

Airport Authority Meeting Minutes

Meeting: Regular
Date: March 2, 2017
Time: 1:00pm
Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:		Others Present:	
Eric Cazort	X	Justin Heid, Airport Director	X
Jim Henderson	X	Jay Johnson, City Manager	X
Helene Wharton	X	Kevin Eyster, Asst. Airport Mgr.	X
Erick Larson	X	Benson Hadley of Garver	X
Councilmember Feldhaus	X	LaCresha Longwell, Admin.	X

Chairman Cazort called the meeting to order at 1:00pm, a sign in sheet was provided to members. The first item was **approval of the agenda**. Member Henderson made a motion to approve the agenda, Member Wharton seconded and the motion carried unanimously by oral vote. Next was the **approval of the minutes of February 2, 2017**. Member Wharton made a motion to approve the minutes, Member Henderson seconded and the motion carried unanimously by oral vote.

Reports:

Manager's Report: Director Heid stated that the lighting work by the airport maintenance staff is going great. This was all budgeted work that has been done. He is excited to see all the lights on and working at the airport. They have done some more fence clearing with the weeds and brush and discovered some holes in the fence that need repaired. The new fuel truck needs repair due to rails that are rusted. Eastern Aviation will take it back to repair it and give a loner. It still can be used until then. The old truck will be put on the surplus list after it is approved by the City Council. Fuel sales have been excellent for February which is normally a slow month. Good traffic came through. Chairman Cazort asked if the lights on the tetrahedron were fixed. Director Heid answered that one of the sections of the strip went bad but it is on order and is a warranty item.

Finance: Director Heid reported that the City has contributed \$75,665 (39.71% of the FY 2017 budgeted amount of \$190,542 contributed from the General Fund) for the first 7 months of this fiscal year. It is the hope that they keep that number as low as possible by bringing in revenue and reducing expenses. This year has been tougher than last year due to closures to the runway due to maintenance but he feels strongly that these numbers will get better. The runway will be closed in the future for major runway and RSA repairs, and this will also cause a spike as revenue will decrease.

Maintenance: Director Heid stated the runway preliminary designs have been turned into Aeronautics. Mr. Hadley, the Garver representative, said that hopefully this will be resolved by the end of next week. There was some discussion on the testing being done to the runway and Mr. Hadley stated that the testing will hopefully show them exactly the pockets of pavement that need repaired which will reduce costs. Member Henderson made a motion to approve all reports as presented, Member Wharton seconded and the motion carried unanimously by oral vote.

Old Business:

Discussion of Airport Projects: Mr. Hadley, the Garver representative, stated that the lighting jobs closeout paperwork has been sent to the State. They were able to save money on the Apron project using some different techniques in the field. The City has the paperwork and change order for the City Council. The State has

agreed to pave the parking lot from the community hangar all the way to the street. Assistant Airport Director stated that this would clear another airport inspection item that needed to be done. City Manager Johnson stated that because the City had given an initial 5%, the City will not have to be out any additional money for the pavement. Director Heid and Mr. Hadley, of Garver, met with State representatives about the T-Hangars and found out that the State doesn't have money to fund the hangars at this point. The suggestion was made to scale back the project and to pay for the pavement out of NPE funds and only plan to do one hangar instead of two. The State is saying that it still may not approve this, and they will most likely not be funding hangars for the foreseeable future. Director Heid isn't sure if the State will approve this but it is a compromise and the State already funded the design. He feels this is a good compromise. The State did say that the fuel system is still viable for a grant request. Working inside the City schedule, plans for the reduced project could be ready and proposed to Aeronautics by April/May for a contract for the construction of the hangars. That would mean it could be presented to the State May/June with bids starting July 1st. City Manager Johnson stated that this would make this project beginning in the City's new fiscal year. City Manager stated reducing this project to only one hangar will make it more feasible for the City as well. He also said that he had sent letters to both Sen. Jim Tracy and Rep. Pat Marsh requesting help for the hangars out of the Aviation Economic Development Fund and the letters have been shared with the Governor's office but the response has been that no one knows yet.

Discussion and Consideration of Existing and New Leases: Director Heid stated there are two remaining leases not signed. Proper contact information is needed on one and a signature on the other one. He said one thing they have found out is that the deposit information still needs work. Some have the information and others don't. There are ten that don't have any deposit information. He would like to look at grandfathering those ten in but make a stipulation on their lease that no deposit will be returned. Member Henderson made a motion to accept the grandfathering in of these ten leases without deposit, Member Wharton seconded and the motion carried unanimously by oral vote. Director Heid stated that the rules and regulations were sent out along with the new leases. Member Larson asked if the rules and regulations could be put on the website as well as a standard lease. Director Heid will check into this.

Discussion and consideration of Future Aviation Day: Director Heid stated that the Aviation Day will be September 16th. He will get a committee together to start working on the details for this. A suggestion was made to have a radio-controlled demonstration. Director Heid will research this possibility. Chairman Cazort volunteered himself to be on this committee.

New Business:

Discussion and consideration of Fire Hall Lease: Director Heid stated that Tuesday night at the Study Session the City Council decided they wanted to look further into the Fire Hall before making a final decision regarding this lease. City Manager Johnson stated this location is still a viable option but the City Council wants to look and see if there is a more central location. He will be putting together a detailed report for the Council soon and he will continue to work on this with Director Heid with more information available by the next meeting.

Discussion and consideration of Self-Service Fuel Report: Director Heid reported that the Tullahoma Airport sells about a third of their fuel after hours. There might be a possibility of a grant for the self-service machine and Director Heid will check into it. Member Henderson shared that according to his research having the self-service fuel would make it more expensive for the tenant. It was discussed that that the self-service would be available after hours which would increase sales. Director Heid will look into this further.

Announcement: Director Heid announced that the TAA Conference will be at the Murfreesboro Embassy Suites on March 20th. The Airport will have a booth there with photos displayed. Member Larson will also be there as a vendor. There will be several interesting sessions offered including two sessions that Garver is helping with. Member Larson suggested that Director Heid bring back information from the sessions to the committee.

With no further business to discuss Chairman Cazort made a motion to adjourn, Member Henderson seconded and the motion carried unanimously by oral vote. Meeting adjourned at approximately 2:27pm.

Approved:



Chairman Eric Cazort

Attest:



Airport Director Justin Heid