

Airport Authority Board Meeting Minutes

Meeting: Regular

Date: December 3, 2015

Time: 1:00 p.m.

Location: 2828 Hwy 231 North Airport Terminal Building

Members Present:

Helene Wharton	X	Assistant. Airport Manager Kevin Eyster	X
Jim Henderson	X	City Manager Jay Johnson	X
Michael Young	X	City Attorney Ginger B. Shofner	X
Eric Cazort	X	City Recorder Shanna Boyette	X
Airport Manager Justin Heid	X		
Allen Pitner	X		

Agenda Items:

Airport Manager/Maint. Report	X
Grant Project Status	X
Draft Rules & Regulations	X
Leases-New & Existing	X
Flagship Detroit Fuel Discount	X

Chairman Jim Henderson called the meeting to order at 1:00 p.m. A sign-in sheet was provided for all those attending the meeting. The first item of business was approval of the Agenda. Chairman Henderson called for any items to be added or removed. Hearing none, Member Pitner made a motion to approve the Agenda, seconded by Member Wharton, and carried unanimously upon oral vote. Chairman Henderson confirmed that all members had received a copy of the previous minutes. There being no corrections to the minutes as submitted, Member Young made a motion to approve the minutes, seconded by Member Wharton, and carried unanimously upon oral vote.

Airport Manager Heid provided the Airport Managers and Maintenance Report to the Board. Airport Heid reported on Airport Conference entitled Eastern Aviation Quality Control, attended by himself and Kevin Eyster as very informative. A Santa Fly-In Event is scheduled for December 19th at the Airport. The Airport Christmas Party will be after the Fly-In Event. November fuel sales were up and mowing is up to date on the airport grounds. Inspections of the fuel farm has been done. Discussion ensued of self-service pumps, security lighting for front on the Airport Terminal Building. An update on courtesy vehicle maintenance repair was given. An update was also given on 100 LL Repairs. Airport Manager Heid provided report on Flight School. It was reported that Murfreesboro Aviation decided not to pursue. Staff is still looking for options and there was discussion of the Board of Flying Clubs vs. Subleases. There being no further discussion, Member Pitner made a motion to approve both reports, seconded by Member Cazort, and carried unanimously upon oral vote.

Items of Old Business were then in order.

The first being an update on Grant Projects.

It was reported that Pre-Construction is scheduled for Wednesday, December 9th at 10:30 a.m. for the Lighting/Electrical Project. In regards to the Security Cameras, quotes are being received to submit to the City Council for award in January. The Apron Rehab is still scheduled for late winter early spring construction and the RSA on hold until Phase I of the project of RSA moves forward. It was reported that a formal Resolution has been sent to the City Council and that legislation is in place for the issue of Sitting Planes. There is an anticipated effective date of May to July 2016.

The next item on the Agenda was review and discussion of Rules and Regulations. In section 2.3 there was discussion of additional insured clause; tenants using 3rd party individual/businesses. It was final decision of the Board to modify this section to remove contingent upon City Attorney review. The City Attorney will follow up with the Board. In section 7.15.1 page 20 it was final decision of the Board for this item to be removed if Attorney agrees with recommendation upon review. Discussion ensued on adding language to include that all leases shall meet FAA Regulations and to further add language to include that tenants acknowledge and agree to tenant liability. It was noted that 3.4 and 3.5 sections will correlate with TCA legislation. In 6.9.1 it was the Board discussed adding language "shall attempt to contact" instead of proposed just "shall" and remove "upon receiving", however after discussion it was final decision to leave as is because it only relates to the runway. Section 9.1 Storage Tanks, It was final decision to implement change to 25 gallon approved tanks. There was brief inquiry by Board Members of fees related to section 7.1 and discussion of sections 5.6.1 and 5.6.2 with no changes requested.

The next item of business was review and discussion of existing and new leases. City Attorney Shofner reported that she has been in the review process of the inventory of leases provided by the Airport Manager noting that approximately 1/3 of the written leases are not there and other leases are not current. It was reported that some of provisions for types of leases are not the same and there was review of FAA compliance standards and the need to update leases. It was reported that the Airport Authority Board will need to examine draft form for leases and review terms. It was reported and there was discussion of the need to probably change to automatic renewal until notified within certain amount of stated days. City Attorney Shofner explained that she would like to bring the forms to the Board for review and noted that there is a need to reach out to those whom leases cannot be found and request a copy and to contact others about intern to require new. Tentative target date would be July 1st. Attorney Shofner will report back to the Board in January.

The next item on the Agenda was review and discussion of Flagship Detroit Organization request for Fuel Discount. Airport Manager Heid reported that after survey research it was determined that no other airports provide fuel discounts for nonprofits. Member Young made a motion to leave discount as is with no increase. The motion was seconded by Member Wharton and carried unanimously upon oral vote.

The only item of New Business was inquires by Board Member if prioritization of Hangar Waiting List.


There being no additional business before the Board, Member Cazort made a motion to adjourn, seconded by Member Young, and carried unanimously upon oral vote. The meeting adjourned at 2:57 p.m.

APPROVED:



Jim Henderson, Chairman

ATTEST:



Shanna Boyette, City Recorder