

Airport Authority Meeting Minutes

Regular Meeting: June 2, 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, Member Helene Wharton, Member Eric Cazort and Member Erick Larson. Also, present were City Recorder Lisa Smith, Airport Director Paul Perry, and City Attorney Ginger Shofner. Councilmember Rick Overcast was absent. 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 Cazort made a motion to approve and adopt the Agenda as submitted, Member McGee 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 May 5, 2022, were up for approval. Hearing no additions or corrections, Member Wharton made a motion to approve the minutes, Member McGee seconded, and the motion carried by unanimous oral vote.

Reports:

Director Perry gave the monthly manager's reports noting the airport had passed their annual inspection with flying colors with only one item mentioned in the report, the fading of markings along the taxiway which will be taken care of when Tennessee Aeronautics Division sealcoats and marks the entire taxiway system in June. Additionally, the inspector was pleased that all findings from last year had been addressed. The new roadside digital sign has been installed. There is still some electrical work to be done before all the features are available. Perry advised that while operations were down this month, overall, they are still similar to May of 2021, he noted the weather and the end of the MTSU semester as possible causes. The final item he covered was the training held for all three shifts of the Shelbyville Fire Department instructing on the differences in approaching small aircraft after an accident. Fire Hall 3 will be helping with disabled aircraft removal from the airport safety areas

In the Maintenance Report Perry advised the airport took two full loads of JetA and one load of Avgas this month. However, the 100LL numbers at the self-serve unit were down. Other items noted were the surplus trade for a "new to the airport" Chevrolet Blazer, the airport's Saturn will be sent to surplus in its place, and some work on the mowers. Chairman Hitchcock question how the digital sign was purchased, and Perry advised it was part of the City's capital projects budget for this year.

The Financial Reports were next on the Agenda. Chairman Hitchcock questioned the administrative costs for the current year. Perry advised at the beginning of the year the decision was made to break out the employee costs for each department were broken out to each department. Hitchcock questioned the deficit this year, Director Perry advised the extra spending mostly accounted to Capital Improvements which were increased Department wide last year. Perry noted he had a good bit of revenue but the way the budget documents were they did not show the revenue from fuel sales. After further discussion noting the financial paperwork does not

seem to show budget vs actual, **Member Larson made a motion to accept all reports, Member Cazort seconded, and the motion carried unanimously by oral vote.**

Old Business: Authority vs. Advisory – Director Perry noted this was back on the Agenda to see if the Board wanted to make the change from Authority to Advisory. Attorney Shofner stated the way the current Board is set up through the State of Tennessee this Board would have to vote to dissolve the Authority. Chairman Hitchcock noted he had reviewed the Charter and any decisions made at this Board still must go before the City Council. He stated he does not think we should go through the process of changing this at this time as things have been working well. Attorney Shofner advised the issue is the difference is the way the Board operates vs. the way it is set up to operate. Member Larson ask what the wishes of the Council and Attorney Shofner stated she would assume for the Board to serve as an Advisory Board. Discussing ensued and Chairman Hitchcock suspended the rules to allow David Brown to speak. Mr. Brown urged the members to stay an Authority Board so that the decision-making authority stays with this Board and to look forward as changes that are happening now are going to increase this to a larger Airport. He also requested to take the next step and become a true Authority Board making their own decisions on running the Airport. After further discussion, members requested a meeting with the City Council to discuss this issue

New Business: Property Purchase Request: Director Perry gave an update on the request to purchase one and a half acres of land behind the Feed Store. He will present the request to the City Council on Tuesday at the Study Session. The land has been appraised at \$50,000 an acre so the purchase price will be \$75,000.00. Perry advised the land would be used to shift property for Azure's Lease and use this property for parking and utilities and have more usable property for the runway area.

MTSU Update: Director Perry stated he had sent the Members a link for MTSU's Presidents talk with the Murfreesboro EAA Chapter. He stated according to their timeline they will be hitting the ground on July 1st when the funding becomes available. Perry stated there is still no formal announcement because until the final signatures everything can change. There was discussion about which property MTSU wanted to purchase and Perry stated he understood it was down Benford Road but there is nothing in stone yet. Member Cazort requested if there had been any feedback on the VOR. MTSU officials stated the FAA says it is still to be decommissioned, however it is down the line. Member Larson questioned if the concerns in operations had been resolved and Chairman Hitchcock stated no and advised anyone encountering safety issues with the students to notify Paul Perry immediately. Chaminda Prelis, MTSU Chair Aerospace Training stated procedures have been put in place in Murfreesboro and if they do come here, they would establish necessary procedures here working with safety teams in order to have a good working relationship.

Large Tract Property Lease Rate: Chairman Hitchcock stated the committee did not really come up with a rate or a set of rules at this time. They want to keep the front property open and if someone wants to make a proposal to the Board they will listen. Director Perry stated there is 25 acres marked on the Airport Layout Plan that has been offered to MTSU for an airside campus. He questioned how the Board would charge for that land. He noted based on the set square foot price of \$.25 the estimate is \$300,000 but all the land would not be usable. Board members discussed this item and stated if whomever is leasing the land wants something different, they would have to come before the Board with the request.

July Meeting Date: After a short discussion members agreed to cancel the July meeting due to the July 4th holiday. The next meeting will be held on August 4th.

Other Business: Director Perry advised he had visited Uncle Nearest, and they were working on an Agreement for pilots to go over to visit and eat at the restaurant. Perry advised there would be more notice on when the runway would be closed for the taxiway striping and sealing.

Citizen Comments: Bill Stuart questioned if there was gas available to his build site. Perry advised that was included in his current budget if approved. The sewer project is working to get a start date and it should take 45 days once it starts.

Adjourn: Member Cazort made a motion to adjourn, and Member McGee seconded. The meeting adjourned at 1:46 PM.

Approved:


Chairman Wayne Hitchcock

Attest:


City Recorder, Lisa Smith