

Airport Authority Meeting Minutes-AMENDED 7/8/16

Meeting: Regular

Date: June 2, 2016

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:

Eric Cazort	X	Justin Heid, Airport Director	X
Henry Feldhaus	X	Kevin Eyster, Asst. Airport Director	X
Helene Wharton	X	Jamey Owen, City Treasurer	X*out at 2:13
Jim Henderson	X	Anna Mai, Acting City Recorder	X
Allen Pitner	X*	Ginger B. Shofner, City Attorney	X*
Henry Feldhaus	X*	Benson Hadley, Garver	X*out at 1:30
		Jacob Campbell, Garver Intern	X*out at 1:30

Chairman Henderson called the meeting to order at 1:00pm, a sign in sheet was provided for members. Approval of the agenda was first, hearing no additions Member Wharton made a motion to approve, seconded by Member Cazort and carried unanimously by oral vote. Member Wharton made a motion to amend the agenda and approve the minutes of April 7th along with the minutes from May 5th which were added as a report as it was not an official meeting, with no quorum present. Member Cazort seconded and the motion carried unanimously by oral vote.

The first item on the agenda was reports.

For the Manager's report Director Heid reported that James Milstead was back to work full time and that an additional seasonal maintenance worker has been added, the camera project was at 95% completion that electricity was all that is left on that project, the Airport closure is scheduled for June 6-June 24 and that the bird proofing on the **North Hangar** is scheduled to start soon. Director Heid reported that fuel sales were excellent the last month 12,613 total gallons and that the Airport is within 5 thousand gallons of surpassing last year's fuel sales. Director Heid reported that many businesses were using the airport, such as Lowes, he also reported that the Airport is low on fuel and that an order would be placed this week, he stated that 4 fuel splits have been done in the last two months. There was some brief discussion on employees at the Airport, part-time and full-time, and some of the new hires at the Airport.

On the Maintenance Report Manager Heid reported that one of the frost free hydrants had cracked and been replaced, by the ramp at Gary King's hangar. It was reported that this was not the issue causing the leak at Mac Air, and that issue was still being looked at. There was some brief discussion on the fact that there is only one water shut off valve for the whole Airport and it was discussed as a possible future project to do multiple shut offs. There was some brief discussion the paving project on the East side of the T-1 Hangar.

For the financial report Manager Heid reported that the Airport is currently running at a loss of \$44,813, which is what the City is paying to run the Airport and the Airport is \$100,000 ahead of budget, this is a reflection of April numbers that a lot of fuel was sold in May so when those numbers are entered it should be even better. Member Pitner made a motion to accept all the reports, Member Cazort seconded that motion and it carried unanimously by oral vote.

Next was old business, items 6 and 7 were skipped in order to make sure all members had copies of the draft rules and regulations before discussing. Projects was discussed first. Benson Hadley reported that the lighting project was ahead of schedule, the taxiway was complete except for some tidying up such as rock grading. There was some discussion on the taxiway lights being on 24/7 and that this is an issue that will be corrected

once the new electric vault is complete. Mr. Hadley reiterated that the runway is closed June 6th through June 24th and that the crews will be at the Airport the entire time and working 7 days a week in order to get the project completed. Mr. Hadley also discussed that the RSA project is scheduled to coincide with the runway closing so that there doesn't have to be any additional closure. It was briefly discussed that with the runway closure nothing will be done with the pavement at that time, project completion date was also briefly discussed as being the end of August.

New business was next and the first item of discussion was the consideration of FY17 fee schedule. It was discussed that the current rates are \$175 for a T-Hangar and \$85 for the Community Hangar. There was lengthy discussion by the board about current rates, the possibility of automatic payments, that there is high demand for hangar space and that there has not been a rate increase for at least 10 years.

At this point discussion jumped to the next item on the agenda which was discussion on a hangar fee waiver for the month of September. It was consensus of the board for no waiver.

Discussion then moved back to fee schedule. There was then more extensive discussion about raising the rates and how much to raise the rates. There was discussion about the FAA encouraging airports to strive towards self-sustainability, and the current demand for hangar space not only in Shelbyville but surrounding areas as well. There was also discussion on how often to continue to raise rates, if it should be annually or biannually, or to just adjust the price when necessary. Member Pitner made a motion to increase fees on T-Hangars and the Community Hangar by \$20 per month to be effective as of January 1, 2017, and that the current \$5 discount would still be available. Member Cazort seconded and the motion carried unanimously by oral vote.

At this point in the meeting the Board moved back to old business (items 6 and 7), discussion and consideration of Draft Rules and Regulations was discussed first. City Attorney Shofner did a brief review of all of the changes that were made to the Draft Rules and Regulations. There was brief discussion on the Abandoned Aircraft Law, and carrying guns through the Airport in Section 5.6.2. When section 9.1, under Storage Tanks and Containers, was reviewed there was some discussion on the number of fuel containers that could be kept, due to the fact that someone may have fuel for their plane and fuel for their TUG or other equipment at the same time. Decision was made to ratify the lease document with one change being made to section 9.1. That change being that the wording would change to read: "Airport tenants may keep fuel not to exceed 25 gallons of total capacity in approved container(s). Motion to ratify was made by Member Wharton, seconded by Member Pitner and carried unanimously by oral vote. It was discussed that City Attorney Shofner would send out a final clean copy to Airport Authority members to sign and send to the City Council as a report. It was stated that this would be effective now (6.2.16) and would be addressed in the standard lease process.

The last item of business was discussion and consideration of existing and new leases. There was discussion about automatic renewal of leases (monthly for Community Hangar), written notice to renew and/or cancel leases, there was discussion about notice to tenants to increase rent. The term of renewal was discussed, to put in the language that the lease renews on the 1st of each month. There was some discussion on encouraging tenants to use the Airport more and FAA regulations on planes being "airworthy", and putting regulations on those using the Airport just to house airplanes in their respective hangars vs. having an "airworthy" airplane and that specific language on this should be in the individual lease. There was further discussion on an incentive to offer a discount in rent for those that use the Airport more. Director Heid stated that he would do some research on other local Airports and see what the standard is.

For announcements it was stated that this is Allen Pitner's last meeting as a member of the Airport Authority, he is not asking to be re-appointed.

There was then some brief discussion on **NOTAMS** in regard to the Airport being closed, Director Heid stated that they were not allowed to make the announcement until 72 hours prior to the closure.

There being no further business to discuss Member Cazort made a motion to adjourn, Member Wharton seconded and the motion carried unanimously by oral vote. Meeting was adjourned at approx. 2:54pm.

Approved:



Chairman Jim Henderson

Attest:



Airport Director Justin Heid