

Airport Authority Meeting Minutes

Regular Meeting: May 5, 2022

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

Call to Order: The meeting was called to Order by Chairman Wayne Hitchcock at 12:00 PM

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

Consideration of a motion to adopt the Agenda: With nothing to add or amend, Member Wharton made a motion to approve and adopt the Agenda as submitted, 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 April 7, 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 there had been an increase in operations. He further advised there were over 49,000 operations logged on Virtower over the last year since it became operational. Perry gave an update on the Airport Layout Plan and several meetings concerning the possibility of MTSU moving their student operations here. One meeting centered around student safety and involved our City Police Department and Bedford County Sheriff's Department. He also noted the Fire Department was included in some of the meetings as they will require some specialized training on dealing with aircraft fires. He gave an update on the sewer project stating that the City Council had requested Staff negotiate with the one bidder and they were able to reduce the bid by \$73,041.23. Chairman Hitchcock questioned if the rising cost in fuel has caused a decrease in flying. Perry noted yes, he had seen some decrease in local traffic, and he has not seen any positive indication of the future

In the Maintenance Report Perry stated the self-serve numbers were down for April. He then advised that Charlie Heir, Operations Technician had retired. He advised the mowing season was in full swing, so extra projects were limited. The roof issue had been repaired and was holding so far. Perry also discussed a sink hold issue.

The Financial Reports were next on the Agenda. Director Perry noted the reports were included in the packet. With no further discussion, Member Wharton made a motion to accept all reports, Member Larson seconded, and the motion carried unanimously by oral vote.

Old Business: Authority vs. Advisory – Director Perry stated this item was bought up last month for education purposes as it has been discovered there is a different in the way the Board operates and how it was established. Perry reviewed the discussion from the previous meeting noting that it appears it was set up as an Authority to allow the Airport to apply for State and Federal funding. He stated the property and money is all

under the City which would change if the Board was acting as an Authority. It would give the Board much more responsibility and would require them to have their own lawyer, etc. After further discussion Perry stated he felt the Authority could establish policies and procedures to operate the Airport and present to Council to approve. Perry noted he felt that if the Board decides to dissolve the Authority, he still thinks there is a need for the Advisory Board. **Member Larson made a motion request City Attorney to provide guidance on the procedures to transition from an Authority Board to an Advisory Board, Member McGee seconded, and the motion passed unanimously upon oral vote.**

New Business: Rental Land Side Property for Restaurant: Director Perry advised he had four (4) requests to develop a restaurant on Airport land. They range from small to larger chain ideas. Perry clarified the requests are for what it would take to put together a proposal to bring before the Board. He also noted he had requested City Purchasing Agent, Lori Saddler to come to a meeting to review the requirements for selling or leasing City owned property. Perry then reviewed the areas that are possibilities for this type of development. Perry noted the Board Members had stated previously they would not want something in front of the terminal. Member Larson asked what proposed spots were in the current Airport Layout Plan. Perry stated out front two elongated spots, but we are currently updating the Plan so now would be the time to establish new areas. Further discussion ensued about what the Authority would want and what they would gain from having a restaurant on property. A committee was formed of Members David McGee, Eric Cazort and Wayne Hitchcock to put together some plans and ideas on this item.

Other Business: Chairman Hitchcock questioned when any information would be available concerning MTSU. Perry stated he hoped soon, around July 1st. Hitchcock questioned if this was a done deal. Bryan Fields, MTSU Flight Operations Program Director, advised they are waiting for some issues around securing land to fall into place. Perry stated he felt if things work and they do transfer their program here, we will learn from the mistakes in Murfreesboro to move forward. They also discussed the recent new hangers land leases and Perry advised they are waiting on supplies to start construction. Hopefully in June or July they will be able to get started.

Citizen Comments: David Brown advised he and other local pilots had some serious concerns about safety with student pilots. He stated they do not communicate properly and do not seem to know the rules. He spoke to one specific incident. Mr. Fields stated they teach defined ways to enter the traffic pattern and he needs to know about these incidents so they can be addressed. Please provide time, date and if available the tail number of those involved.

Adjourn: Member McGee made a motion to adjourn, and Member Larson seconded. The meeting adjourned at 1:44 PM.

Approved:



Chairman Wayne Hitchcock

Attest:



City Recorder, Lisa Smith