

Airport Authority Board Meeting Minutes

Meeting: Regular

Date: August 6, 2015

Time: 1:00 p.m.

Location: 2828 Hwy 231 North, Airport Terminal Building

Members Present:

Councilmember Feldhaus	X	Airport Manager Justin Heid	X
Helene Wharton	X	Benson Hadley-Garver Rep.	X
Jim Henderson	X	Jay Johnson, City Manager	X
Allen Pitner	X	City Treasurer Jamey Owen	X
Eric Cazort	X	City Attorney Ginger B. Shofner	X
City Recorder Shanna Boyette	X	Steve Feldhaus	X
City Planner Amanda Rhinehart	X	Charles McGaughley	X
Christina Heirs	X		

Agenda Items:

Managers/Maintenance Report	X	Fuel Truck	X
Project Status-N. Ramp/Electrical	X	Maintenance Update	X
TAC Grant Applications	X	"Sitting Planes"	X
Fuel Pricing Policy	X	Assistant Director Report	X
Delinquent Account Status	X	AWOS Letter	X
Policy and Procedures	X	N. Hangar Rental Agreement	X

Chairman Henderson called the meeting to order at 1:10 p.m. There was a sign in sheet provided to all present for the meeting. Chairman Henderson recognized the new Airport Director Justin Heid and welcomed him to the Shelbyville Airport. The first item of business was approval of the Agenda. There being no additions or deletions, Member Pitner made a motion to approve the Agenda, seconded by Member Cazort and carried unanimously upon oral vote. Chairman Henderson called for any corrections of the minutes of July 9, 2015. There being one correction; to change the word jet to north ramp on the last sentence of the first page. Member Pitner made a motion to approve with the amendment seconded by Member Wharton and carried unanimously upon oral vote.

Airport Manager Heid presented the Manager's and Maintenance Reports to the Board. The first item being an announcement that the Shelbyville Airport is taking applications for the position of Operations Tech and Assistant Manager. It was reported that the Fly-In Breakfast for July went well. Airport Manager Heid then gave a brief overview of fuel, jet traffic, and Revenues for the month as indicated on the report. In addition Airport Manager Heid requested that if any members had recommendations on items to be added to either report to please let him know. In addition Airport Heid distributed a letter received in regards to Maintenance as it relates to the AWOS and that Airport Staff is currently working on compliance. 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 Project Status for the N. Ramp and the Electrical Grants. It was reported that no bids were received for the N. Ramp project. This will be re-bid later in the year and it is anticipated that work will begin in the Spring. In regards to the Electrical

Project it was reported that Garver Representatives met with Duck River Electric the previous day. The Bid for this project is scheduled for next week. It was also reported that there would be some runway closure involved with this project, but should not conflict with the N. Ramp project.

Report on TAC Grants was the next item of business. Airport Manager Heid is scheduled to present three (3) applications to Tennessee Aeronautics Commission next Friday. Those applications being:

- Security System
- RSA Improvements
- T-Hangars

City Manager Johnson noted to the Board that there is an official letter coming on pavement analysis from the State. It is state recommendation for funding on Design of T-Hangars. There will be no money available for the Hangar Building itself that funding has to be at the City level. Once the design is executed a four (4) year time frame starts and commitment to the project is necessary otherwise the money would have to be paid back. It was also reported that TAC staff suggested that the city begin the environmental assessment on the S. End. In regard to TDEC, Garver has not heard back about the meeting for S. End RSA at this time. The RSA Improvements must be done within the next three (3) to five (5) years. Discussion ensued on concerns of narrow taxiway in regards to larger planes and hangars by Chairman Henderson. There was also brief discussion of Airport Fire Station and if there needed to be a formal ALP amendment request of which Garver Representative Hadley will review if modifications can be made.

Fuel Pricing was the next item on the Agenda. There was discussion at the July meeting on simplifying the structure and the need for Low Lead. Airport Manager Heid reported that staff was in the process of reviewing new credit card company that has iPad capabilities. This would eliminate staff billing fee of mobile expenses. There was also discussion of the Board of current discount rates and proposed rates. Airport Manger Heid reported that he had been talking to a Flight School who is requesting the current discount rate. The Flight School would pay rent and their plane would be at the Airport. This is an item for the September Meeting. There were concerns expressed from those present on not offering current renters the same option. There was no final decision made by the Board on Fuel Pricing and discounts.

Report on Delinquent Account Status was the next item on the Agenda. There is \$530.00 to date outstanding on Hangar Rent. Discussion ensued on enforcement of payment of late fees and changing policy. Deposits on the Community Hangar were also discussed as well as if late fees were addressed in the lease agreements. It was also noted that on July documents that .08¢ should not be on T-Hangars, but all other items listed.

Additional Policy and Procedures were then discussed specifically for pre-payment discount policies. It was also noted that current policy states that there is a \$50.00 discount for rent paid six (6) months in advance. The Board's final decision for time present was to leave current discounts the same. City Treasurer Owen confirmed with the Board that there would not be discounts on pre-pay if hangar rent is due of which the Board agreed. Discussion ensued of freight services and it was suggested to the Board on implementation of fork lift fees. There was also discussion of changing to limit only to airport property. It was additional decision of the Airport Authority that for next month's meeting to provide new copies of current and proposed policies for formal review and consideration of which the Members agreed.

Other items before the Board were a report that Eastern Aviation has the Fuel Truck Lease Agreement and staff is waiting to receive back from them. It was reported that there is significant maintenance being done to the Airport Terminal. City Attorney also offered information on research of "sitting planes". There is no regulation set forth in Tennessee Code Annotated (TCA) that addresses this issue. The only current methods being to acquire the title, sell, and recoup costs. There was brief discussion on the Tennessee Unclaimed Personal Property Tax Act. This Act requires that the property be turned over to the State; the State sells and holds proceeds to whoever owns the title. This process is very long and is intended for more intangible situations. There is no State Statue that offers clear title to Airport and that salvaging is not permissible without a clear title. It was recommended that Representative Pat Marsh be contacted to see if a bill could be sponsored. Airport Manager Heid will send letter to owners of planes requesting the title reporting back to the Board. Attorney Shofner recommended pictures and noted that appropriate documentation would be needed through the process. Long term storage fees were also discussed. Councilmember Feldhaus noted that it is Council intent that the Hangars be used for their intended purpose and review of leases is needed.

Items of New Business were then in order.

City Manager Johnson reported that the Assistant Airport Manager position closes next Tuesday. Chairman Henderson thanked Christina for her efforts as did City Manager Johnson recognizing new career opportunities.

Announcements included that local company Arion had been awarded a contract by Aero Electric to build 2 seat prototypes in Shelbyville.

There being no further business. The meeting adjourned at 2:45 p.m.

APPROVED:


A handwritten signature in black ink, appearing to read "Jim Henderson", is written over a horizontal line.

Jim Henderson, Chairman

ATTEST:


A handwritten signature in blue ink, appearing to read "Shanna Boyette", is written over a horizontal line.

Shanna Boyette, City Recorder