

Airport Authority Meeting Minutes

Regular Meeting: April 7, 2022

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

Call to Order: The meeting was called to Order by Vice-Chairman Wayne Hitchcock at 12:01 PM

Roll Call: A sign-in sheet was passed around for Roll Call and the following were present: Vice-Chairman David McGee, II, Councilmember Rick Overcast, Member Helene Wharton, Member Eric Cazort. Also, present were Interim City Manager Kay Parker, City Attorney Ginger Shofner, City Recorder Lisa Smith, Airport Director Paul Perry and Airport Staff Vivian Huggler. Member Erick Larson and Chairman Wayne Hitchcock were absent. A quorum was declared and the meeting open for business.

Consideration of a motion to adopt the Agenda: A request to amend the Agenda by moving the item of Old Business to right before Citizens Comments was made by Director Perry. **Member Wharton made a motion to approve the amendment and adopt the Agenda as amended, Member Cazort seconded, and the motion passed by unanimous oral vote.**

Consideration of a motion to approve the minutes of the previous meeting: The minutes from the regular meeting of March 3, 2022, were up for approval. Hearing no additions or corrections, **Member Cazort made a motion to approve the minutes, Member Wharton seconded, and the motion carried by unanimous oral vote.**

Reports:

Director Perry gave the monthly manager's reports noting the month started with an unprecedented fuel price increase. He then covered the airport operations for the month noting there were just under 5,000. Perry reviewed a couple of Grant request that have been approved by the City Council. One will specifically target improvements to the terminal with will have a 5% local share and the other will be for general operations with no local match. He further advised he had attended the Tennessee Airports Conference which was back for the first time since March of 2020.

In the Maintenance Report Perry stated we took two a load of both JetA and Avgas this month. This help with training of new Operations Technicians. He advised the roof on the terminal is leaking and all efforts to stop the leak have failed so a roofing company was brought in and once the roof dries out the company will be placing a coating over the entire membrane.

The Financial Reports were next on the Agenda. Director Perry noted that City Treasurer Kay Parker who is currently serving ad Interim City Manager is present at today's meeting, so If there are any questions concerning the finances, please ask them. Parker gave an overview of the revenues and expenses. It was noted that Insurance was over as was chemical supplies which have increased in prices. Member Wharton questioned the bank service charge and Parker advised that is the credit card service processing fee. Director Perry stated he tries to set the fuel fee to offset the processing fee. With no further discussion, **Member Wharton made a motion to accept all reports, Member Cazort seconded and the motion carried unanimously by oral vote.**

New Business: None

Other Business: Director Perry advised Jim George was here to give an update on his hangar. George advised that Ricky White should be starting construction on the 60x60 hangar in June or July. He stated he is experiencing the same supply issues as everyone else, but he is excited to be coming here. Director Perry advised Mr. Bill Stuart is also experiencing some of the same issues with his hangar.

Perry then introduced a discussion concerning the authority for the Airport Authority Board. He passed around parts of the Shelbyville Municipal Code concerning the Airport Authority and the Tennessee Code Annotated concerning Authority Boards. Perry noted that the authority of this Board does not seem to match the documents. The Airport was sold to the City in order to help obtain Grants and that is when the Authority Board was established. It appears that at some time the City decided they wanted move oversight so the Board was treated more as an Advisory Board like other Boards in the City. Perry noted he thinks there may be a need to change the Authority to an Advisory Board so that it matches with the Code. Member Cazort ask what the differences were and Perry advised that an Authority has a lot more requirements and a lot more power. An Authority does it all, nothing would go through the City Council including the Budget. There was then some discussion about when the Authority Board morphed into more of an Advisory Board. Attorney Ginger Shofner noted that in 2013 she was asked to do some research and give an opinion on this issue by the City Manager at that time. In her research she discovered that the Airport Authority was created under State Law in the 60's. In 2013 there was some push and pull between the Council and the Authority over some issues. The City owns the land which is not the way it is usually done in the case of an Authority. Shofner noted she believes it is best practice to send everything to the City Council because in 2013 the Airport Authority Board and the City Council agreed to change the Board to an Advisory Board. The City Code and the Airport Authority By-laws were changed to reflect that. She advised it should really be cleaned up one way or the other. If the Board decided to go with an Authority they would be responsible for a lot of things such as employees, insurance and legal counsel. Further discussion ensued concerning how to clean it up with Shofner noting that would require the City and Airport to negotiate. Perry advised he put this on the Agenda to give the Board an opportunity to consider what they would like to do so they can request it to be put back on an Agenda for further discussion at a later date.

Old Business: Land Lease Request – DeWeese: Mr. Mike DeWeese stated he had been before the Board with a request for a Lane Lease to build a hangar a few months back. He noted since that time the plans have changed and the request is for two (2) separated 60x60 hangar each with its' own door. They will not touch and there was some conversation about how much space would be required between them. It was also noted that concrete or blacktop could be used. Both hangars are identical and will have 16-foot doors. DeWeese advised with the supply issues the hangar would not be built for approximately a year however they would like to get the property ready and put the pad in. The space for the hangars would be the property adjacent to Azure. Director Perry advised they may want to work with Azure on the taxiway. After some additional discussion noting that the request was for individual Land Leases for Mr. DeWeese and Mr. Tim Quigley, **Member Cazort made a motion to approve a Construction Land Lease for Mr. Mike DeWeese for a 60x60 hangar with 60x60 ramp at the preset price, Member Wharton seconded, and the motion carried by unanimous oral vote.**

Member Wharton made a motion to approve a Construction Land Lease for Mr. Tim Quigley for a 60x60 hangar with 60x60 ramp at the preset price, Member Cazort seconded, and the motion carried by a unanimous oral vote. It was noted these items will be on the City Council Agenda for approval in May.

Citizen Comments: Jack Vannatta spoke concerning the purposed transfer of the MTSU Aerospace Program to the Shelbyville Municipal Airport. He advised he would like to see more information provided to citizens and for the City to hold a community forum to ask questions.

Adjourn: Member Wharton made a motion to adjourn, and Member Cazort seconded. The meeting adjourned at 1:32 PM.

Approved:



Chairman Wayne Hitchcock
Vice Chairman - David McGee

Attest:



City Recorder, Lisa Smith