

Airport Authority Meeting Minutes-Amended 8/4/16

Meeting: Regular

Date: July 7, 2016

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:

Jim Henderson	X	Justin Heid, Airport Director	X
Henry Feldhaus	X	Kevin Eyster, Asst. Airport Director	X
Helene Wharton	X	Jamey Owen, City Treasurer	X*out at 2:30
Erick Larson	X	Anna Mai, Acting City Recorder	X
		Ginger B. Shofner, City Attorney	X
		Jay Johnson, City Manager	X*out at 2:30
		Charles McGaughy-Mac Air	X

Chairman Henderson called the meeting to order at 1:00pm. A sign in sheet was provided instead of a roll call. The first item was approval of the agenda. Member Wharton made a motion to approve, Chairman Henderson seconded and the motion carried unanimously by oral vote. The next item was approval of the minutes of June 2, 2016. There were several amendments to be made, first the time of departure for several members needed to be corrected, second it was stated that the T-Hangers would be bird-proofed this needed to be corrected to read North Hangar, third on page two in the discussion of storage of fuel containers the word campers needed to be changed to read TUG, and lastly the spelling on NOTAMS on the last page. Member Wharton made a motion to accept the minutes as amended, Chairman Henderson seconded and the motion carried unanimously by oral vote.

The next item was reports. Manager's report was first. Manager Justin Heid discussed that fuel sales had been down because of the runway closure but they were able to sell just less than 4,000 gallons, product sales were up, that fuel had been ordered at the end of May, that the bird proofing at the North Hangar had been completed on the doors only and that the sides were in the process of being sealed, the lights at the entrance of the Airport had been replaced and he thanked Kevin and James for their help on that project, next the plan is to look at replacing the lights at the T Hangars, once the new electrical vault was done the photo cell would work properly and lights will automatically go off in the daytime but pilots can turn them on if needed, it was discussed briefly that the use of LED should reduce cost by about 50%.

For the maintenance report Manager Heid stated that a few things had already been discussed in the manager's report and the south portion of the RSA had been cleared of trees that were growing up in the ditch line, that the goal is to clear that annually. There was some brief discussion on a vegetation issue on the North end along the creek, north of the RSA as well as the grass on the south end, and that there were some issues with the fuel truck and Rebel Truck Services is working on the truck.

Chairman Henderson asked if there had been any new leases at the Airport. Manager Heid reported that T28 is now leased to Richard Simmons, that it had been leased to the Smotherman's before. There was some brief discussion on the waiting list.

On the Financial report it shows revenue at \$30,000 and expenses at \$80,000, Manager Heid stated that he was going to investigate why/what had caused the increase, Treasurer Owen stated it may be fuel related. Also presented was a 5-year snapshot of fuel sales over the past 5 years. Chairman Henderson inquired about what the Ag Rent was and Director Heid explained that the Airport has two leases to people that use Airport property

for agricultural reasons. Member Wharton made a motion to approve all reports as presented, Member Larson seconded and the motion carried unanimously by oral vote.

Old business was next. Discussion of Airport projects was first, Director Heid stated that for the lighting project power would be transferred to the vault next week then a punch list would be done and the beacon would be replaced on 7/8/16. He further stated that the pavement project was set to begin at the end of July or early August, that a meeting date will be set with the tenants to discuss closure for that, it was discussed that T Hangars would be approx. 30 days, Community and Jet Hangar approx. 20 days and Mac Air would be approx. 15 days, plus another 5 days for all when sealing on taxiways is done. It was briefly discussed that there will be a one day closure when the runway and identifier lights were done but it is unknown at this time when that closure will happen and that 48 hour notice should be given, this lighting work will be done by the electrical contractor. For Hangar and RSA design the geotechnical survey is complete for the Hangar site but data is still being gathered on the RSA site.

Existing and new leases was next. It was discussed that the EAA lease needs to be looked at first. There is not a current lease with the EAA, the old lease states that the EAA is responsible for all maintenance and upkeep but the EAA is hesitant to put any money into the hangar without a guarantee on their investment. There was extensive discussion on this topic including the option for automatic renewal vs. the option to renew, future uses for that particular hangar, discussion on the EAA including what it is and what it does, revenue from monthly Fly-Ins, current rent being paid vs. what the lease states the rent should be and how many square feet the hangar is, length of the lease and electrical issues. It was briefly discussed that there were several missing leases, and that a revised lease for the Community Hangar had not yet been approved, and that this would be redistributed before the next meeting of August 4th for consideration and approval. There was also some discussion that the EAA is renting space in the Breakfast Hangar to two EAA members that are storing their airplanes there. It was the consensus of the board to reword the lease to include language stating that the renewal term would be open for both parties with a no less than 90 day notice and that the rent would be at \$225 per month with a paragraph written in giving the ability to the Board to review the rate periodically. It was stated that these changes would be made and a draft be presented for review at the next meeting. There was brief discussion on scheduling a joint meeting between the Airport Authority and the City Council at some point this fall. There was also some discussion on insurance during EAA events in the Breakfast Hangar.

Airport Director Heid went over a study he had done on the T Hangars and what was being housed in those hangars, as well as if the tenants were based in TN or not. There was some discussion on this topic, including on hangar in particular that has more space than the others Director Heid is going to research and report back to the board at the next meeting in regards to that renter having an agreement for more space, as well as discussion about plumbing rough in and rules and regulations.

Discussion then moved to the FAA **consideration of storage of fuel in Hangars**. There was lengthy discussion on this topic with differing opinions. Director Heid will be contacting the FAA to get clarification on the ruling.

Director Heid then discussed that he had been approached by someone about a land lease and that he would like to put that on the agenda for August to be discussed. The current lease with Enterprise was also discussed, including that they currently pay \$250 per month.

New business was next. First was discussion on FAA Hangar Use Policy. There was discussion on operational aircraft and what makes an aircraft operational. It was discussed that the wording in the FAA's policy gives the Airport the freedom to decide if an aircraft is operational. A motion was made by Member Larson to amend the Rules & Regulations to address the Hangar Use Policy and make sure it is in accordance with the new rules published by the FAA and that in consideration of the operational aspect of that rule a two year from annual

date would be the guideline to start asking questions. Member Wharton seconded and the motion carried unanimously by oral vote.

Next was discussion on the hangar waiting list policy. It was discussed by Director Heid that there are currently two waiting lists, one for the T Hangars and one for the Community Hangar. Recently with the addition of a new tenant at the Airport the question came up if someone who bought a plane would have right to the hangar it is housed in above the people currently on the waiting list. Director Heid stated that there were three things to make a decision on; First, the aircraft buyer hangar option (person buying plane has precedence on rent of hangar). Second, someone being able to move from the Community to the T Hangar above the people on that list, and Third, the requirement of a new renter to have their airplane based here. There was fairly extensive discussion on all three items. Member Wharton made a motion that a buyer has the option to rent first if the aircraft is based in TN, that the Community Hangar tenants have no precedence over people on the hangar waiting list and that for all new leases the aircraft be based in TN as verified on the National Based Aircraft List. Member Larson seconded the motion and it carried unanimously by oral vote.

For announcements Chairman Henderson announced Eric Larson as a new member of the Airport Authority.


With no further business Chairman Henderson made a motion to adjourn, member Larson seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 4:20pm.

Approved:



Chairman Jim Henderson

Attest:



Airport Director Justin Heid