

## Airport Authority Meeting Minutes

Meeting: Regular

Date: September 1, 2016

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

### Members Present:

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

### Others Present:

Justin Heid, Airport Director	X
Kevin Eyster, Asst. Airport Director	X
Anna Mai, City Recorder	X
Wayne Hitchcock	X*out at 2:45
Benson Hadley-Garver	X*out at 1:35

Chairman Henderson called the meeting to order at 1:00pm, a sign in sheet was provided for members. The first item on the agenda was approval of the minutes of August 4, 2016. Member Young made a motion to approve, Member Larson seconded and the motion carried unanimously by oral vote. Next was approval of the agenda. Member Larson made the motion to adopt the agenda, Member Young seconded and the motion carried unanimously by oral vote.

**Reports** were next.

For the **manager's report** Airport Director Heid reported that the Horse Show is in full swing, the fuel truck is still being worked on that the Airport has a loaner truck from Rebel Services the option to purchase is there at a cost of \$46,500. It was consensus of the Board to look into the option to purchase or lease another truck. It was discussed that the Airport does own the old fuel truck and it leases the Jet-A truck. Member Young made a motion to check into a comparative analysis to purchase a new fuel truck. Member Larson seconded and that motion carried unanimously by oral vote. Director Heid reported for **maintenance** that Kevin Eyster had changed all of the lights in the North Hangar, that the dead man's switch has been fixed, and that mower issues are still being worked through. Further that lights are being checked regularly but if anyone sees anything to please report it. Director Heid thanked Public Works for allowing them to borrow equipment. On the **financials** Director Heid stated that for the end of the year the Airport operations overall cost was \$62,328. There was some discussion about what was budgeted for the year, and self-sustainability. Director Heid also reported that the Fly-In Breakfast was good with sales of 300 gallons of fuel. Member Young made the motion to accept reports as presented, Member Cazort seconded the motion and it carried unanimously by oral vote.

**Old Business** was the next item on the agenda.

First was discussion of **airport projects**. Benson Hadley of Garver reported that the lighting project was mostly finished. There was just some clean up to do and that the tetrahedron needed to be lit, basically that everything left to do is very minor. Mr. Hadley further reported that the apron job, right now, is scheduled to start on Monday the 12<sup>th</sup> of September. There was some discussion about the phases being done in reverse order, Mr. Hadley explained that this is to be most efficient for the work to be done in the time that is available to do it. There was also some discussion on the possibility of the paving of some of the phases not being completed (or started) until spring 2017, due to available time left in the paving season and the company contracted to do the paving having other jobs as well. Mr. Hadley also reported that the lighting and security camera projects are going to be closed out and the apron job is closed out, that projects are based on merit and

that the RSA is a high priority. For RSA and T-Hangar projects Mr. Hadley reported that they are both moving forward and are on schedule for design but that more surveying has to be done on the RSA as a few things were missed, and that a local company will be fixing the pole lights. Mr. Hadley stated that this was not technically in the original lighting job/grant but is now and will be fixed. Also that the Shelbyville Airport has one of the most advanced lighting system of any Airport its size and smaller in the State. It was also discussed that the old taxiway signs (there are 9) will be sold as surplus by the City, and that the closure for the apron project will be Monday the 12<sup>th</sup> of September at 8:00am.

The next item under old business was discussion and consideration of **Existing and New Leases**. Director Heid reported that EAA president Christina Hiers had replied to the most recent copy of the EAA lease that City Attorney Shofner had emailed out but that Ms. Shofner has not had a chance to review those proposed changes and would not be able to attend the meeting. There was extensive discussion about the most recent draft from City Attorney and the suggested changes from the EAA. Member Larson made the motion to accept the latest draft of the Shelbyville Municipal **Airport Breakfast Hangar** Lease as written and upon approval by City Attorney Shofner subject to the following changes:

**Section 2**-Use of Leased Premises-in the first sentence remove the words “up to two (2), so that it reads “the storage of aircraft”.

**Section 8**-Rights and Obligations-The last sentence states “Lessee shall keep and maintain the premises in good and clean condition” remove the words good and so it reads “Lessee shall keep and maintain the premises in clean condition.”

**Section 8 C**-add the word roof as was provided in the draft from EAA.

**Section 8 D**- change to read “Lessee shall be responsible for natural gas after the meter and the monthly invoice on the premises. Authority shall be responsible for all other utilities.

**Section 8 G**-Put a period after the word invitees, remove “and agrees to protect, indemnify, keep and hold the Authority and the City of Shelbyville harmless from any and all damages caused to aircraft or property arising from actions of the Authority or City employees in moving aircraft in and out of the Premises.

**Section 12 B I**-change 5 days to thirty (30) days.

EAA representative Wayne Hitchcock inquired about a Dispute Resolution section being added to the lease. Member Young seconded the motion made by Member Larson and it carried unanimously by oral vote.

After some discussion on the **Community and T-Hangars** Chairman Henderson made a motion to approve with the following changes:

**Section 2**-Use of Leased Premises-remove the word only and add primarily so that the sentence reads “The premises shall be used primarily for the purpose...”

**Section 3**-Lease Payments & Fees-it states that there is a 5% discount, this should be a \$5 discount.

**Section 11**-Assignment-Remove the word transferred. This would be in conflict with the Rules & Regulations stating that if someone purchases a plane that is currently stored in a T-Hangar that they have the option to rent that hangar first.

**Section 14 E**-please add wording at the end of the sentence “County of Bedford.”

Member Larson seconded the motion made by Chairman Henderson and this motion carried unanimously by oral vote.

The next item of old business was regarding FAA Hangar Use Policy. Director Heid said the only thing to change or report here was that he had contacted Brian Caldwell with TAC and they passed the question up to the FAA about the discrepancy between TAC's response to fuel in hangars and the FAA ruling and now it is in Washington. Since it may be some time before an answer is received Director Heid stated that the Airport will follow OSHA standards to allow five (5) five (5) gallon containers (approved) in the hangar for total storage of up to 25 gallons. Member Young made the motion to accept the Rules & Regulations with change to section 9.1 on fuel in approved containers. Member Wharton seconded and the motion carried unanimously by oral vote.

**New Business** was next.

The only item under new business was consideration of Land Lease Rates and Terms. Director Heid reported that the Airport currently charges about 5¢ per square foot per year and that he had conducted a survey of other areas and found that Murfreesboro charges 50¢, Tullahoma 24¢, Remington out of Millington 19¢ and Cleveland charges 65¢ per square foot per year. Director Heid's recommendation considering the survey information was for Shelbyville to increase to 25¢ per square foot per year for 20 years with two options to renew for five years each and regular CPI increases, and that this will not affect current leases only new ones from this point forward. Chairman Henderson made the motion to change the rate for land leases to be 25¢ per square foot per year for 20 years with two options to renew for five years each and regular CPI increases, Member Cazort seconded and the motion carried unanimously by oral vote.


There was some brief discussion about possibly moving the date of the joint meeting of the City Council and Airport Authority to either Monday, October 3<sup>rd</sup> or Monday, October 17<sup>th</sup>. That these options would be presented to the Council.

With no further business to discuss Member Wharton made a motion to adjourn, Member Cazort seconded and the meeting adjourned at approx. 3:05pm.

Approved:

  
Chairman Jim Henderson

Attest:

  
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Airport Director Justin Heid