

Airport Authority Meeting Minutes

Meeting: Regular

Date: December 1, 2016

Time: 1:00pm

Location: 2828 Hwy 231 N Airport Terminal Building

Members Present:

Jim Henderson	X
Eric Cazort	X
Helene Wharton	X
Erick Larson	X
Michael Young	X
Councilmember Feldhaus	X

Others Present:

Justin Heid, Airport Director	X
Anna Mai, City Recorder	X
Jay Johnson, City Manager	X
Ginger Shofner, City Attorney	X*in at 1:07
Benson Hadley of Garver	X
Kevin Eyster, Asst. Airport Mgr.	X

Chairman Henderson called the meeting to order at 1:00 pm, a sign in sheet was provided to members. First item was **approval of the agenda**. Member Wharton made a motion to approve, Member Young seconded and the motion carried unanimously by oral vote. Next was **approval of the minutes of November 3, 2016**. There were no requests for changes/revisions. Member Larson made a motion to approve, Member Cazort seconded and the motion carried unanimously by oral vote.

Reports were next on the agenda. Director Heid stated that Jet fuel sales were down that the 100 low lead tank had been cleaned and actual loss was 510 gallons of fuel not the previous estimated amount of around 400 gallons, for a total loss of \$1,514.15. He further reported that for the age of that tank it is in excellent condition and it just needs to be sanded and painted. The Santa Fly-In is still scheduled for December 10th at 1:00pm and that there would be an Airport vehicle represented in the Christmas parade on December 3rd. For maintenance at the airport work has been very successful all of the routine vehicle maintenance is being completed, the trees on the North side of Airport Road have been cleaned out and that the sidewalks have been patched. The financial report was not submitted as an audit is still being conducted at City Hall, the October and November reports will be submitted at the January meeting. Member Young made a motion to accept the reports as read, Member Cazort seconded and the motion carried unanimously by oral vote.

Old Business came next.

For **discussion of airport projects** several members had questions for Garver representative Benson Hadley. Discussion included a wooden stake in the RSA area that was there for survey and would be removed, water collection issues around the T-Hangar taxiway in the grassy area that would collect water with heavy rains as it has a rock base, the lighting project is almost closed, some drainage issues around Mac Air and that the striping on the runway is scheduled to be fixed on the 2nd.

Next was **discussion of new and existing leases**. Director Heid reported that the new leases have been sent out with a return date of Dec. 10th. Some tenants had requested the new copy of the Rules & Regulations and that those would now be provided as well. Also the lease for Enterprise is being worked on currently and that it looks like they will do a \$150 increase over two years for the space as well as having a written lease in place. Director Heid stated that for the agriculture leases Don Taylor is looking to let go of his lease so the value of that land is being looked at and will go out to bid. It was also reported that Ron Northern has taken over Steve Bairds old hangar.

Member Young made a request to see the City's insurance policy for the Airport. Next was the **discussion of 2017 airport goals**. Director Heid provided members with a draft copy of 2017 goals. There was a good amount of discussion on the goals, consensus continues that the focus should be on customer service. There was some discussion on updating the paving at the entrance to the airport. Also discussed was the need for certifications and continuing education for both the Airport Director and the Assistant Director. City Manager Johnson explained that this is consistent with what is required of all Department Heads in the City. Member Larson inquired if there would be any marketing goals included, Director Heid stated that he would be happy to modify his list to include some marketing goals and would appreciate any assistance/guidance Member Larson could provide with that. There was some discussion on upcoming projects at the airport and that the City would have to borrow money to build the new T-Hangars that buildings cannot be paid for with grant monies. There was also some extensive discussion regarding management at the airport and pay scales.

The next item on the agenda was **discussion of conflict of interest statements**. City Attorney Shofner explained that the City of Shelbyville passed an Ordinance on a Code of Ethics in 2006 or 2007 to comply with state law. She further explained that she believes that any conflicts of interest for authority members should be in writing and on file but that she thinks Authority members fall under the same state law that protects City Council members and explained why. Attorney Shofner stated that she would draft a conflict of interest statement for each Member customized to their individual situation.

After some discussion on the Airport Authority's possible conflicts of interest Member Larson made a motion for City Attorney Shofner to draft changes to the Bylaws related to Conflicts of Interest. Member Young seconded and the motion carried unanimously by oral vote.

Next was **discussion and consideration of Airport Authority roles**. City Attorney Shofner briefly discussed again the advisory capacity of the Authority as set forth in the Bylaws. There was somewhat extensive discussion again regarding the fuel truck purchase, which City Manager Johnson did apologize for the way the truck was purchased and stated that moving forward this would not occur again. Also discussed was whom and to what extent Airport Director Heid reports to.

For announcements Chairman Henderson stated that he wanted to recommend Eric Cazort be appointed as Chairman as his term is up. It was stated that per the bylaws the Authority votes for Chairman and Vice-Chairman in January and that would be put on the agenda.

City Manager Johnson made note that the new Cell Tower going in on Harts Chapel Road is in the County not in the City limits. There was some discussion on notification to the airport and that the proposed tower falls right under the height restriction threshold.

With no further business to discuss Member Young made a motion to adjourn, Member Larson seconded and the motion carried unanimously by oral vote. Meeting adjourned at approx. 2:50pm.

Approved:


Chairman Jim Henderson

Attest:

A handwritten signature in cursive script, appearing to read "Anna Mai", is written above a horizontal line.

City Recorder Anna Mai