

Airport Meeting Minutes

Meeting: Regular Session

Date: February 5, 2015

Time: 1:00 p.m.

Members Present:

Member John Wharton	X	City Manager Jay Johnson	X
Member Michael Young	X	City Treasurer Jamey Owen	X
Member Eric Cazort	X	Christina Heirs	X
Member Jim Henderson		City Recorder Shanna Boyette	X
Council Member Henry Feldhaus	X	Garver Rep. Matt Koss	X
Airport Manager Hank Williamson	X	Steve Feldhaus	X

Agenda Items:

Election/Re-election of Officer	X
Manager's/Maintenance Report	X
Grant Status/Grant Application	X
Airport Marketing Study Status	X
Airport Goals CY 2015	X
Airport Annual Report CY 2014	X
RSA	X
T-Hangars	X
King Lease	X
Prom	X
Other-Meeting Date	X
Announcements	X

The Shelbyville Airport Authority Board met on February 5, 2015 at the Shelbyville Municipal Airport Conference Room. The meeting was called to order by Chairman John Wharton at 1:00 p.m. A sign in sheet was provided for all members and guests to sign.

The first item of business was approval of the Agenda. There were no items to be added or removed from the Agenda. Member Cazort made a motion to approve the Agenda. The motion was seconded by Member Young and carried unanimously upon oral vote.

The next item of business was approval of the minutes from the meeting of January 8, 2015. Chairman Wharton called for any items of correction or clarification. Member Cazort had three (3) items of correction. Member Young made a motion to approve the minutes with corrections, seconded by Member Cazort, and approved unanimously upon oral vote.

Annual Election/Re-election of officers was the next item of consideration. Member Young nominated Jim Henderson for Chairman of the Board. The nomination was seconded by Member Cazort and carried unanimously upon oral vote. There were no other nominations.

Member Young nominated Eric Cazort for Vice-Chair of the Board. Member John Wharton seconded the nomination and upon oral vote the motion was unanimously approved. There were no other nominations.

Airport Manager Williamson presented the Manager's and Maintenance Reports to the Airport Authority Board. Airport Manager Williamson provided an overview of January fuel sales and that sales were not good in January. In addition there was brief discussion of AV Gas sale prices. City Manger Johnson suggested that the location base be added in parenthesis on the Activity Report of which Christina Heirs noted and will begin including. Following the Manager's Report, Airport Manager Williamson provided comments on the routine Maintenance noted on the report. Both reports are attached to the minutes as a matter of record. With no further discussion, Member Cazort made a motion to approve both reports, seconded by Member Young, and carried unanimously upon oral vote.

The next item on the Agenda was reports on Grant Status/Resolutions for Final Grant Application on both the North Ramp Rehab and Lighting/Electrical System Improvements. Airport Manager Williamson reported that both applications have been approved to be presented before the (TAC) Tennessee Aeronautics Commission on March 5th in Nashville. Airport Manager Williamson reported that both projects are on track and anticipates approval.

The Airport Marketing Study Status was the next item of discussion. City Manager Johnson gave a brief overview of the history and current status of the Marketing Study. City Manager Johnson reported that there was no new report available on this item.

The Airport Calendar Year goals for 2015 were the next item on the Agenda. Airport Manager Williamson provided a copy of the goals to each member of the Board. The 2015 Goals are attached to the minutes as a matter of record.

The Airport Annual Report for 2014 was also presented to the Board by Airport Manager Williamson. A copy was provided to each member. The document is attached to minutes as a matter of record.

There being no other items of Old Business, New Business items were then in order.

Review and discussion of RSA (Runway Safety Area) Issue, more specifically the creek on the Airport property was the next item before the Board. Garver representative Matt Koss was recognized and provided the Board Members with information in regards to the RSA issue. Matt Koss reported that the existing RSA was being reviewed and Garver was currently in the process of making a list and options to present to the Airport Authority Board at the next meeting in March. Airport Manager Williamson also reported that he had spoken with Jim Currey about FAA modification standards and most cost effective options.

T-Hangars were the next item on the Agenda for discussion. Matt Koss, Garver Representative provided cost estimate of T-Hangars of \$1,997,480.00 with estimated local 5% match of \$99,874.00. This is estimate for 10 and 8 bay. The Engineer estimate is attached to the minutes as a matter of record. In addition Airport Manager Williamson reported that he had spoken to Jim Currey at the Aeronautics Division about T-Hangars. Airport Manager Williamson reported that it was not too early to submit engineering/design grant for T-Hangars, but the State money would not be available before July 2016. Estimated total costs would be approximately 2.5 million dollars with a 5% local match. Councilmember Feldhaus proposed in discussion that the City look at earmarking/pledging Revenue from new hangar

rents to pay for sewer line installation under the highway in addition to t-hangars. City Manger Johnson reported that City could do note for both the local match of the t-hangars as well as sewer installation costs. City Treasurer Owen inquired on monthly revenue generated from T-Hangar rentals. Rental revenue is approximately \$3,000 per month, \$36,000 a year. The steps necessary to begin T-Hangar project was also discussed. Getting commitments was noted as the first step in the process with receiving a proposal from Garver being the second. Garver Representative Matt Koss suggested the application for construction money be submitted to TAC in February of 2016. There being no additional discussion, Member Young made a motion to pursue electrical/design grant for July. The motion was seconded by Member Cazort and carried unanimously upon oral vote.

The next item on the Agenda was review and discussion of the King Lease. Mr. Gary King has submitted a letter to exercise his option to renew current Hangar Lease for an additional five (5) year period. There was discussion among the Board about reviewing rent and bring rent up to the current market rate. City Manager Johnson reviewed the Agreement and the current rent is \$420.00 and would increase to \$640.00 if consistent with market value. Airport Manager Williamson reported that the lease does not expire until April 1st. The current lease agreement is written for 10 years; option 10 years with the 2 more options for 5 years each. Airport Manager Williamson and City Manager Johnson will work on lease and bring back to the Airport Authority next month.

The next item on the Agenda was discussion of Community High School Prom scheduled for March 28, 2015. Airport Manager Williamson reported that the Airport was approached about using the airport grounds for the Community High School Prom. Airport Manager explained the benefits of promoting airport and aviation. Employee costs, security, toilet facilities, and liability concerns were all discussed by the Board Members. It was noted that the City Attorney would need to review any contract and or Hold Harmless Agreement in regards to the event. The Airport would only receive \$100 for hosting the event. Member Young made a motion to deny the request. The motion received no second and therefore failed. Member Cazort made a motion to approve contingent on liability and security issues being resolved. The motion received no second and failed. Airport Manager Williamson reported that he would contact the School with the City's liability concerns and time constraints.

Airport Manager Williamson reported that the regular scheduled Airport Meeting for March is the same day as the TAC meeting in Nashville. Therefore, it was recommended that the Airport Meeting be moved to Monday, March 9, 2015 at 1:00 p.m.

Announcements included the EAA Chili is scheduled for Saturday 11 to 1 p.m. on February 7, 2015.

There being no further business to come before the Board, Member Cazort made a motion to adjourn, seconded by Member Young, and approved by all. The meeting adjourned at 2:12 p.m.

Respectfully submitted,


Shanna Boyette, City Recorder