

Airport Authority Meeting Minutes

Regular Meeting: May 4, 2023

Place: Airport Terminal Conference Room, Shelbyville, TN

Call to Order: The meeting was called to Order by Chairwoman Helene Wharton at 12:00 PM

Roll Call: A sign-in sheet was provided for the roll call with the following members being present: Chairwoman Helene Wharton, Member Eric Cazort, Member Gary Fayard and Councilmember Bobby Turnbow. Member Kelly Wilson and Member Erick Larson were absent. Also, present were Airport Director Paul Perry, Mayor Randy Carroll, and City Recorder Lisa Smith. A quorum was declared and the meeting open for business.

Consideration of a motion to adopt the Agenda: Chairwoman Wharton requested to amend the Agenda by adding a discussion of changing the meeting date as Item #2 under New Business. **Member Fayard made a motion to amend the Agenda as requested, Member Cazort seconded and motion carried upon unanimous oral vote. Member Cazort made a motion to adopt the Agenda as amended, Member Fayard seconded and the motion carried by oral vote.**

Consideration of a motion to approve the minutes. City Recorder Smith requested that the minutes be deferred to the next meeting. **Member Fayard made a motion to defer, Member Cazort seconded, and the motion passed by unanimous oral vote.**

Reports:

Director Perry gave his Manager's Report advising Tennessee Aeronautics Division had performed their annual inspection this past month. The only two item mentioned was the taxiway markings and the section of runway at the northeast side needed some fill material. Graver representative Matt Claerbout stated the entire Airport was due for seal coat and markings during a statewide project that did not get completed in the Fall so it has been rescheduled for this season. He noted the runway would be closed approximately 3 days for the project. Perry advised Campbell Oil Company (Phillips 66) was chosen by the City Council as the fuel provider for the Airport for the next 5 years.

In the Maintenance Perry covered several items including a quality control meeting with the new fuel provider, a screen replaced in the JetA tank and repaired Avgas nozzle. Other items included standard monthly vehicle checks, an exhaust fan was installed in the North Hangar to help with circulation, the north gate was hit by a delivery truck again, so in the repair this time they installed a guard rail. Perry completed his report by stating that mowing was in full swing and would remain the main item for the next six months. Member Cazort asked the status of the VOR and Perry stated all VOR not at 139 Airports are on the list for decommission. He is working with MTSU to keep it active as long as possible.

The Financial Report was provided in the package and Chairwoman Wharton questioned the fuel sales and Perry noted they were similar to last year but higher. **Member Cazort made a motion to accept all reports given, Member Fayard seconded, and the motion was carried unanimously by oral vote.**

Old Business:

Azure Lease: Azure representative Alan gave an update advising they are very close on the Lease with MTSU. They have been working with Jeff Farrar, MTSU's attorney and the Lease will mirror the MTSU Lease with the City with some minor differences. He hopes to have it ready by the end of the week to bring back to this Board at their next meeting. On the construction side the contractor is ready as soon as the Leases are in place. Perry noted they are waiting on an updated survey on the property behind the Feed Store that will be the parking lot area for Azure.

Sewer Project Update: Perry stated the proposed State Budget did include a \$5 million dollar set aside for the sewer project at the Airport related to MTSU. Additionally, he has received the Notice to Proceed on the City's Sewer Project and as soon as the Mayor signs it there will be 120 days to completion. Shelbyville Power has added 12 cleanouts which will add \$24,000 to the costs.

NEW BUSINESS:

Rate Discussion: Director Perry stated it is time to address any annual rate change on Hangar's rent. One item has changed with the Agreement with Mack Air is that we will no longer have a square foot price on the Community Hangar. He asked the Board to give him some feedback on what they were thinking on the rate increases for the T Hangars and Tie Downs. Member Fayard asked Director Perry to put together an analysis of other area Airports that, compare to us. Perry noted the Tennessee Aeronautics Division is working on a guidebook on rate evaluations and they expect that to be out in the Fall of 2023. He stated he would get the requested information back to the Board.

Date Change: The meeting date of the Airport Board does not match up to the City Council Study Session and there is a request to consider changed the date to a time that would come prior to the Study Session to allow for things to flow from the Board to the Council without a pause. After discussion the two dates suggested were the 4th Tuesday or the 4th Thursday of the month at noon for a new date. Everyone is going to check their schedules and it will be back on the Agenda next month. City Recorder Smith advised the Board of two new Statutory Rules passed by the Governor that will affect the future meeting. One requires the full Agenda being posted 48 hours prior to a meeting. The second will require a Public Comments section in all meetings.

Other Business: None

Citizen Comments: David Augustin with Azure requested that a roof repair be considered in the Quonset Hut.

Adjourn: Member Fayard made a motion to adjourn, and Member Cazort seconded. The meeting adjourned at 1:25 PM.

Approved:

Helene C Wharton
Chairwoman, Helene Wharton

Attest:


City Recorder, Lisa Smith