

## Airport Authority Meeting Minutes

**Regular Meeting:** December 1, 2022

**Place:** Shelbyville Municipal Airport, Board Room, Shelbyville, TN

**Call to Order:** The meeting was called to Order by Chairwoman Helene Wharton at 12:00 PM

**Roll Call:** The roll was called by Chairwoman Wharton with the following members answering present: Chairwoman Helene Wharton, Member Eric Cazort, Member Gary Fayard, Member Kelly Wilson, and Member Erick Larson. Also, present were Airport Director Paul Perry, City Manager Scott Collins, and City Recorder Lisa Smith. City Attorney Ginger Shofner was absent. A quorum was declared and the meeting open for business.

**Consideration of a motion to adopt the Agenda:** Chairwoman Wharton stated approval of the Agenda was the first item for consideration. There was then a request to amend the Agenda by adding #2 under New Business "Deferral of Bathroom Requirement on Jim George's hangar". **Member Larson made a motion to approve the amendment to the Agenda as requested, Member Fayard seconded, and the motion carried unanimously by oral vote. Member Fayard then made a motion to adopt the Agenda as amended with a second from Member Larson and approval by unanimous oral vote.**

**Consideration of a motion to approve the minutes.** Chairwoman Wharton advised there were two sets of minutes, corrected minutes of September 1, 2022, and the minutes from November 3, 2022. Hearing no additional corrections or amendments, **Member Fayard made a motion to approve both sets of minutes, Member Larson seconded, and the motion carried unanimously by oral vote.**

### Reports:

Director Perry gave the monthly manager's reports stating the terminal was closed on Thanksgiving Day however the self-serve fuel and runway remained open and there were 28 operations logged. He then noted there was an accident with a student pilot on her third solo takeoff. It is unclear what happened but the pilot only sustained bumps and bruises.

In the Maintenance Report Perry advised a full load of 100LL was purchased and annual maintenance was performed by Titan Aviation with filters being changed on both tanks and trucks. It was discovered that our logo is required on the JetA truck so that has been taken care of. All mowers have been cleaned and blades sharpened. A front hitch, which was found on Airport property, was installed on the UTV and hinges reinforced on the T-Hangar gate. Perry noted in the terminal a new water filtration system was installed for the use of the public at about the same cost as providing bottled water.

Financial Reports were provided to members in their Agenda packet. Director Perry stated he had met with City Treasurer Parker, reviewed the numbers and there was nothing of major concern. With no further questions or discussion, **Member Cazort made a motion to accept all reports, Member Wilson seconded, and the motion carried unanimously by oral vote.**

### Old Business:

**Azure Lease Update:** Director Perry advised that Attorney Shofner was unable to attend the meeting today as she is out sick. Members agreed to review the proposed Lease with Azure and defer any legal questions to a

future meeting. The first item concerned the requested 50-year term of the Lease. Chairwoman Wharton noted she had emailed Attorney Shofner concerning the term of the Lease and what the City may be willing to agree to. Wharton read Shofner's reply to the Board which advised she did not know what Council's willingness to accept 40 years would be, however they had accepted 30 years in the past so that may seem more reliable. Additionally, Shofner noted there are no general lease guidelines in TCA and this Lease is not required to comply with Grant Assurances. Director Perry stated the situation with Azure is they are only building permanent asphalt which will have a longer useful life, the building will be temporary structures that can be moved at a later date. He also noted there could be a different term for an airside lease and a landside lease. Azure's lease is only airside. Member Wilson questioned if there were any renderings of what this would look like. Perry went over the original plan to house 30 aircraft with a long ramp with two access points to the taxiway and temporary buildings with a waiting area and small cubicles. Wilson questioned if the plan was for MTSU to come here with a large campus and Perry stated this Lease would help the Airport no matter what becomes of the MTSU proposal because the ramp space would be a benefit to the Airport. Member Wilson asked should MTSU's Lease be presented to this Airport Authority Board before the Azure Lease. He further questioned the need to provide utilities to the site and the cost associated with that. Perry advised there is a conversation with Shelbyville Power currently to find out what they need. However, there are two different options to provide utilities. Member Wilson stated he would like to see both Leases and something in writing that would obligate someone to provide the utilities. There was further discussion of the purchase of the property and Director Perry stated as a manager he felt the purchase was a good one even without the prospect of MTSU as the Airport would make good use of the acreage. There was then some discussion of the sewer and the delay with Shelbyville Power on the Airport Sewer project. Chairman Wharton recognized citizen member Wayne Hitchcock who state there should be a coordinated effort on this matter. After further discussion of who would be accountable on the MTSU project the following two motions were made: **Member Wilson made a motion to defer Azure's Lease until the next meeting, Member Larson seconded, and the motion carried by unanimous oral vote.** The second motion **Member Larson made a motion to request to the City Council that a sub-committee be formed and designate Member Wilson to serve on the Committee with Council, MTSU, Shelbyville Power representatives to coordinate and communicate on the MTSU project.**

### **New Business**

**Rent Rate Review:** Director Perry stated this item is information only today. In April it will be one-year since the new rates were approved by the City Council and if there is to be any change in the rates this year remember the will have to go before the Council for approval after the Airport Board approves so that adds a month to the process. Member Larson stated he felt it was important to take a look at the Budget and how it compares to last year. The Board then reviewed the Financial Summary and discussed some of the numbers noting that estimated expenditures are up approximately 14% and the Airport is a not close to breaking even.

**Bathroom Requirement – George Hangar:** Chairwoman Wharton stated it was a requirement from this Board that any 60 x 60 hangar will include a bathroom. This Board approved Mr. Jim George to build that size hangar in September 2021, however due to supply chain, codes and sewer connect issues Mr. George has not been able to get the hangar completed. He is here today requesting that the Board consider deferring the bathroom requirement until the sewer line is put in. He advised he will stub the bathroom in and just hook it up once the sewer is available. **Member Cazort made a motion to defer the requirement of the bathroom on the George 60 x 60 hangar until the sewer is available, noting it will be stubbed in and connected later, Member Fayard seconded, and the motion carried by unanimous oral vote.**

**Other Business:** Director Perry advised there will be no Fly-in Santa this year. The Airport's Brunch will be December 12<sup>th</sup> 9 AM until 11 AM.

**Citizen Comments:** Wayne Hitchcock advised he has been appointed the Aircraft Owners' Pilot Associations (AOPA) volunteer for the Airport. He stated the AOPA is there to help support the Airport and look into anything that may adversely affect the Airport. One item he mentioned was putting a notice in Deeds of property that is located around the Airport that an Airport is located near and there is a chance of noise associated with that.

**Adjourn:** Member Larson made a motion to adjourn, and Member Cazort seconded. The meeting adjourned at 1:42 PM.

Approved:

  
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Chairwoman, Helene Wharton

Attest:

  
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City Recorder, Lisa Smith