Member Hitchcock stated that he would like to also talk about insurance. Member Larson made a motion to amend the agenda and add three items to the agenda under new business, discussion on labor, discussion of and airport golf cart and discussion of insurance, Member Wharton seconded and the motion carried unanimously by oral vote. Member Hitchcock then made a motion to adopt the agenda as amended, Member Larson seconded and the motion carried unanimously by oral vote.

Consideration of a motion to approve the minutes of June 22, 2017. Member Hitchcock made a motion to approve, Member Larson seconded and the motion carried unanimously by oral vote.

Reports: Managers: Airport Director Heid first wanted to offer his condolences to the Henderson family as former Authority Member Jim Henderson passed away in July. Secondly, he offered that this was Asst. Director Eyster's last meeting as he has accepted a job at the Nashville Airport and his last day with the City of Shelbyville will be August 14th. Director Heid reported that at the last meeting the Board had approved a fuel discount for those people who may be flying to OshKosh and that 10 aircraft used that discount, that 35.92 gallons were sold with a total discount of \$35.92 for total sales of \$1,397. **Maintenance:** Director Heid discussed that the AWOS had been struck by lightning, that the State was working on its portion of the repair work and that Kevin had already performed the Airports portion of the repair. Further, the flag pole now has a light and that the City has received another insurance check for the damages at the Airport, Recorder Mai stated that she and the Interim City Manager had met with the contractor that morning and that a tentative date to start repairs was 30-60 days. **Financial:** A report for the month of May was distributed showing the Airport with a total deficit of \$121,000. Member Wharton made a motion to accept the reports as presented, Member Hitchcock seconded and the motion carried unanimously by oral vote.

Discussion of Airport Projects: Mr. Hadley of Garver reported that the apron job, the parking lot and the lighting were all complete and they are still working on closing those jobs out, also that there is still an issue with the Tetrahedron and an electrician was on site that day to get everything finished up and working. He stated that the Runway and RSA Projects are still progressing that he had spoken with Belinda Hampton at TDOT that day and they were still waiting on the grants to be finalized.

Discussion and Consideration of future Taxiway Configurations: Mr. Hadley had provided a copy of two options that could be used for the Taxiway configuration and explained that standards had changed requiring 90 degree turns so as part of an FAA agreement if any work is done on a runway this must be addressed. There was some discussion on the options. Member Hitchcock made a motion to approve option #1 as presented, Member Larson seconded and the motion carried unanimously by oral vote.

Discussion of Labor: Member Larson stated that he brought up this issue because Kevin Eyster was resigning his position and when there is a major change in staff it is always a good time to review and this could be an opportunity to become more self-sufficient. Specifically, he wanted some discussion on whether Kevin's position should be completely replaced or the essential duties of that position could be spread out, stating that this could be an opportunity for some cost savings. Director Heid stated that his view would be to do some reorganization and put the Asst. Director at the front desk as more of a customer service position, that he would move into what is now Kevin's office and that his office could become the pilot's lounge. Director Heid further stated that this Board's recommendation was to have someone inside at

all times to answer phones and greet people and this could take care of that recommendation. There was some discussion by the Board on pay, what is being paid to the Asst. Director, what could be paid to someone part time or even full time without the Asst. Director title. There was lengthy discussion by the board on options and hours the airport is open, Member Larson stated he would like to see cost estimates based on labor both ways (full time/part time). There was discussion on an Interim Asst. Director, Attorney Shofner stated that it is not unusual to appoint an interim to a position when someone leaves, it was also discussed the length of time that an interim would be appointed. Ultimately Member Larson made a motion that the Board recommend that the City put off hiring a permanent replacement for Kevin and instead appoint an interim position to fill Kevin's position and that the board obtain statistics from the Airport Manager to make a recommendation before the next Airport Authority meeting and also to form a subcommittee to review those statistics before the next meeting. Member Wharton seconded that motion and the motion carried unanimously by oral vote. Member Larson then made a motion that the Chairman appoint a committee to work with Director Heid to come up with some labor recommendations, Member Wharton seconded and the motion carried unanimously by oral vote. Chairman Cazort then appointed himself and Member Hitchcock to comprise this committee.

Discussion of a Golf Cart: Member Larson stated that he had overheard some discussion that there was a need for a golf cart at the airport, that they have multiple uses that the airport could take advantage of, further that his company does rehabilitation of golf carts and a good one would cost roughly \$8,000. Since his company is involved in the selling of golf carts and could supply a quote Member Larson did recuse himself from any vote. Member Hitchcock made a motion for Director Heid to look into and purchase a golf cart if he could find the money to do so in his budget, Member Wharton seconded and the motion carried by oral vote with recusal by Member Larson.

Discussion on Insurance: Member Hitchcock stated that his question had already been answered at the beginning of the meeting he was just going to inquire on the status of the claim for the airport.


Councilmember Feldhaus inquired about a contract fuel program that had been previously discussed. Director Heid stated that it had been put onto the back burner but it did need to be brought back up for discussion. Councilmember Feldhaus expressed his desire to see more formal fuel receipting at the airport. It was discussed that all fuel sales were reconciled at the end of each day.

With no further business to discuss Member Wharton made a motion to adjourn, Member Hitchcock seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 2:21pm.

Approved:


Chairman Eric Cazort

Attest:


City Recorder Anna Mai