CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
January 20, 2017
9:00 A.M.

I. CALL TO ORDER

II. ROLL CALL
   A. _____ Lou Patten (Chairman)
   B. _____ Verrill Norwood (Vice Chairman)
   C. _____ Lynn DeVault (Secretary/Treasurer)
   D. _____ Robbie Garrison
   E. _____ Steve Wright

III. ACCEPTANCE OF MINUTES (October 21, 2016)

IV. UPDATES
   A. Director’s Report (Mark Fidler)
      a. Runway Extension Update
      b. Customs Update
   B. FBO Report (Nora Cole)

V. UNFINISHED BUSINESS
   A. None

VI. NEW BUSINESS
   A. Motion to Authorize the Chairman to Request Funding in the Amount of $2,500,000 (80/20 Match) for Construction and Remainder of Engineering Costs for the 700’ Runway Extension (Pages 1-3)
   B. Motion to Authorize the Chairman to Sign a Cleveland Utilities Easement Request at the Freewill Road Wetlands (Pages 4-7)
   C. Report – Lease Payments and Fuel Flowage Fees
   D. Minimum Standards/Leases – Require Time Limit for Hangar Construction
VII. BOARD MEMBER REPORTS

A. Lou Patten
B. Verrill Norwood
C. Lynn DeVault
D. Robbie Garrison
E. Steve Wright

VIII. ADJOURNMENT

Next Scheduled Meeting – February 17, 2017

Informational Attachments:

Payments (Page 8)
Authority Attendance Log (Page 9)
Mr. William B. Orellana, Director
Tennessee Department of Transportation
Aeronautics Division
P.O. Box 17326
Nashville, TN 37217

Dear Mr. Orellana:

The Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of $2,500,000.00 for improvements at the Cleveland TN Regional Jetport. The requested project is:

1) 700' Runway Extension (Construction and Remainder of Engineering Costs)

We have available the necessary funds for the local share of this project and I am authorized to provide additional information or assurances associated with this request.

Please let me know if you have any questions or need additional information.

Sincerely,

Lou Patten, Chairman
Cleveland Municipal Airport Authority

cc: file
## CLEVELAND REGIONAL JETPORT
## CLEVELAND, TN
## TAD NO. TBD
## 700’ RUNWAY EXTENSION PROJECT
## ENGINEERS OPINION OF PROBABLE CONSTRUCTION COST

### 1/11/2017

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### CONSTRUCTION SUBTOTAL $2,292,646.25

### CONTINGENCY $122,155.28

### ENGINEERING $165,198.47

### TOTAL $2,500,000.00
REQUEST FOR STATE FUNDING
FOR AIRPORT IMPROVEMENT

Airport: Cleveland TN Regional Jetport
Project Title: Runway Extension
Project Description: Runway Extension

UPIN: BCG0002295
Submitted By: Mark Fidler
Date Submitted: 1/11/2017 2:05:44PM
Project Manager: Steve Upshaw

Applicant: Cleveland Municipal Airport Authority
Phone: (423) 650-3775

Project in CIP?: Not Proposed
Date Entered in CIP:

Explanation of Need:
Cleveland TN’s Regional Jetport, like the City of Cleveland, continue to grow at an explosive rate. Since its opening just 4 years ago, the Jetport has sustained a phenomenal expansion and is now poised to move ahead, addressing the next phase of the airport’s development. Cleveland is proud to be affiliated with 14 Fortune 500 Companies. Household names such as Whirlpool, M&M Mars, Amazon.com, International Paper, Coca-Cola, Procter & Gamble/Duracell, Rubbermaid, Eaton and more all contribute to the economic landscape of Cleveland. If is for this reason that Cleveland was recently determined to be the nation’s fastest growing metropolitan area in terms of job growth, according to the U.S. Bureau of Labor.

Large corporate jet aircraft manufactured by Gulfstream, Dassault/Falcon, Bombardier, Embraer and others are both based at KRZR and frequent visitors alike. These jets, however, are often performance limited due to the 5,500’ runway presently available, especially when runway contaminants such as rain or snow dictate additional runway length requirements in consideration of balanced field length and acceptable margins of safety. The addition of 700’ to our runway will mitigate most, if not all, of the takeoff (and landing) performance issues presently encountered by operators to/from KRZR. It is for this reason that we respectfully request consideration for funding of this important project.

Estimated Cost:

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<th>State</th>
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Matching Funds Available?: $500,000.00

Comments:

TDOT USE ONLY:
GRANT OF UTILITY LINE EASEMENT

FOR AND IN CONSIDERATION of the sum of TEN AND 00/100 Dollars ($10.00) cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the undersigned, CLEVELAND MUNICIPAL AIRPORT AUTHORITY (hereinafter called Grantor), does hereby grant, transfer and convey to the CITY OF CLEVELAND, TENNESSEE, for the use and benefit of Cleveland Utilities Electric Division (hereinafter called Grantee), its successors and assigns, a permanent easement and right-of-way as shown on Exhibit "A" and Exhibit "B" for the following purposes, namely: the perpetual right to enter at any time, and from time to time, to erect, construct, operate, maintain, repair, rebuild, inspect, alter, relocate, and patrol a utility line easement for the purpose of installing electric overhead power lines, electric underground power lines, guy wires, cable TV lines, telephone lines, fiber optic lines, and all other appurtenances used and associated therewith including, by way of example, but not limited to, wires, poles, attachments, ground connections, equipment accessories, and cables, over, upon, under and across certain land situated in the Second Civil District of Bradley County, Tennessee, with said easement to-wit:

See attached Exhibit “A” and Exhibit “B” for description and drawing which are incorporated herein by reference.

Included with the easement are the following incidental rights and powers that Grantor hereby grants to Grantee, its successors and assigns, and Grantor agrees that Grantee shall have:

(a) Grantor agrees that Grantee shall have the right to cut down, remove or trim any trees, and shrubbery to the extent necessary to keep the easement area clear, and to dispose of the same; and

(b) Grantor agrees that Grantee shall also have the right from time to time, to cut down and dispose of all dead, weak, leaning or dangerous trees, including any such trees outside the easement that are tall enough to come within five (5) feet of any electric distribution line, conductor or any other structure or appurtenance if they were to fall. Grantor further agrees that Grantee may also trim or shape healthy trees outside the easement area to the extent necessary to protect the Grantee’s structures and facilities.

Grantor further covenant that no excavation, building, signboards, billboards, structure, fire hazard, or obstruction of any kind will be constructed or permitted on said easement and that Grantor will not destroy, weaken or damage the lines, poles, support wires, or other related appurtenances, or in any way interfere with the operation, position or the installation thereof.
Grantor agrees that the payment of the purchase price above stated is accepted by them as full compensation for all damage caused by the exercise of any of the rights herein described, except the Grantee shall remain liable for any direct physical damage caused to the property of the Grantors by Grantee’s construction forces, or by the construction forces of Grantee’s agents and employees in the erection and maintenance of any structure, or in exercising a right of ingress and egress to the easement.

TO HAVE AND TO HOLD the above-described easement, including all rights and powers therewith, to Grantee, its successors and assigns, forever: and Grantors covenant with Grantee that Grantors are lawfully seized and possessed of the underlying land in fee simple and of the easement, have a good right to convey said easement, and the easement is unencumbered, except as otherwise herein set out herein; and Grantors further covenant and bind themselves, and their heirs, successors assigns and representatives, to warrant and forever defend the title to said easement to Grantee, its successor and assigns, against the lawful claims of all persons whomsoever.

Whenever used, the singular number shall include the plural, the plural, the singular, and the use of any gender shall be applicable to all genders. This Grant, and the provisions herein contained, shall run with the land and shall inure to the benefit of, and be binding upon, the parties hereto, their respective heirs, personal and legal representatives, lessees, employees, agents, successors and assigns.

IN WITNESS WHEREOF, this instrument is executed effective this _____ day of ______________, 2016.

Grantor:

__________________________________
????????????
Representing the Cleveland Municipal Airport Authority

Grantee:

City of Cleveland, Tennessee

__________________________________
Tim Henderson
President/CEO Cleveland Utilities

STATE OF TENNESSEE
COUNTY OF BRADLEY

On this the _____ day of ______________, 2016, before me personally appeared ??????? to me known (or proved to me on the basis of satisfactory evidence) to be the persons described in, and who executed the foregoing instrument and acknowledged that they executed the same as their fee act and deed.

WITNESS my hand and seal at office, this the day and year above written.

__________________________________
Notary Public
My Commission expires: ____________
15' PERMANENT UTILITY EASEMENT

CLEVELAND MUNICIPAL AIRPORT AUTHORITY
DB 1953, PG 495
041 005.21 000

NOTE: WESTERN SIDE OF EASEMENT IS APPROXIMATELY 12' OFF ROAD RIGHT OF WAY AT THIS LOCATION

PLAT OF PART OF PROPERTY OF CLEVELAND MUNICIPAL AIRPORT AUTHORITY
DEED BOOK 1953, PAGE 495

SHOWING PROPOSED UTILITY LINE
CLEVELAND UTILITIES
FREEWILL RD NW
OVERHEAD UTILITY LINES
BRADLEY COUNTY, TENNESSEE

EASEMENT AREA SQ FT
PERMANENT: 9245

DATE: DECEMBER 13, 2016
DRAWING: B
PLAT OF PART OF PROPERTY OF
CLEVELAND MUNICIPAL AIRPORT AUTHORITY

DEED BOOK 1953, PAGE 495

SHOWING PROPOSED UTILITY LINE

CLEVELAND UTILITIES
FREEWILL RD NW
OVERHEAD UTILITY LINES

BRADLEY COUNTY, TENNESSEE

CLEVELAND MUNICIPAL AIRPORT AUTHORITY
DB 1953, PG 495
041 005.21 000

EASEMENT AREA SQ FT
PERMANENT: 9245

DATE: 12/13/2016
DRAWING: A
## Account Analysis

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### Beginning Balance

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### Ending Balance

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Note: Work Sessions are not a Regular Meeting-Attendance not Required.
MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
October 21, 2016
9:00 A.M.

Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, October 21, 2016, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Verrill Norwood, Robbie Garrison and Steve Wright

MEMBERS ABSENT: Lynn DeVault

CITY STAFF: John Kimball (City Attorney), Joe Fivas (City Manager), Randall Higgins (City Reporter), Renea Brown (Secretary), Mark Fidler (Airport Manager) and Beverley Lindsey (Assistant to City Manager)

FBO STAFF: Nora Cole and Allen Howell

CONSULTANTS: None

GUESTS: None

MEDIA: None

CALL TO ORDER
The meeting was called to order by the Chairman, Lou Patten, at 9:01 a.m.

ROLL CALL
Chairman Patten called the roll and is recorded above as Members Present.

ACCEPTANCE OF MINUTES
Chairman Patten called for a motion to accept the minutes from the August 19, 2016, meeting. Verrill Norwood so moved, seconded by Robbie Garrison and was unanimously passed.

COUNCIL APPOINTMENT OF ROBBIE GARRISON FOR A FIVE YEAR TERM TO EXPIRE SEPTEMBER 2021
Chairman Patten welcomed Robbie Garrison to the Cleveland Municipal Airport Authority.

ELECTION OF OFFICERS
Since there was not a meeting last month, the election of officers was postponed until this meeting. Current officers are: Chairman – Lou Patten, Vice Chairman – Verrill Norwood, Secretary/Treasurer –
Lynn DeVault. Steve Wright made a motion to reappoint the current officers; seconded by Robbie Garrison and was unanimously passed.

UPDATES
Director’s Report
Mark Fidler handed out the monthly financial reports for August and September.

Mark directed everyone’s attention to the slideshow. He has been working with the FAA’s Obstacle Evaluation Office in Washington, D.C. regarding a cell tower that pilots frequently voice concern over when landing at the Jetport. They agreed it is highly unusual to have a cell tower located in proximity of the airport; but technically, per FAA Standards, it does not require illumination. They have contacted the tower’s owner, Crown Castle Communications, and expressed their concern about its present state. We are optimistic that they will agree the tower should be illuminated appropriately. For this size tower, it would require three lights midway and a flashing light at the top.

On September 16th, Ageless Aviation Dreams Foundation visited the airport and showed gratitude to residents of the local retirement communities for their service. Approximately a dozen seniors took the opportunity to fly in a vintage Stearman piloted by Mike Winterboer. A special thanks goes to Jones Airways for providing overnight accommodations for the aircraft.

Yesterday morning, another Boeing Stearman N59221 visited the Jetport on its way to Miami from Oshkosh, WI.

Michael Quail has contacted a local architect and a surveyor is presently working on his 60 x 60 hangar which will be located on Parcel N6. As soon as the surveyor’s report is obtained, Mark will submit it on the required FAA Form 7460.

FBO Report
Nora Cole reported pumping 17,473 gallons of Jet A and 2,780.50 gallons of AVGAS. This is averaging a little over 1,000 gallons a day. If this trend continues, it will be a record breaking month for Cleveland.

A jet fuel sales analysis spreadsheet for the last three months was handed out. She advised that Jones Airways is still their number one buyer, but they have no control over how much they fuel. All other jet fuel is slowly increasing and that trend is continuing into the month of October.

CFM has entered into a contract with Greater Chattanooga Flight Club, who are in the process of buying an airplane to place at the Cleveland Airport. It would serve a dual purpose of a club and a flight training airplane. They found a Cherokee 160 out of Omaha, NE. Two weeks ago, they put escrow money down on it and are currently in the process of the pre-buy inspection. The pre-buy inspection went well; however, the plane needed one hundred hours on it, so it is having to stay there until those hours are met. She will be the primary instructor, but they are in the process of trying to find another one. They have offered an invitation for a part time weekend instructor to the son of one of their hangar customers. He recently received his CFI certificate through MTSU but missed the window to interview for an instruction position there. They also have another prospect with an individual who is in a similar situation. She is hoping one of them will work out. Allen Howell added it has taken longer than they anticipated to get the flight school going; however, he feels good about this new arrangement. Also, he advised GCFC informed him if the flight school really takes off, then they will provide additional
airplanes for the Cleveland location.

Maintenance is going well. There is a steady increase of flow and they have heard no complaints.

Other
Mr. Howell believes fuels sales are increasing because of them changing the pricing strategy. They added all the fuel contract programs which they can measure in their system to see how much contract fuel is being sold. This allows transient traffic to purchase fuel at a discounted rate if they purchase in volume and buy through fuel contractors.

Just this week, they were approved to be a Preferred FBO provider by the CAA (Corporate Aircraft Agency) which is a member based organization that corporate flight departments and private turbine aircraft pilots are a part of. Their membership gets discounts at Preferred FBOs.

He feels this will have a significant impact because there is a large membership base across the country and transients will stop in because the Jetport is a preferred location.

UNFINISHED BUSINESS
Customs Update
Mark spoke with Brian Rachal, Customs Coordinator, last week to get a status update. Some time back, Brian advised as the fiscal federal year draws to a close, things will start to close up; so anticipate that it doesn’t mean anything. What he said during that time has come to pass. All of the requested documents they have asked for have been provided; and everything appears to be on course at this time. A conference call is scheduled for the 27th.

Runway Extension Update
The project engineers continue to push ahead. The drawings are at ninety percent staged, ready for final review. Last week, Mr. Kip Miller was retained to appraise the Jim/Jack Moore property for the purpose of a navigation easement in the RPZ found north of the existing runway. Mr. Miller is presently engaged with the project and should submit his appraisal for review in the coming week. In consulting with the engineers for review, the document will be evaluated by another property appraiser and then submitted to TDOT for their processing.

Other – Runway Water Line
The runway water line was an issue with the runway extension but it has been dealt with. Cleveland Utilities had to be brought into the situation due to a TDOT requirement. There is presently an 18” water main that feeds the water treatment plant on the north end of the field. This is the line that we moved and put in when the airport was done. It’s ten feet below the surface and 150 feet out from the end of our existing runway. As part of the environmental assessment, TDOT wanted acknowledgement from Cleveland Utilities that they knew we would be overlaying the waterline and did not have an issue with it. To facilitate that, he along with Rick Hudgens and Tony Manci met with Cleveland Utilities’ staff of Ken Webb, Tim Henderson, Craig Mullinax and Philip Luce to discuss any concern with the overlay of the waterline. They requested a letter from the Authority freeing them from liability in the event of a failure of their main. John Kimball is drafting the letter.

Mr. Kimball said he feels all CU is wanting from the Authority is something that says should the water main fail and they have to dig down and fix it, that you would restore the ground and the runway. They don’t want to be responsible for that cost; they do not expect you to fix the line. We just need to make
sure in this letter that your liable would be limited to putting the concrete back and to backfill...just not the line itself. The probability is the line is not going to fail, but if it did they don’t want to be on the hook for putting the runway back. He will send a draft to CU sometime next week to make sure they are okay with it; then will put it in final form for the Authority to sign.

Mark advised he already had an email from Philip saying they are good with it.

Mark is also trying to schedule a public hearing for the environmental in December.

Chairman Patten said the aeronautics division is really under a financial crunch with the situation with their funding. They have told us they didn’t really have enough money to continue with the runway extension, so we are looking for some alternative sources. You may have noticed in the paper the other day that he and the Mayor met with Commissioner Schroer and Representative Brooks. It was a good meeting and between TDOT and what Kevin Brooks is doing with Economic Development, we are trying to come up with the funds to complete this project.

Board Member Wright asked Mark for his best guess on when they might be prepared to go to construction. Mark said if the money is found, then potentially after the spring of next year. The engineering work is done. They are lining everything up so when the money is put into the account, they can start calling contractors.

Mark handed out a few emails he received from some recent guests who were impressed with the Jetport.

He also distributed renderings for the new airport sign. He is working to get designs and prototypes on this. He would like the Authority to take a look at it and let him know what they think. Chairman Patten and Board Member DeVault have already approved the design. The downfall is the cost; however, he has it out for bid by other sign companies to see what they can build it for.

NEW BUSINESS
CIP Meeting
Chairman Patten said when he met with Steve Upshaw, they went over the improvement projects that are on the schedule for the next several years. Mark Fidler compiled them in the handout so everyone could see what was proposed. Due to the funding issue with Aeronautics, he is unsure which of the projects will be funded or when. However, Mr. Upshaw wanted them uploaded into the queue for the Aeronautics funding plan. This list is similar to a “wish list”; it gives TDOT and the FAA an idea of what our plans are and our upcoming needs might be for planning purposes.

Board Member Wright wanted to know what the “Survey for revised RWY 21 Approach” meant. Mark explained it went with the extension. Mr. Wright wanted to know if that would mean they would eliminate the existing approach. Mark said yes. He said it would displace the existing threshold until another is approved.

Board Member Wright asked if every airport in the State submitted one of these. Mark said yes.

On Thursday, Cleveland/Bradley Chamber of Commerce held their Business Expo at Bradley Square
Municipal Airport Authority
October 21, 2016

Mall. Mark, Nora Cole (CFM’s General Manager), Derrick Ball (Erlanger’s Life Flight Base Manager), and Jimmy Morse (Erlanger’s Life Flight Salesman) were there to represent the Jetport. They had the opportunity to meet several people who stopped by the booth to see what the airport is about. Nora had the opportunity to talk about flight instruction services provided by Corporate Flight Management; and Life Force spoke on the services they provide.

On Tuesday, Mark attended the TDOT Aeronautics Airport Capital Improvements Program in Crossville. This is an annual meeting where airport owners are advised by TDOT on matters such as new regulation of policy, development in airport systems and capital investment program specifics. He was told by Director Orellana that the State only has money for maintenance, safety and security programs. According to him, expansion is off the table. We are moving ahead with our plans all the same which includes expansion.

Mark presented a video by the Tennessee Aviation Association which included segments filmed at the Jetport.

**BOARD MEMBER REPORTS**

Lou Patten – None

Verrill Norwood – None

Lynn DeVault – Absent

Robbie Garrison – None

Steve Wright – None

**Adjournment**

The next scheduled meeting is Friday, November 18th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:50 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

**Handouts:**

Financial Reports
- Expenditure Report
- Operating Revenues & Expenses
- CFM Fuel Sales

Airport Capital Improvements

Appreciation E-mail from Rich Belisle
Appreciation E-mail from David Maier
Municipal Airport Authority
October 21, 2016

Project Meeting Minutes with CU on Runway Extension
Proposed Jetport Sign & Contract
Jetport Fuel Sales Analysis

**Information Attachments:**
1. Payments
2. Authority Attendance Log