

## Airport Authority Board Meeting Minutes

Meeting: Regular

Date: October 1, 2015

Time: 1:00 p.m.

Location: 2828 Hwy 231 North, Airport Terminal Building

### Members Present:

Helene Wharton	X	Airport Manager Justin Heid	X
Michael Young	X	Benson Hadley Garver Rep.	X
Eric Cazort	X	Jamey Owen, City Treasurer	X
Jim Henderson	X	Shanna Boyette, City Recorder	X
Kevin Eyster	X		

### Agenda Items:

Managers/Maintenance Report	X	Sitting Planes	
Project Status N. Ramp/Electrical	X	Asst. Director	X
TAC Grants Applications	X	Flight School	X
Delinquent Accounts	X	Hangar Policy	X
Policy & Procedures	X	Inspection Report	X
Fuel Trucks/Tanks	X	Pavement Condition Report	X
Maintenance Update	X		

Chairman Jim Henderson called the meeting to order at 1:00 p.m. A sign-in sheet was provided to all present. The first item of business was approval of the Agenda. Chairman Henderson called for any additions or deletions to the Agenda. Airport Manager Heid requested one item be added to the Agenda, Quonset Hut Lease Agreement. Member Young made a motion to approve the Agenda as amended, seconded by Member Wharton, and carried unanimously upon oral vote.

Chairman Henderson called for any corrections to the minutes of September 3, 2015. Hearing none, Member Cazort made a motion to approve, seconded by Member Young, and carried unanimously upon oral vote.

The next item of business was the Airport Manager and Maintenance Report. Airport Manager introduced new Assistant Manager Kevin Esther to the Airport Authority Board Members. Airport Manager Heid reported that the Annual Inspection report had been received. There was also report on monthly aircraft activity. The Tullahoma Fly In is scheduled and an increase in traffic is anticipated at the Shelbyville Airport. Extra fuel has been ordered. It was noted that the Fuel Report included past years numbers in fuel flow. It was reported that there has been significant maintenance on tetrahedron. Beacon is also receiving maintenance. Maintenance is taking place on fuel truck. It was also reported that Airport is only using one courtesy car currently as the van is not in use. At the beginning of the new year staff will relook at adding a second courtesy vehicle. One T-Hangar door has been repaired. A dolly has been purchased to assist with disabled aircraft. Staff is currently working on terminal and staff shirts. There being no further reports or discussion, Member Young made a motion to approve both the Manager's and Maintenance Reports, seconded by Member Wharton, and carried unanimously upon oral vote.

Items of Old Business were then in order.

An update on the North Ramp Rehab project was provided by Garver Representative Benson Hadley. It was reported that the status is unchanged on this project as it still set for re-bid with tentative schedule of spring re-bid estimated in March with project ready to go in April.

Lighting & Electrical Improvement update was given by Benson Hadley. Project has been bid and advertised. There was one addendum to the project. The pre-bid is scheduled for Wednesday October 14<sup>th</sup> and the Bid is scheduled for October 28<sup>th</sup>. It was reported that the Beacon is add alternate.

Report on TAC Grants was the next item on the Agenda. In regards to RSA Grant, status is waiting on grant execution (grant contracts) before the scope meeting then the process can move forward. The T-Hangars and the RSA are at the same status. It was further reported that the RSA has been divided into two (2) sections. The Engineers have met with TDEC whom offered some suggestions on how to address RSA, such as concrete over, encapsulated; stream restoration rather than mitigate. It was noted that the T-Hangar project can proceed.

Benson further provided report on the State's first Annual CIP Meeting. Discussion ensued on Airport Pavement Report as this will be the driving force over the next couple of years. The focus for improvements will be directed more on safety, security, and maintenance. Runway extensions will be a low priority. It was noted that current runway projects will be supported. The State will further be reviewing number of projects at airports to determine approval of potential applications. Changes at the state level are a result of revenues and collections being down.

The next item on the Agenda was report on delinquent accounts. Airport Manager Heid reported that billing process is being re-evaluated. One option being to send hangar bills and first two weeks of fuel by the 15<sup>th</sup> as this would allow 25 days before payment is due. The second item was in regards to charge accounts. The charge account notices are also sent monthly and currently staff is working with the City Attorney. Discussion ensued on Hangar late account and 15% late fees. The City Attorney is also looking at leases and including common language. Further discussion ensued on goal for new leases possibly by the first of the year, noting that this would help with consistency. There was also report of missing leases.

Review of Policy and Procedures was the next item of business. Airport Manager Heid reported that the Draft document was provided by email. A Special Study Session will take place for review of the document on Thursday, October 8<sup>th</sup> at 1:00 p.m. at the Shelbyville Airport.

It was reported that fuel truck repairs will total \$10,326.22 in replacement costs, noting that these were maintenance/safety items. In addition the TUG has been repaired and water hydrant replaced. Brief discussion of Board Members ensued on grass maintenance for the South End of the Airport property. The item of TCA "Sitting Planes" was deferred.

Airport Manager Heid provided biography of Assistant Airport Manager Kevin Eyster to the Airport Authority Members and all welcomed Kevin to the Shelbyville Airport.

The final item of Old Business was report on Flight School Agreement. Currently staff is waiting on the owners of the Flight School as they do not wish to sign until they purchase Airplane. City staff is contact with them regularly.

Items of New Business were then in order. Discussion ensued on Hangar Policy; Hangar Rent and Leases. Discussion with emphasis on owner transfer changes and waiting lists and Airport Manager Heid explained why policy is needed to treat every situation the same. There was also discussion of prioritizing current renters and relocation before waiting lists with Assistant Manger Eyster encouraging the ability to leave room for discretionary purposes. Garver Representative Hadley commented what is usually seen at other Airports is no sub lease is granted and vacancy policy is in original lease for 3 months or more unless reasonable justification. Benson also provided comments to the Board that the State is encouraging Airports to update database for all airports to begin putting tail numbers as FAA will be looking for redundancy. No action was taken at this time. Review by City Attorney is needed on this item.

The Annual Airport Inspection Report was the next item on the Agenda. Airport Manager Heid reported that this report is received from the state. There were no section 1 violations therefore the 2016 Airport Certification has been issued. However section 2 violations need to be addressed. Airport Heid reviewed those items noting that all but 2 of them have been on the report since 2009.

In regards to the Pavement Condition Report, Airport Manager reported that this is a draft and staff is waiting on the formal report. Airport Manager Heid reviewed the components of the draft report.

The added item, Quonset Hut Lease Agreement was then before the Board. Airport Manger Heid reported that a letter had been received from Robert Boyce informing the Airport that he had sold his airplane to his son and requested that his son be able to retain the Hangar. Airport Manager Heid submitted the letter to the Board. City staff reported that no letters of interest had been received on the Hangar and were currently looking at canceling Mr. Boyce's lease and beginning a new lease. It was reported that there is a need for policy to be in place for future requests. Discussion ensued by the Board of the request. Following discussion, Member Young made a motion to terminate lease of Robert Boyce as requested by letter. The motion was seconded by Member Wharton and carried unanimously upon oral vote.

Member Wharton then made a motion to authorize a new lease with Gary Boyce with the same terms month by month up until a long term lease is available. The motion was seconded by Member Young and carried unanimously upon oral vote.

There being no further discussion, Member Cazort made a motion to adjourn, seconded by Member Young, and carried unanimously upon oral vote. The meeting adjourned at 2:49 p.m.

APPROVED:

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Jim Henderson, Chairman

ATTEST:

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Shanna Boyette, City Recorder