

Airport Meeting Minutes

The Airport Authority Board met in Regular Session on May 7, 2015 at 1:00 p.m. Chairman Henderson called the meeting to order at 1:02 p.m. The following members were present: Airport Manager Hank Williamson, Chairman Henderson, City Manager Johnson, Member Cazort, Member Young, Garver Representative Matt Koss, and City Recorder Shanna Boyette.

Chairman Henderson called for any items to be added or removed from the Agenda. Hearing none, Member Young made a motion to approve the Agenda, seconded by Member Cazort, and carried unanimously upon oral vote.

Chairman Henderson called for any corrections or revisions to the minutes from the previous April 2nd meeting. Hearing none, Member Young made a motion to approve the minutes, seconded by Member Cazort, and carried unanimously upon oral vote.

City Manager Jay Johnson gave a brief special report on the interview process for an Airport Director. Seven applicants were interviewed total; three applicants were interviewed on the second round, and two on the third round. A decision has not been made at this time.

The next item on the Agenda was the Airport Manager's and Maintenance Report. Airport Manager Williamson began the report with a special announcement to the board; June 30, 2015 will be his last day as Airport Manager. The Board thanked him for his service to the Airport. Discussion ensued on the review of both reports. Highlighted line items for discussion were fuel and product sales. It was noted that if net fuel is over \$10,000 monthly then Airport is over the projected budget. There was a correction to fuel sales; should read \$437.56. TSA held annual inspection on May 6, 2015 and there were no findings. There being no further discussion, Member Cazort made a motion to approve both reports, seconded by Member Young, and carried unanimously upon oral vote.

Old Business items were then in order.

Grant Status updates were next on the Agenda. It was reported that the 100% status of plans were just received on the Apron Rehab/N. Ramp Rehab Grant. The project is moving along well. Discussion ensued on the need to coordinate with City Council Meeting. Matt Koss of Garver was present for the meeting and presented the 100% plans to the Board. After completion of the project the only old pavement remaining will be that of the runway. There was also discussion of access drive and inquiry on if this is included in the grant or the option to add to the grant. It was noted that the grant is just for hangars and taxiway only and that it would be difficult to include. There was also discussion of regrading and drainage. Anticipated Bid date of the project is June 11, 2015. Tentative schedule would be as follows: After bid is awarded contractor will follow, then the TAC plan, and a meeting of all tenants to update. Matt will also modify flow schedule and provide to the Airport Manager and Christina.

The update for the Electrical Rehab Grant was next on the Agenda. The Design plans for the project are coming along. The 90% Plan Review is set for June 19, 2015. This project is set for Fall/Winter Season.

There was also review and discussion on duct work issues and that they have been worked in the Apron project accordingly. There was also brief discussion on vault location. The general area where vault will be is west of the breakfast hangar. Matt will review and assess if there is a better location.

The next item on the Agenda was review and discussion on the RSA work order report-design only. Discussion included clarification on the two options to address the RSA, those being review of everything in RSA , but the creek and review of only the creek. It was reported that the survey information is lacking and more information is needed at this point. There was also discussion on EPA Regulations in regards to the creek. There was no action taken on this item.

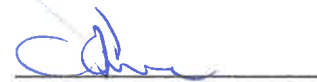
The next item on the Agenda was additional T-Hangar Design Update. Airport Manager Williamson reported that he currently had 8 signed letters of commitment for 48 ft. doors and 11 signed letters of commitment for 42 ft. doors. Airport Manager Williamson explained that he had spoken with Jim Currey of TAC and had used the state checklist. City Manager Johnson commended Airport Manager Williamson's efforts on obtaining letters. There was brief discussion among the board confirming that the local share is still 5% and how the recent fuel tax could affect the project long term.

Review of preliminary FY 16 Budget discussions was the next business item. City Manager Johnson reported that the proposed budget reflects the 5% local estimate for the RSA and Hangars for design only. The construction of the t-hangars would be financed by means such as a capital outlay note. The Budget process will need to be completed before any applications could be signed.

The final item of business was discussion of the Board in regards to the Enterprise Kiosk in Airport Building Terminal and possible relocation of the Kiosk. There was no action on this item.

There being no other business before the Board, Member Young made a motion to adjourn, seconded by Member Cazort, and carried unanimously upon oral vote. The meeting adjourned at 2:10 p.m.

APPROVED:



Jim Henderson, Chairman

ATTEST:



Shanna Boyette, City Recorder