

## Airport Authority Meeting Minutes

**Regular Meeting:** May 6, 2021

**Place:** Shelbyville Recreation Center, 220 Tulip Tree Road, Shelbyville, TN

**Call to Order:** The meeting called to Order by Chairman Wayne Hitchcock at 12:10 PM

**Roll Call:** A sign-in sheet was passed around for Roll Call and the following were present: Member Erick Larson, Member Eric Cazort, Member Helene C. Wharton, Member David McGee, II and Chairman Wayne Hitchcock. Also, present were Airport Director Paul Perry, City Recorder Lisa Smith, Lacey Cartwright, and Les Goldsmith with Virtower. A quorum was declared and the meeting open for business.

**Consideration of a motion to approve the Agenda:** Member Cazort made a motion to approve the Agenda as submitted, Member Larson seconded, and the motion carried unanimously upon oral vote.

**Consideration of a motion to approve the minutes of the previous meetings:** The minutes from the regular meeting of April 1, 2021, were up for approval. Hearing no corrections or additions, Member Wharton made a motion to approve, Member Cazort seconded, and the motion carried by unanimous oral vote.

### Reports:

Director Perry gave the monthly manager's reports advising that Virtower Airport Operations Tracking was installed the first week of April. This program provides the airport with not only information on the operations on the Airport but surround areas as well. Perry stated that if someone complains about noise, he can use this program to pull up the date and time and see what was over the house to have created the noise. It also gives a breakdown of detailed information of all Airplanes using the Airport. Overall fuel numbers were slightly higher this month and there was an increase in businesses using the Airport.

In the Maintenance Report Perry stated James Milstead has returned to full duty following knee surgery. The aviation fuel supplier has changed out the logos on both fuel truck. All Shell logos have now been replaced with Titan fuel and the illuminated sign will be replaced this summer. Some minor repairs were completed on the Crew Cars which included the 1999 GMC Suburban moved from City Hall to the Airport. A hose was repaired on the John Deere tractor and bird deterrent and solar lights have been added to the fuel truck cover. Member Cazort questioned if there had been more complaints of noise. Perry stated not really but there had been one recent complaint that was reported to City Hall and the information Virtower gathers would help to answer any complaints. Member Cazort then questioned if the information would assist with keeping the VOR Approach and Perry confirmed it would.

The Financial Reports were included in the agenda packets and with no questions Member Wharton made a motion to approve all reports, Member McGee seconded, and the motion carried unanimously by oral vote.

### NEW BUSINESS

**Virtower Overview:** Guest Les Goldsmith then gave an overview and demonstration of the Virtower program.

**Non-Aeronautical Land Lease:** Director Perry advised that he had been approached by someone wanting to build a restaurant on one of the two tracts of land in front of the Airport. He further advised that the sewer

project was moving ahead and should go to bid in August. Perry noted he had requested to expand the sewer up past the hangars. The individual interested in the property plans to put an aviation themed casual dining restaurant on the tract. Discussion then ensued concerning ground lease rates noting this one-acre lot is located on Highway 231 with road frontage. Perry advised according to the FAA, the lease rate must be based on Fair Market Value. Member Larson stated he felt it would be best for the Board to come up with an approved rate and approved lease terms to have ready when someone reaches out concerning either of the tracts out front. After further discussion, **Member Larson made a motion to create a committee to review and recommend on policy, length of terms and lease rates for the two non-aeronautical properties that boarder Highway 231 on Airport land.**

**Member Larson then nominated David McGee, Wayne Hitchcock, and Eric Cazort to form the committee to survey Fair Market Value, Policies and Lease Terms and report back to the Airport Authority Board, and with no other nominations, Member Wharton seconded, and the nominations carried by unanimous oral vote.**

**Announcements:** Member Larson advised that the National Air Transportation Association (NATA) had been fighting a change in the NFTA 407 which regulates the way Airports store fuel and safety requirements. They have recently made some revisions that are triple redundant. The changes are to try to mitigate an overflow and there are already safety guards in place for that. The cost to retrofit for the changes will be around \$12,000 per fuel farm and \$3,500 per fuel truck. The start date for the purposed changes is June 2. Larson advised that NATA is suggesting that small airport request a waiver from the authority that has jurisdiction over them, in our case it would be the City. The Fire Marshall would come out and look at the current safeguards in place and approve the waiver. Perry advised he has spoken to the Fire Marshall, and he would go over the waiver with him and see how best to proceed.

**Citizens Comments: None**

**Adjourn:** With nothing further to discuss **Member Larson made a motion to adjourned at 1:35 PM, Member Cazort seconded, and the motion carried unanimously by oral vote.**

Approved:

  
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Chairman Wayne Hitchcock

Attest:  
  
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City Recorder, Lisa Smith