

Airport Meeting Minutes

Meeting: Regular Session

Date: January 8, 2015

Time: 1:00 p.m.

Members Present:

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| Chairman John Wharton | X | City Manager Jay Johnson | X |
| Member Michael Young | X | City Treasurer Jamey Owen | X |
| Member Eric Cazort | X | City Attorney Ginger Shofner | X |
| Member Jim Henderson | X | City Recorder Shanna Boyette | X |
| Council Member Henry Feldhaus | X | Garver Rep. Matt Koss | X |
| Airport Manager Hank Williamson | X | Steve Feldhaus | X |
| | | Fire Chief Ricky McConnell | X |
| | | Christina Heirs | X |

Agenda Items:

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| Manager's/Maintenance Report | X |
| Grant Status/Grant Application | X |
| Airport Marketing Study Status | X |
| T-Hangar Discussion | X |
| Proposed Fire Station Discussion | X |
| Review/Discussion By-Laws | X |
| Airport Manger Job Description/Notice | X |
| Review of 5 yr. financial history/FY 15 | X |
| Other | |

Chairman John Wharton called the Shelbyville Airport Authority Meeting to order at 1:00 p.m. The first item on the Agenda was approval of the Agenda. Member Henderson made a motion to approve the Agenda, seconded by Member Michael Young, and approved by all.

The next item on the Agenda was approval of the minutes of the previous Airport Authority Meeting held December 4, 2014. Chairman Wharton confirmed all members received a copy of said minutes. Member Henderson made a motion to approve the minutes, seconded by Member Young, and was approved by unanimous vote of the Board.

The Manager's and Maintenance Reports were given by Airport Manager Hank Williamson. Airport Manager Williamson reported that airport activity had been moderate for December and that jet traffic had been good. There were over 9,400 gallons of fuel sold for the month of December. The maintenance report was reviewed and with no further discussion Member Henderson made a motion to approve the Maintenance and Manager's Reports, seconded by Member Cazort, and carried unanimously upon oral vote. Both reports are attached and submitted with minutes as a matter of record.

Items of Old Business were then in order.

Review and discussion of grant status and resolutions for Final Grant Application was then discussed by the Board, more specifically the North Ramp Rehab Project and the Lighting/Electrical System Improvements Budget. Airport Manager Williamson recognized Christina Heirs to discuss the final numbers of both projects, the North Ramp/Apron project being \$1,088,602 and the Lighting and Electrical being \$1,330,605.00. City Manager Johnson commented that the City Council has Resolutions on their Regular Session Agenda of January 8th to formally submit the grant applications. The application deadline is January 9, 2015. The local 5% match has been set aside for both grants however City Treasurer Owen noted that the 5% is short as the final numbers have increased. There was discussion on the submittal process once the grants are submitted to the State via Black Cat. Airport Manager commented that he would present the North Ramp/Apron project to the Tennessee Aeronautics Commission (TAC) and Christiana Heirs would be presenting the Electrical/Lighting System. The projects are looking at a bid date of early summer with City Manager providing comments that a signed contract by June 30th being a goal. There was also discussion of the electrical system project and what the project would encompass. Member Cazort inquired on the estimated cost of yellow center marking of which Airport Manager Williamson explained that the cost included the reflective quality of the striping once all asphalt is completed and sealed.

The Airport Marketing Study was the next item on the Agenda. City Manager Johnson updated the Board on the status. Johnson explained that he has contacted Rocco via e-mail in regards to the Marketing Study and they are in the process to complete the study. Chairman Wharton confirmed that the Study has not been completely paid for at this time and City Manager Johnson confirmed that there was money still due towards this study.

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

The first item of new business was review and discussion of development of additional T-Hangars including design, grant availability, and local funding. There was discussion as to updating the Hangar list and what the state needs as well. Airport Manager Williamson explained that the state is looking for the list to include tail numbers associated with the names of the individuals as this eliminates duplication. Member Henderson inquired on if a letter of intent should be submitted as to which Airport Manager Williamson stated that the letter should be sent closer to time as the Airport is ready. Member Henderson stated that the variables associated with the need to construct the Hangars are location and price. There was also discussion on hangars constructed and available at other jurisdictions. Member Henderson also inquired on if the size hangar could be included in the letter of intent of which Airport Manager Williamson confirmed yes. Airport Manager Williamson stated that Shelbyville Hangar rent is in the medium price range at \$175.00. Councilmember Feldhaus and Steve Feldhaus both agreed that most other airports are full and that the market for Hangars is there. There was also discussion on Vision 100 money and it was confirmed that this money caps at \$600,000. Airport Manager Williamson confirmed that some Vision 100 money will be spent on one or two of the grant application projects. There was also extensive discussion of Vision 100 money and RSA issues, more specifically the creek that encroaches on the RSA. City Manager Johnson inquired on if this would prevent the Shelbyville Airport from pursuing Hangars. In addition Johnson inquired on if the Shelbyville Airport owned any property outside of the RSA and if relocated that we are still on the Airport property of which Airport Manager Williamson confirmed yes. There was also discussion on the longevity of moving the creek and any TDEC concerns as well as if Vision 100 money could be used to assist. City Manager Johnson suggested that Garver could review and look at correcting and costs. City Attorney Shofner inquired on when the creek became a violation. Christina Heirs explained that the issue arose from a waterworks map. Member Michael Young inquired on how current hangars were funded and

Councilmember Feldhaus states that the money was borrowed and the hangar rent paid off the costs. Member Michael Young made a motion to approve study for RSA review with Garver. The motion was seconded by Member Cazort, and approved unanimously upon oral vote of the Board. There was also discussion of the costs per hangar and Garver Representative Matt Koss said Garver could provide to the Board. There was additional discussion of the costs and how the City could budget the expense. City Manger Johnson said the details and prices would be an item on the February Agenda.

The next item of business was review and discussion of the proposed Fire Station location. City Manager Johnson stated that in 2015 it was a goal to lock down a site for the new Fire Station. The Board was presented with a map and City Manager Johnson and Fire Chief McConnell explained the location of the proposed site. Lot dimension would be 300 X 300. The site would have direct access to airport and highway 231. There was discussion of detention pond and existing water. Chairman Wharton asked if the Fire Department wanted the airport to give the property for this Fire Station. City Manager Johnson proposes to the Board that there be no cost of the land, but that a sanitary sewer line would need to be brought in which would be a service to the airport at no cost. The existing Fire Hall property would be given back to the Airport to be used for Airport needs. Airport Manager Williamson said that he would check with TDOT Brian Caldwell.

Review and discussion of Airport Authority and By-Laws was the next item on the Agenda. City Manager Johnson and City Attorney Shofner confirmed there is no change needed to the By-Laws or Airport Authority in light of the recent restructure of the Airport Manager position from contract to city employee. The Airport Board will still serve as an Advisory Board and would be involved with the process of hiring in the airport manager position.

The next item on the Agenda was the Airport Manager job description. The Board members comments on the notice included that item number 18 of the job description should read "Report monthly to Airport Authority and Council" not Airport and Council. In addition item number 19 should read "Report in writing".

The final item on the Agenda was review of the five (5) year financial history and FY 2015 Budget status. There was discussion on types of revenues to the airport such as hangar rent and rental opportunities as well as discussion of expenses and revenues. City Manger Johnson said the goal for the Airport Budget is to break even in the Operations and Maintenance Budget.

There being no additional business to come before the Airport Authority, Member Jim Henderson made a motion to adjourn, seconded by Member Cazort, and carried unanimously. The meeting adjourned at 2:27 p.m.

Respectfully submitted,



Shanna Boyette, City Recorder