

## Airport Authority Board Meeting Minutes

Meeting: Regular

Date: September 3, 2015

Time: 1:00 p.m.

Location: 2828 Hwy 231 North, Airport Terminal Building

### Members Present:

Helene C. Wharton	X	Councilmember Feldhaus	X
Chairman Jim Henderson	X	Garver Rep. Benson Hadley	X
Airport Manager Justin Heid	X	City Recorder Shanna Boyette	X
Michael Young	X		
Eric Cazort	X		
Jay Johnson	X		

### Agenda Items:

Managers/Maintenance Report	X	Fuel Truck	X
Project Status-N. Ramp/Electrical	X	Maintenance Update	X
TAC Grant Applications	X	TCA "Sitting Planes"	X
Fuel Pricing Policy	X	Assistant Director Report	X
Delinquent Account Status	X	Flight School Lease	X
Policy & Procedures	X	EAA Hangar Lease	X
		Fuel Agreement Contract	X
		Fuel Truck Agreement	X
		Other Leases	X

Chairman Henderson called the meeting to order at 1:00 p.m. A sign in sheet was provided for all those in attendance. The first item of business was approval of the Agenda for the meeting. Chairman Henderson called for any additions or deletions to the Agenda. Hearing none, Member Cazort made a motion to approve the Agenda, seconded by Member Wharton, and carried unanimously upon oral vote. The next order of business was approval of the minutes from the meeting of August 6, 2015. There was one change to the minutes in regards to the motions for adjournment. Member Young made a motion to approve the minutes as amended. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

Airport Manager Justin Heid provided the Airport Manager's and Maintenance Report. It was reported that the Fly-In Breakfast for August went well and that fuel sales were up for the month of August. Currently staff is working on terminal renovations as well as accounting procedures for tracking the purchase of fuel sold. It was additionally noted that the airport was active in business operations and Celebration traffic was up. Implementation of daily inspections rather than weekly was mentioned and that needed safety items for the airport have been ordered. A review of historic reports on fuel charts is also in progress. Brief discussion ensued on fuel farm tanks and inspections and grant possibilities for funding. There being no further discussion or comments on either report, Member Young made a motion to approve both the Manager's and Maintenance Reports. The motion was seconded by Member Wharton and carried unanimously upon oral vote.

Items of Old Business were then in order. The first being report on project status of the North Ramp Rehab. Garver Representative Benson Hadley reported that contractors had been contacted for re-bid. An estimated timeline was verbally given of a bid opening in February with recommended early spring/April construction date. The Lighting Electrical System Improvements were then discussed. Garver Representative Benson Hadley reported that the electrical project is ready to go and inquired on information that would need to be submitted to Council at this phase. City Manager Johnson noted that Purchasing Agent Lori Saddler would be involved in this step of the project. Advertising dates for bids were discussed; tentatively advertising for September 12<sup>th</sup> and bid open dates of October 13<sup>th</sup> or 29<sup>th</sup>. October 6<sup>th</sup> was also discussed, but Benson will need to check on the timeframe as to if the 6<sup>th</sup> would be acceptable for advertising deadlines. Brief discussion ensued on the project itself and the scope of the project and inquires on if this included electrical vault and beacon. Members inquired on the possibility of amending the project to add power to the EAA Hangar, fuel farm, and Maintenance Hangar at cost to the city. Benson will check on this but cautioned that the State will more than likely hold to the original scope of the project. Additional discussion ensued on if the beacon was included in the scope. Benson confirmed that this is not included in the project and members discussed the possibility of replacing existing with a smaller beacon. The Board would like this added to the project. Benson will check on this for the Board.

The next item of business was report on TAC Grants. Airport Manager reported that grant applications for the Security System, RSA Improvements, and T-Hangars have all been approved and that the airport staff and administration are waiting on the paperwork at this time. Brief discussion ensued of Equity Fund Balance. It was also noted that the Security Camera Grant was the only one out of three was not design only and that the security camera grant would allow the ability for the airport to move away from an analog system and towards digital.

Fuel Pricing Policy was the next item of discussion. Airport Manager Heid provided handouts to all Board Members. All handouts from the meeting are attached to the minutes as a matter of record. Airport Manager Heid further provided further comments on proposed modifications. The document before the Board was a comparison on current and proposed pricing. There was additional discussion of the Board on tie down fees and the need to create an agreement of \$5.00 per day by city staff. City staff further noted that this daily fee creates a policy standard for pricing. There was also discussion of the Board of the verbage as it relates to turban, single, and multi-jet within the pricing document. Insurance policies and waivers were discussed. The Board made the recommendation to check with other jurisdictions on ramp policies, insurance, and hold harmless forms. It was reported that in regards to late fees that the percentage(s) are in the lease documents. Airport Manager Heid asked the Board for recommendation as to fuel discounts and to if the discount should start at 100 or 150. The Board made a decision to keep at 100 for now, but wanted to come back and review. There was lengthy discussion of lease agreements and fuel discounts with Airport Manager Heid noting that he will report back to the Board on fuel numbers for 3 leases and fuel discounts. The Board prefers standardized 15% late fee language as recommended by City Staff. There was also discussion of payment at time of service and of credit card software capability and the Board was in favor of credit card capabilities proposed.

Report on delinquent account status and late fee policies were then before the Board for consideration. It was reported that one individual owes \$3900.00. A total for all delinquent accounts for both hangars and fuel is \$8343.00. The invoice was mailed yesterday to the individual that owes \$3900.00. There being no further discussion Member Young made a motion to standardize 15% late fees across the board for late fuel payments, hangar rent, and services. The motion was seconded by Member Wharton and carried unanimously upon oral vote. In addition Member Young made a second motion in regards

to approving "invoicing closing" at the end of the month and customers billed at the 1<sup>st</sup> of the month; all payments due by the 10<sup>th</sup> of the month and late beginning the 11<sup>th</sup> day of the month. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

The next item on the Agenda was review of additional policies and procedures. Airport Manager Heid reported that policies for Rules and Regulations of the Airport had been drafted with the assistance of Benson Hadley at Garver Engineering and that he would email to the Board for review.

Other items of Old Business included a status report on the Fuel truck. Report indicated that airport was waiting on parts to repair. There was no additional maintenance update. In regards to TCA "sitting planes", City Manager Johnson provided comment that a draft letter had been prepared and that TCA language was needed before completion of the letter and once received by legal counsel it would then be sent to Senator Tracy and Representative Pat Marsh for consideration.

The final item of Old Business was report on assistant director position. There was brief discussion of the need for the position with City Manager Johnson providing comments on the need for the position itself, recognizing one component being that the Assistant helps limit Safety & Security exposure. In addition it was reported to the Board that a formal job offer had been offered to an applicant.

Items of New Business were then in order.

Airport Manager Heid reported to the Board that a Flight School based in Murfreesboro would like to extend and locate a Flight School at the Shelbyville Airport. This lease would be for 2 years with a 2 year option; similar to Enterprise lease. They are requesting to use room in N. Hangar and a .15¢ fuel discount for the first year. The next year would be based on fuel range to determine rate. They would be required to provide Certificate of Insurance. Member Cazort provided comments on promotion of Airport. It was reported that only Emergency Maintenance would be allowed at the Shelbyville Airport. Member Cazort made a motion to accept lease as written and discussed. The motion was seconded by Member Wharton and carried unanimously upon oral vote.

Airport Manager Heid reported that he needs information in regards to the EAA Hangar Lease. If he is unable to locate the lease then new lease(s) would have to be drafted.

The Fuel Agreement Contract was then before the Board. Airport Manager Heid reported that is time to update the contract and brief discussion ensued on current contract. This lease has been reviewed by the City Attorney. Upon brief discussion the Board agreed that they were okay with Shell, therefore Member Young made a motion to authorize the renewal of the lease. The motion was seconded by Member Wharton. The Lease will then go before the Council as recommended by the Airport Authority.

The Fuel Truck Agreement was then before the Board. The Agreement is a \$1.00 a year contract that the Airport pays to use the Fuel Truck and that the Maintenance to the Truck will be done by the Airport. This was also reviewed by the City Attorney. Member Young made a motion to approve the Agreement, seconded by Member Wharton, and carried unanimously upon oral vote.

Other items of new business included brief discussion of Enterprise and changes to create a defined office area. Airport Manager Heid also reported that in reviewing all airport leases that if the current lease(s) can't be found then new lease(s) will be sent out.

Announcements included comments of the Board thanking Airport Manager Heid for his efforts to the Shelbyville Airport thus far. There being no further discussion, Member Young made a motion to adjourn, seconded by Member Cazort, and carried unanimously upon oral vote.

APPROVED:



Chairman Jim Henderson

ATTEST:



Shanna Boyette, City Recorder