

Airport Meeting Minutes

Meeting: Regular

Date: June 4, 2015

Time: 1:00 p.m.

Location: 2828 Hwy. 231 North, Airport Terminal Building

Members Present:

John Wharton	X	City Attorney Ginger B. Shofner	X
Chairman Jim Henderson	X	City Recorder Shanna Boyette	X
Eric Cazort	X	Councilmember Henry Feldhaus(1:05)	X
City Treasurer Jamey Owen	X	Asst. Manager Christina Heirs	X
Benson Hadley-Garver Rep.	X	Airport Manager Hank Williamson	X
Helene Wharton-visitor	X	City Manager Jay Johnson	X

Agenda Items:

Airport Director Report	X
Manager's & Maintenance Report	X
Project Status-N. Ramp/Electrical	X
T-Hangar Grant Discussion	X
RSA Improvements	X
Fuel Truck Lease	X
FY 2016 Budget	X

Chairman Jim Henderson called the meeting to order at 1:00 p.m. A sign-in sheet was provided for all those in attendance. Chairman Henderson called for any items to be added or removed from the Agenda. Hearing none, Member Wharton made a motion to approve the Agenda, seconded by Member Cazort and carried unanimously upon oral vote.

The next item on the Agenda was approval of the minutes from the previous meeting of May 7, 2015. Chairman Henderson called for any corrections or revisions to the minutes. Hearing none, Member Wharton made a motion to approve as submitted, seconded by Member Cazort, and carried unanimously upon oral vote.

City Manager Johnson provided a Special Report to the Board members in regards to the selection process of a new Airport Director. An offer has been extended at this time to a candidate contingent on standard background check, employee, and drug screen approvals. Brief history was given on the candidate, the interview panel has all met the candidate, and that references were all good. The timeline for availability is no later than August 6th, but will probably be mid-July. As soon as all the contingencies have been met the candidate's name will be provided. There is no action needed from the Board on an Interim.

The next item on the Agenda was the Manager's and Maintenance Report. Airport Manager Williamson acknowledged that this will be his last report and meeting as his retirement is effective June 30, 2015. It was reported that fuel sales have increased, but long term are still lower than anticipated. Jet traffic is also not at goal. In regards to the Maintenance Report, it was reported that the line crew is helping with

the grounds maintenance. Brief discussion ensued on neighboring parcel for sale. Airport Manager Williamson reminded everyone that TAC minimum is 50/50 and that assistance right now is 95% and recommends that the city consider the option to acquire. City Manger Johnson will check on this and report back to the Airport Authority Board. It was also reported that the windows were replaced in terminal. In addition it was noted that the tint is unsatisfactory and the full payment was being held. City Manager Johnson will check with Purchasing Agent Lori Saddler on this matter. There being no additional discussion, Member Cazort made a motion to approve both reports, seconded by Member Wharton, and carried unanimously upon oral vote.

Items of Old Business were then in order. The first item being report on project status of the North Ramp Rehab, Benson Hadley of Garver reported that a pre-bid meeting was held and two companies have submitted bids, although there is no contract at this time. The bid meeting is scheduled for June 12th and an addendum will go out with bid specs to help with clarifications.

In regards to the Lighting and Electrical System Improvements, the 90 % plans are on schedule for June 19th. There is an on sight meeting planned for around the 1st of July. It is still anticipated that this project will be a fall construction.

Review and discussion of additional T-Hangars including Design, Grant availability, and local funding; status of letters of interest and commitment, consideration to submit grant application for design only from TAC was the next item before the Airport Authority Board. The review and discussion of the RSA Improvements was also discussed at this time. It was reported that RSA and T-Hangar cost estimates numbers were prepared. Jim Currey of TAC is requesting design only estimates first for all clients, it is anticipated that this will be the structure required for future projects with the state. The TDOT Flow chart was presented and the changes are effective in July. Currently the structure is Planning, Engineering, and Finance. The State will be combining Finance and Planning and there will be some positions eliminated. It is also anticipated that the grant side will be difficult with the restructure. Benson Hadley of Garver encouraged the Board to proceed with projects ASAP as the 5% could potentially be gone within the next year in anticipation of reduction of the Equity Fund. In addition it was reported that in regards to design for T-Hangars, Engineering Services will be \$86, 390.00; 5% local match would be \$4,319.50. It was reported that in regards to the RSA, the total for Engineering Services will be \$64,440.00; 5% would local match of \$3,222.00 and the state paying the remaining 95%. It was noted that when the runway project is started then the RSA will have to be addressed. The City Manager reiterated that what is not in the FY 16 Budget is the construction costs of 5%, but rather design only. Councilmember Feldhaus provided comments to Board Members that the Board as a whole needs to be mindful that the 5% isn't locked in and the Board needs to plan accordingly. There being no further discussion of T-Hangars or RSA, Member Wharton made a motion to request funding, design only on T-Hangar and RSA and to proceed as soon as possible. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

The next item of business was Member Wharton making a motion to release to Mountain State Contractors \$5,000; retainage for Taxiway. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

Airport Manager Williamson gave the Board Members a brief update on letters of commitment for the T-Hangars.

Items of New Business were then in order.

The first item being an update of Fuel Truck Lease Status., Airport Manager Williamson will check with Steve at Eastern Aviation on the progress.

The next item on the Agenda was the FY 2016 Budget. It was reported that the Budget meeting for the Airport went well.

Items of other business were discussion on the possible acquisition of security cameras and grant assistance at the state level. Airport Manager Williamson is proposing that the City submit a grant application to the State, TAC for June 11th. It is anticipated that this grant will be a 95/5 match, but minimum would be 50/50. Member Wharton made a motion to endorse request to city for grant application submittal and to approve funding for security cameras. The motion was seconded by Member Cazort, and carried unanimously upon oral vote.

Announcements included acknowledgement that this is the last Airport Authority Meeting for Member John Wharton. Chairman Henderson thanked Member Wharton for his service to the Board and efforts. In addition Member Wharton along will the Board thanked Airport Manager Williamson for his service and accomplishments to the Shelbyville Municipal Airport.

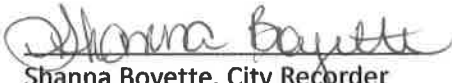
There being no further business, Member Wharton made a motion to adjourn, seconded by Member Cazort, and carried unanimously upon oral vote. The meeting adjourned at 2:17 p.m.

APPROVED:



Jim Henderson, Chairman

ATTEST:


Shanna Boyette, City Recorder