

Airport Authority Meeting Minutes

Regular Meeting: August 5, 2021

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

Call to Order: The meeting 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: Member Erick Larson, Member Eric Cazort, Member Helene C. Wharton, Member David McGee, II, Chairman Wayne Hitchcock and City Councilmember Rick Overcast. Also, present were City Recorder Lisa Smith, Airport Director Paul Perry, and Lacey Cartwright. A quorum was declared and the meeting open for business.

Consideration of a motion to approve the Agenda: Manager Perry requested to amend the Agenda by taking up matters of New Business before Old Business. Member Cazort made a motion to amend the Agenda as request and approve the Agenda as amended, Member Wharton 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 June 3, 2021, were up for approval. Hearing no corrections or additions, Member McGee made a motion to approve, Member Larson seconded, and the motion carried by unanimous oral vote.

Reports:

Director Perry gave the monthly manager's reports advising that the EAA chapter had the largest breakfast turnout in July since they returned to meeting following the COVID restrictions. He then gave an update on the capital projects noting the security fences are waiting on delivery of a few small electrical components and the sewer project is expected to go to bid in September. He further advises that the equipment grant had been signed by TDOT's Commissioner so purchasing can begin and he is beginning work on the Airport Layout Plan Update and hopes to have that on the September Agenda.

In the Maintenance Report Perry stated self-serve numbers have been pretty consistent. He noted the Airport was approved in this year's Budget to purchase a new truck, however with the delay in deliver he is still having to make some minor repairs to the current vehicle. He advised a new Dixie Chopper 42-inch zero turn mower had been purchased to replace the Gravely walk behind and it will be used around the terminal for more detailed areas that are difficult for the larger mowers.

Director Perry advised the Financial Reports were not available as the City Treasurer is closing the year end, so he requested that item be deferred. Member Wharton made a motion to approve the Manager's and Maintenance Reports and defer the Financial Report, Member McGee seconded, and the motion carried unanimously by oral vote.

NEW BUSINESS: Hangar Proposal – Director Perry introduced Jim George advising he is requesting to build a new hangar on the field. Mr. George stated he would like to build a 60 x 60 hangar with a ramp that would be similar to the Boyce hangar. The timeline would be December to February considering the current backorders on building supplies. He would use the hangar for himself and maybe rent to one other tenant. It would be brought in and assembled on site. Mr. George advised there would be one bathroom and 14 feet hydro-fold doors. Member Larson questioned the door height and George stated it would be sufficient for a

Baron or below. Larson then questioned how the hangar would fit in the Airport Layout Plan. Director Perry stated it would work with the Plan and noted he had worked with George to pick out the location. The location will be 40 feet from the current T-Hangars and will line up well with them. The door opening will face the T-Hangars, and this would not limit any further T-Hangar development. Discussion continued with George noting that if we had any T-Hangar space he would just use that, but the waiting list is years before something may come open. Member Larson stated he would like to for the size of the ramp to match the footprint of the hangar and he would hope to make this a standard at the Airport going forward. He noted it will give enough room to dump the hangar onto the ramp when necessary. After discussion Mr. George agreed to match the size of the ramp to the footprint of the building. Discussion then turned to the Lease with it been noted that the City would have first right of refusal if George decided to sell in the future. Director Perry recommend that the land lease be set at \$1,200.00 a year. **Member Larson made a motion to approve a Lease for Mr. George subject to amending to a 60 x 60 ramp at \$1,200.00 a year, Member Wharton seconded, and the motion carried unanimously by oral vote.**

Member Cazort reminded George would have to complete the Form 7460-1 once the site plans were done. Member Larson requested that the standard to match ramp size to building footprint be added to a future Agenda for discussion and Chairman Hitchcock stated he would like for everyone to use concrete, so they match.

OLD BUSINESS:

Non-Aeronautical Land Lease: Member Cazort stated the sub-committee had been review the potential cost of Non-Aeronautical Land Leases and they felt that a small business could not generate enough money. Member McGee noted land is limited and maybe we should take it off the table for now and continue looking into the value of the property. He also advised there is a need for a real appraisal, and he felt you really could not do anything until you decide who was going to be required to pay for things such as pads, utilities, and other items. Discussion then turned to the benefit to the Airport, how something built at the road would do to the curb appeal and how much business this would generate for the Airport. The sub-committee advised that they were not able to come to a decision. Member Larson noted there was a person interested in one of the front two parcels for a small restaurant. Perry advised the Airport Board could be selective as to what is place on the land. Councilmember Overcast question if there was another space on the field with road frontage that may be suggested to use instead. Perry advised maybe the other side of Arion would be a possibility, but the current Airport Layout Plan would have to be adjusted. Any further towards Murfreesboro you would be getting into the approach. Director Perry ask if the sub-committee could not agree on a price he would like if they would consider establishing minimum standards.

Other Business & Announcements: Director Perry reminded that Aviation Day would be September 25th. Chairman Hitchcock discussed the amount of development that is coming up around the Airport and he suggested if there would be some way to require the builders to put in their contracts they were near an Airport and possibility of noise. Director Perry advised that a new City Planner would be starting on August 18th and he would be the best person to go over this with.

Citizens Comments: None

Adjourn: With nothing further to discuss **Member Larson made a motion to adjourned at 1:37 PM, Member Cazort seconded, and the motion carried unanimously by oral vote.**

Approved:

Wayne Hitchcock
Chairman Wayne Hitchcock

Attest:

Lisa Smith
City Recorder, Lisa Smith