



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
March 15, 2019
9:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL

- A. _____ Lynn DeVault (Chairman)
- B. _____ Verrill Norwood (Vice Chairman)
- C. _____ Steve Wright (Secretary/Treasurer)
- D. _____ Robbie Garrison
- E. _____ Ben Chandler

III. ACCEPTANCE OF MINUTES (January 18, 2019)

IV. UPDATES

- A. Director's Report (Mark Fidler)
 - 1. Runway Subsidence Repair Update
- B. FBO Report (Contour Aviation)

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Retro Motion Authorizing the Chairman to Sign a Request for Funding in the Amount of \$35,068 to Repair the Runway and Taxiway (This is to replace request dated 12/20/18 in the amount of \$98,600) (Pages 1-8)
- B. Retro Motion Authorizing the Chairman to Sign a Grant in the Amount of \$35,068 to Repair the Runway and Taxiway (Page 9)
- C. Retro Motion Authorizing the Chairman to Sign PDC Work Authorization 19-34 in the Amount of \$25,068 for the Engineering Services to Repair the Runway and Taxiway (Pages 10-14)

D. Discussion – Donation of Easement (Adjacent to Candies Lane) to the City of Cleveland

VII. BOARD MEMBER REPORTS

- A. Lynn DeVault**
- B. Verrill Norwood**
- C. Steve Wright**
- D. Robbie Garrison**
- E. Ben Chandler**

VIII. ADJOURNMENT

Next Scheduled Meeting – May 17, 2019

Informational Attachments:

Authority Attendance Log (Page 15)
Payments (Page 16)

CLEVELAND, TN
REGIONAL JETPORT



251 Dry Valley Road NE, Cleveland TN 37312

(423) 472-4343

February 13, 2018

Michelle Frazier, Director
TDOT Aeronautics Division
607 Hangar Lane, Bldg. 4219
Nashville, TN 37217

RE : Request for Funding for Runway and Taxiway Subsidence Repair

Dear Ms. Frazier,

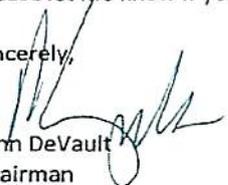
Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$35,068 (\$216 Federal, \$33099 State and \$1,753 local) for a project at the Cleveland TN Regional Jetport. The requested project is for the following:

- Drainage Structure Inlet Repair
- Engineering Services through Bid for Runway and Taxiway Subsidence Repair

We have available the funds necessary for the local share of the repair project. 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,


Lynn DeVault
Chairman
Cleveland Municipal Airport Authority

cc: mf, file.

John Saalwaechter

From: John Saalwaechter
Sent: Wednesday, February 13, 2019 8:50 AM
To: 'Mark Fidler'
Cc: Steve Upshaw; Michael Stultz; 'Tony Mancini'; 'Mark Paslick'; 'Ron Fitzgerald'
Subject: RE: Cleveland RWY/TWY Subsidence Project
Attachments: Copy of Cleveland Settlement Repair Man-Hours (Revision #3).pdf

Importance: High

Mark,

I need a revised funding request letter requesting \$35,068 to kick-off the grant. Hopefully Ron has already talked to you about this. This amount is based on the following expenses:

CLASSIFICATION	TOTAL
Architectural/engineering fees (see attached)	\$25,068
Construction and project improvement cost (drainage structure inlet repair -local purchase)	\$10,000
Total Cumulative	\$35,068

Please let me know if you have any questions or concerns.

Thanks,
JP



John-Paul Saalwaechter [sawɪ véktər], P.E. | CE Manager 2
 p. 615-741-0780
 c. 615-924-9490

From: Ron Fitzgerald [mailto:ronf@pdccconsultants.com]
Sent: Monday, February 11, 2019 7:28 PM
To: John Saalwaechter
Cc: Steve Upshaw; 'Mark Fidler'; Michael Stultz; 'Tony Mancini'; 'Mark Paslick'
Subject: RE: Cleveland RWY/TWY Subsidence Project

JP,

Thank you for calling me back. I know you have things that you would prefer to be doing after 4:30, but I am glad you called back and allowed me the opportunity to explain our concerns and fee. I think that simply understanding the limitations that each of us are working with was all that was needed to get us on the same page. Sometimes it seems that communication is the hardest thing that we have to deal with.

I spoke with Mark Fidler after you and I talked. We will help him get the information that you need tomorrow. Hopefully that will allow you to issue the grant and allow us to get started. Like we discussed, the schedule is aggressive but with all of us working together, I think we can meet it. We do recognize and appreciate the efforts that you are making to get this project started and we appreciate your understanding our position.

Have a great evening. Call me if you need anything.

Thanks
Ron

From: John Saalwaechter [mailto:John.Saalwaechter@tn.gov]
Sent: Monday, February 11, 2019 5:26 PM
To: Ron Fitzgerald <ronf@pdconsultants.com>
Cc: Steve Upshaw <Steve.Upshaw@tn.gov>; 'Mark Fidler' <mfidler@clevelandtn.gov>; Michael Stultz <Michael.Stultz@tn.gov>; 'Tony Mancini' <mancini@pdconsultants.com>; 'Mark Paslick' <mpaslick@pdconsultants.com>
Subject: RE: Cleveland RWY/TWY Subsidence Project

Ron,

If we add \$10K to KRZR for the drainage structure inlet repair to what you attached today (a total of \$35,068), does that address your scope and fee concerns and enable this project to go to bid? As you mentioned, we understand "this may prove to be the first phase of repair (to address an immediate safety concern) and that a later project at some future date may be required."

What is your proposed schedule?

Thanks,

JP

From: Ron Fitzgerald [mailto:ronf@pdconsultants.com]
Sent: Monday, February 11, 2019 4:33 PM
To: John Saalwaechter
Cc: Steve Upshaw; 'Mark Fidler'; Michael Stultz; 'Tony Mancini'; 'Mark Paslick'
Subject: RE: Cleveland RWY/TWY Subsidence Project

JP,

We understand and appreciate the efforts that you are going to in order to fast track this project.

Maybe we are missing something. As I hope I indicated, we do all in our power to meet your schedule.

Scope and fee are where we need input.

Thanks
Ron

From: John Saalwaechter [mailto:John.Saalwaechter@tn.gov]
Sent: Monday, February 11, 2019 4:17 PM
To: Ron Fitzgerald <ronf@pdconsultants.com>
Cc: Steve Upshaw <Steve.Upshaw@tn.gov>; 'Mark Fidler' <mfidler@clevelandtn.gov>; Michael Stultz <Michael.Stultz@tn.gov>
Subject: RE: Cleveland RWY/TWY Subsidence Project

We are trying to fast track this as much as possible within or processes/system because we understand this to be an urgent need.

If we assign the remaining NPE for RZR to this project (\$216.32 of Federal dollars), the grant will be effective the same day we get approval from Michelle, **but we need letter/scope/schedule/cost first that is agreeable.**

The schedule and estimate red line from Michael on Friday were suggestions. If you don't agree with the schedule, propose a new one. Bids received, Tabulations performed, and recommendation of award must occur a maximum of two weeks after the respective funding request deadline. These are online. Keep in mind >\$100K goes to TAC, therefore missing bids in hand by week of 3/25 puts this at risk of June TAC.

JP

From: Ron Fitzgerald [mailto:ronf@pdconsultants.com]

Sent: Monday, February 11, 2019 3:37 PM

To: Michael Stultz; John Saalwaechter

Cc: Steve Upshaw; 'Mark Fidler'

Subject: RE: Cleveland RWY/TWY Subsidence Project

***** This is an EXTERNAL email. Please exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email - STS-Security. *****

Guys,

We do see and have both issues and concerns. We believe we all need to get on the same page. The Cleveland Municipal Airport Authority has been our client since before there was a Cleveland Regional Jetport. We will do all within our power to make certain that they are successful. We also understand and do not disagree that this project needs to happen as soon as possible, but we think you need to acknowledge a few pertinent facts.

1. We follow the milestone dates in Mr. Stultz's email and how they were developed. We also understand and agree with the decision to remove the construction aspect of the application. We have no problem with most of the requested changes, however we think it is fair to say that the schedule is **aggressive**.
2. The start date for the design and bid is shown as February 11, 2019.
 - a. This causes several concerns. Has a grant been issued and executed? Will we later be penalized for starting before there is a grant as we have been told before or is the grant being back dated.
 - b. It is a little tough finding out late on a Friday that you need to be working on this project on Monday morning. We have our people working on other projects that also have deadlines. Someone else has to come off the front burner.
 - c. It appears that we are put in the position of trying to make up for time (beyond our control) that has already been lost.
3. Typically there is a scoping meeting to insure that the funding agency(s), the owner /manager and the consultant are all on the same page regarding project expectations, deliverables and schedules. This has not happened, but we believe that some type of meeting is necessary, particularly on a project with such a tight timeline and so many unknowns. We are requesting this meeting.

4. PDC is being put in the position of working without a Work Authorization that has been agreed to by either the State or the Authority.
5. We have already made multiple trips to the site and worked up several estimates, both Construction and Professional Services. After the issue has been discussed by the staff, most likely in multiple meetings, you have developed a plan that you believe you can get to work with the Division's current program. Some of these meetings were with vendors to discuss a method of repair that we were not invited to.
6. From a preliminary basis, we (PDC) thought we understood the problem, thought we understood most of the unknowns and had a reason behind only recommending a project that limited the repair to not include deeper subgrade repair. We also understood that this may prove to be the first phase of repair (to address an immediate safety concern) and that a later project at some future date may be required.
7. I think the scoping meeting is needed to make sure that we all have the same expectations.

8. Along with the schedule, was a fee estimate marked up by TAD. The first estimate that was submitted by PDC was used as the basis for the mark-ups. However, that estimate was later revised based upon a review by TAD and changing field conditions. Another estimate was produced based upon feedback regarding the second estimate, however I do not believe it had been forwarded prior to Mr. Stultz's telephone call Friday afternoon and was placed "on hold" after that call.
9. We have revised the estimate yet again and it is attached to this email.
10. In the red lined version, there is only one section that has a problem that we take issue with. We do not agree with the requested changes and will be happy to discuss. This is becoming a problem on every project and needs to be resolved. Also, even if we were on the same page, there is a math problem. The hours do not add up on this task. It seems to be a problem created on our original estimate and was not caught during the review.
11. There is one other item that no one had discussed. Based upon the fairly consistent settlement across the fill area, it appears to be an instance of differential settlement due to the deeper fill adjacent to the box culvert. Now it appears that some settlement is beginning to show up on the South side of the box which also may seem consistent with differential settlement. Neither our estimate nor your review has discussed the need for an inspection of the interior of the structure. Any thoughts here?

We are currently reviewing our work load and adjusting schedules to accommodate this project. As always, we are willing to make every effort to meet a reasonable schedule for this project. We are in the office all day. Please get back with us as soon as you can. We are aware that Michael is in training this week and if the meeting or call needs to be later, that is not a problem.

Thanks
Ron

From: Michael Stultz [<mailto:Michael.Stultz@tn.gov>]
Sent: Friday, February 08, 2019 5:19 PM
To: Ron Fitzgerald <ronf@pdiconsultants.com>
Cc: John Saalwaechter <John.Saalwaechter@tn.gov>; Steve Upshaw <Steve.Upshaw@tn.gov>; Mark Fidler (mfidler@clevelandtn.gov) <mfidler@clevelandtn.gov>
Subject: Cleveland RWY/TWY Subsidence Project

Ron,

As discussed, I've attached the red line that would take us through bid on the RWY and TWY Settlement Repair Project. Please review and return on Monday so that it can be finalized and we can send a number to Mark so that he can prepare the new cover sheet. We've left the \$10,000 in for the drainage structure inlet repair on this funding request so that the construction phase funding request will hopefully be lower.

Schedule goals are:
11 February – Start Date for Design and Bid
4 March – Advertisement
TBD – Pre-Bid

15 March Funding Request Submitted to TDOT Aeronautics for construction phase (based upon Engineer's Estimate)
25 March – Bids Received
5 April – PSR decision (based on bids in hand)
6 April – Eligible to begin work (in not going to TAC)
25 April TAC (if necessary)

Please let me know if you see any issues.

Thank You,



Michael Stultz, Transportation Specialist
Aeronautics Division
607 Hangar Lane
Nashville, TN 37217
Office: 615-532-5872
Cell: 615-939-0094
Michael.stultz@tn.gov

Cleveland TN Regional Jetport
Tentative Project Milestones TWY & RWY Subsidence Repair - DESIGN & BID
2/13/2019

Prepared by: J.P. Saalwaechter

	DESCRIPTION	DATE
1	GRANT BEGIN DATE	2/13/2019
2	SIGNED WORK AUTHORIZATION	2/15/2019
3	BID ADVERTISEMENT	3/4/2019
4	SUBMIT AMENDMENT REQUEST	3/15/2019
5	PRE-BID MEETING	3/18/2019
6	BID OPENING	3/25/2019
7	Recommendation of Award	3/29/2019
8	PROJECT AMENDMENT Review- PSR	4/5/2019
9	PROJECT AMENDMENT Review- TAC (if needed)	4/25/2019
10	Contract Award (Approved at PSR)	4/10/2019
11	Contract Award (Approved at TAC)	5/1/2019

06-21-18 GG
 TAD PROJECT NUMBER: 06-555-0567-19
 TAD CONTRACT NUMBER: AERO-19-254-00
 FEDERAL GRANT NUMBER: 3-47-SBGP-54

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
Begin Date	End Date	Agency Tracking #	Edison ID		
2/8/2019	2/7/2020	40100-00619	57815		
Grantee Legal Entity Name				Edison Vendor ID	
Cleveland Municipal Airport Authority				4062	
Subrecipient or Contractor		CFDA # 20.106			
<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		Grantee's fiscal year end – June 30			
Service Caption (one line only)					
Taxiway & Runway Subsidence Repair					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2019	\$12.00	\$216.00		\$12.00	\$240.00
2019	\$33,087.00			\$1,741.00	\$34,828.00
TOTAL:	\$33,099.00	\$216.00		\$1,753.00	\$35,068.00
Grantee Selection Process Summary					
<input checked="" type="checkbox"/> Competitive Selection			For every project, the airport owner, sponsor or educational program must submit a letter of request and an application to the Aeronautics Division. The Aeronautics Division staff reviews all project requests monthly. The review is based on the Division's established criteria and policies. The review results are presented to the Commissioner for approval. Grant award amounts will be based upon available funds and the amount requested, and such funding will be continued in order of application approval.		
<input type="checkbox"/> Non-competitive Selection			Describe the reasons for a non-competitive grantee selection process.		
Budget Officer Confirmation: There is a balance in the appropriation from which obligations hereunder are required to be paid that is not already encumbered to pay other obligations.				CPO USE - GG	
Speed Chart (optional)		Account Code (optional)			
		71302			

VENDOR ADDRESS: 5

LOCATION CODE: CLEVEL-004

Cleveland Regional Jetport

**CLEVELAND REGIONAL JETPORT
TAXIWAY & RUNWAY SUBSIDENCE REPAIR**

TAD PROJECT NO 06-555-0XXX-19

Work Authorization Number: 19-34

It is agreed to undertake the following work in accordance with the provisions of the Professional Services Agreement currently in place with the Cleveland Municipal Airport Authority, Inc (OWNER) and PDC Consultants, LLC (ENGINEER) dated September 22, 2017.

Scope of Services:

The Airport is to make concrete pavement repairs on the runway and the taxiway due to subsidence in specific areas. See the detailed scope of work in Attachment "A".

Time of Performance:

It is the intent of the OWNER to have this work completed by the Fall of 2019.

Payment to ENGINEER:

The ENGINEER shall be compensated for performance of work as detailed in Attachment "B".

Agreed as to Scope of Services, Time of Performance and Compensation:

Cleveland Municipal Airport Authority

PDC Consultants, LLC:

Name: D. LYNN DeVault

Name: Tony Mancini

Title: CHAIRMAN

Title: PRESIDENT

Date: 2/25/19

Date: 2/25/19



ATTACHMENT "A" - SCOPE OF WORK

TAXIWAY & RUNWAY SUBSIDENCE REPAIR

The Cleveland Regional Jetport desires to make concrete pavement repairs on the runway and the taxiway due to subsidence resulting in concrete slab settlement in various places.

This work will be performed and constructed under a State and Federal grant to the airport and will be administered by the Tennessee Aeronautics Division of TDOT.

Professional services to be provided by PDC Consultants, LLC will include topographic survey, design, and bid phase services as required to accomplish the following items:

1. Project Administration:

- A. Assist the OWNER in defining the scope of the project and to establish preliminary requirements. The scope will be defined during a telephone conference with representatives of TAD, the Airport, and PDC.
- B. Prepare and submit project reimbursement requests for the Engineer.
- C. Provide general project administration and coordination to in-house staff.
- D. Provide coordination with the Owner and TAD throughout the project.

2. Design Phase:

- A. Prepare detailed construction plans and drawings to graphically depict the physical aspects of the development requirements in an accurate and concise manner. Where applicable, the FAA standard construction specifications AC 150/5300-13 are to be used.
- B. Prepare front-end documents to convey the bidding and contract administration requirements of the project. Typically, this is to include bid instructions, proposal form, general provisions, special provisions, the form of the contract agreement and certifications.
- C. Prepare specifications to convey technical requirements for quality acceptance, performance, characteristics, and permissible construction methods. Where applicable, the FAA standard construction specifications AC 150/5370-10 are to be used.
- D. The technical specifications and the front-end documents will be combined to form one bound document referred to as the project manual.
- E. Coordinate and conduct a 50% and 90% design review meeting.
- F. Prepare construction cost estimates for each of the design review meetings.

- G. Provide necessary copies of the engineering drawings and project manual to the OWNER and TAD.
- H. Prepare a final (100%) set of plans, specifications and contract documents incorporating revisions, modifications, and corrections determined during the 90% review.
- I. Prepare advertisement for bids. Submit a copy to the Owner for distribution by the Owner to the local and selected publications for the project. The Owner shall pay for the associated costs of advertising.

3. Bidding Services:

- A. Bid Advertisement - prepare a legal advertisement and provide it to the owner to place it in their local newspaper as a solicitation for construction bids in accordance with the owner's bidding procedures. Forward construction and bid advertisement documents to appropriate plans viewing rooms in order to maximize the project exposure and generate widespread contractor interest in the project.
- B. Bid Documents – Prepare, reproduce and distribute bidding documents to interested contractors and suppliers. Keep and maintain a current list of plan holders and distribute to interested parties upon request.
- C. Bid Advertisement - prepare a legal advertisement and provide it to the owner to place it in their local newspaper as a solicitation for construction bids in accordance with the owner's bidding procedures. Forward construction and bid advertisement documents to appropriate plans viewing rooms in order to maximize the project exposure and generate widespread contractor interest in the project.
- D. Distribute Bid Documents - contact contractors who are potential bidders in order to maximize contractor participation in the project. Issue the bid documents to the interested bidders as requested. Maintain a list of the bid document recipients including the recipient's name, overnight mailing address, telephone number, and fax number for use in issuing addenda. Distribute the bid document recipient list to interested parties if requested by potential bidders.
- E. Pre-Bid Conference - Attend the pre-bid conference at the airport and present the project to interested parties and answer contractors' and sub-contractors' questions. Conduct a site walk of the project area to allow the contractors and sub-contractors to observe the existing conditions first-hand and to ask questions regarding their observations. Prepare written responses to questions that require additional information that is not available at the time of the pre-bid conferences. Distribute the responses to the bid document recipients and pre-bid conference attendees.
- F. Bid Questions and Addenda - answer questions and provide technical advice to the potential bidders and to the Owner concerning the bid documents. The Engineer will prepare and issue addenda to the bid document recipients to clarify, modify, or correct the bid documents.

- G. Bid Analysis - conduct an analysis of the contractors' bids for completeness and accuracy and will note omissions and discrepancies. Compile a bid summary comprising the results of the bids for distribution to the bid document recipients.
 - H. Recommendation and Award - Write a letter to the owner recommending the award of the construction contract to the apparent low bidder based on the bid analysis. With the concurrence of the owner and the state, provide the OWNER a "sample" letter to issue to the successful bidder informing the bidder of the bid results.
 - I. Engineer Coordination - Prepare copies of the contractor's bid proposal package for use as the construction contract document. Coordinate with and provide information to the contractor to facilitate the preparation and execution of the construction contract document. Review the contractor's construction contract for accuracy and completeness before submitting the document to the owner for final signatures. The Engineer will distribute the construction contract documents prior to or at the preconstruction conference.
4. Topographic Surveying -
- A. Provide a field run topographic survey of the runway and taxiway on both sides of the box culvert.
 - B. The survey along the runway is to be approximately 300 feet in length.
 - C. The survey along the taxiway the survey is to be approximately 500 feet in length.
 - D. Both surveys are to locate the pavement joints within the survey limits.
 - E. The survey is to field locate all planimetric and topographic features within the limits of the survey areas.
 - F. Provide horizontal and vertical control based on the Tennessee State Plane Coordinate System and set temporary control points that can be used during construction.
5. Environmental Services -
- A. Notice of Proposed Construction - Complete and submit FAA Form 7460-1, *Notice of Proposed Construction* for approval.

ATTACHMENT "B"

WORK AUTHORIZATION NUMBER: 19-34

CONSULTANT COMPENSATION

The Engineer shall be compensated for performance of work as noted below:

- B.1 The ENGINEER shall be compensated for performance of work for providing the **Project Administration** services; said total compensation to be based on a lump sum basis and in accordance with the fee proposal with a not to exceed, without the Owner's prior approval, budget of:

\$4,045.00

- B.2 The ENGINEER shall be compensated for performance of work for providing **Design** phase services; said total compensation to be based on a lump sum basis and in accordance with the fee proposal with a not to exceed, without the Owner's prior approval, budget of:

\$11,195 .00

- B.3 The ENGINEER shall be compensated for performance of work for providing the **Bid Phase** services; said total compensation to be based on a lump sum basis and in accordance with the fee proposal with a not to exceed, without the Owner's prior approval, budget of:

\$4,697.00

- B.4 The ENGINEER shall be compensated for performance of work for providing the **Topographic Survey** services; said total compensation to be based on a lump sum basis and in accordance with the fee proposal with a not to exceed, without the Owner's prior approval, budget of:

\$ 4,337.00

- B.5 The ENGINEER shall be compensated for performance of work for providing the **Environmental** services; said total compensation to be based on a lump sum basis and in accordance with the fee proposal with a not to exceed, without the Owner's prior approval, budget of:

\$795.00

Fee Total: \$25,068.00

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
January 18, 2019
9:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, January 18, 2019, at 9:00 a.m. at the Cleveland Regional Jetport.

MEMBERS PRESENT: Lynn DeVault, Verrill Norwood, Ben Chandler and Robbie Garrison

MEMBERS ABSENT: Steve Wright

CITY STAFF: Mark Fidler (Airport Manager), Kristi Powers (Support Services Manager), Cathy White (Purchasing/HR Administrator), Melinda Carroll (Assistant City Manager) and Renea Brown (Recording Secretary)

FBO STAFF: Cheryl Balazi

CONSULTANTS: Mark Paslick

GUESTS: David Emfinger (URETEK)

MEDIA:

CALL TO ORDER

The meeting was called to order by the Chairman, Lynn DeVault, at 9:04 a.m.

ROLL CALL

Chairman DeVault called the roll and is recorded above as Members Present.

SWEARING IN OF BEN CHANDLER

Mayor Brooks officially swore in Ben Chandler as a member of the Municipal Airport Authority.

Chairman DeVault requested the City Council not appoint a replacement one year in advance due to the confusion it creates.

She also wanted verification that you must live in the city to be on the Airport Authority. Melinda Carroll verified. There are a few exceptions such as owning property in the City. There is a form one can fill out that can be kept on file; and if their circumstances change, we can consider at the appropriate time. Keeping an airplane at the airport does not qualify.

ACCEPTANCE OF MINUTES

Chairman DeVault called for a motion to accept the minutes from the September 21, 2018, meeting. Mark Fidler asked for the minutes to be revised to read (last two sentences on page 2 under Director's Report – Preston/Luken Hangar Update) the request for installation of a canopy over covered parking was denied due to FAA Airport Design Standards. The proposed canopy would obscure required line of sight standards. Verrill Norwood so moved, seconded by Robbie Garrison and was unanimously passed.

UPDATES

Director's Report

Runway Extension Project

Mark reported the painting started on November 15th and was completed on the 18th. The runway was only closed from 12:01 a.m. on November 17th through 3:00 p.m. on November 18th. The airport remained open. Emails or verbal communication was provided to customers informing them of the project status and NOTAMs were issued and updated periodically.

On November 19th, Steve Sears from Guardian Electric relocated the REIL's and PAPI's. The PAPI's will remain out of service until flight checked by the FAA at a date yet to be determined.

After a couple of attempts, RWY 21 GPS successfully passed flight check on December 7th. KRZR now has 200 $\frac{3}{4}$ statute mile minimums on both runways 3 and 21. This is the best you can get.

Per the FAA and TDOT-AERO's suggestion, signs were installed along the northern section of Lynn DeVault Parkway, perpendicular to the approach to runway 21. These signs advise motorists of potentially low flying aircraft.

The only remaining item for this project is the flight check for the PAPI's on 3 and 21.

Director's Report

Fuel Farm

Rebel Services determined that relays were at fault, which caused an electrification of the pump and other components. For no apparent reason, the pump would come on and continue running until power was disrupted to the system. After some rewiring and minor modification to the system, the problem appears to be resolved.

Director's Report

Terminal Building Water Leak Repair

Repairs were completed by Bowman Construction Company. The source of the leak was caused by window shims that were not removed by the contractor when the wall was completed. \$3,983.00 was the total cost for repairs.

Director's Report

Hangar N-16 Fuel Leak

Last week while attempting to deliver jet fuel to the Voice of Evangelism's privately-owned fuel storage tank, the Perry Brothers Aviation Fuels driver attempted to offload nearly 7,650 gallons into the tank which only had approximately 6,600 gallons of room available. During the offload process, the driver noticed fuel escaping from the tank vents and inspection port seal. He immediately stopped the process

and notified his employer. They notified the appropriate agencies of the spill and started the confinement and mitigation process of the spill. Employees of Environmental Management Specialists were dispatched to the scene, installing polyethylene film and oil dry compound to the fuel puddles as well as a containment ring to the storm sewer drain located forty-five feet away. EMS crews returned on Saturday morning, removing between three inches to three feet of topsoil to eliminate contaminated soil. The soil was then taken offsite for proper decontamination and disposal. Fresh topsoil was replaced and topped with seed, grass matting and straw.

Director's Report

Runway & Taxiway Subsidence Issues

Last summer, while conducting his daily inspection of the airport, he noticed a slight dip in the runway adjacent to intersection B2. Further inspection revealed that it spanned the width of the runway and ultimately transitioned across the parallel taxiway. The "subsidence" appears to be almost directly over the box culvert through which Chatata Creek runs from the western to eastern sides of KRZR. The subsidence measures in excess of one inch along the periphery of the runway in some locations. A request for project funding assistance has been submitted to TDOT.

URETEK was brought in to evaluate the situation. URETEK's representative, David Emfinger, was introduced.

Mr. Emfinger explained the Jetport's situation is a pretty common occurrence especially when a foreign object has been placed in the ground. What his company does is inject a polyurethane foam under the slabs and into the soil to increase the bearing capacity of the soil. All of their equipment is self-contained within the work zone. By the time they remove their equipment, you can open back up to traffic.

Depending on which option you choose, it could take a couple of shifts to complete; but the runway can be reopened at the end of each shift. Option one is lifting the concrete and take the chance by not stabilizing the soil (approx. \$50,000-\$60,000); or option two, go ahead and do the soil stabilization as well and have a guarantee that it's a permanent fix (\$150,000). These prices are conservative.

Mark Fidler advised TDOT's recommendation was to go with the lesser of the two options. If the first attempt doesn't succeed, we haven't lost anything; we can come back and do the second process. There is a significant variance in the price of the two options.

Board Member Garrison wanted to know if there were cracks due to the process, who would be liable? Mr. Emfinger advised his company would be. He also advised he can't provide a warranty unless the soil stabilization option is performed.

PDC will be working with URETEK on the engineering.

TDOT will be participating 90% to the project.

FBO Report

Cheryl reported:

- Fuel sales have slowed down due to the weather and holidays. They are hoping the weather in the spring will be better.
- They partnered with the AOPA (Aircraft Owner & Pilot Association) and the Rusty Pilots

Program. Eighteen people showed up and they were very impressed with the facility. They did get a couple of new students from the seminar.

- At the end of last month, they acquired a 1973 Cherokee 140 to add to their flight school. Since then, they have added eight or nine new students and several more are interested in doing Discovery Flights with them.

UNFINISHED BUSINESS

NEW BUSINESS

(A) Retro Motion Authorizing the Secretary/Treasurer to Sign a Request for Funding in the Amount of \$98,000 to Repair the Runway and Taxiway

(B) Retro Motion Authorizing the Secretary/Treasurer to Sign a Request to Extend the North Property Development Contract for an Additional 12 Months

Chairman DeVault called for a retro motion to approve both items A and B. Verrill Norwood so moved, seconded by Ben Chandler and was unanimously passed.

Discussion of Runway Protection Zone Easement

Mark Fidler visited the Moore's again last week. They once again gracefully declined our offer to either propose an easement or outright purchase their 18.72 acres the RPZ affects on their property.

During that conversation, Mark learned they had asked their attorney to interact with the City. We have not been able to confirm that contact has been made, but we do know who that is. Chairman DeVault may call him to see what information she may be able to provide him.

According to Mark Paslick, after they received the letter from the FAA, they have been proceeding. What they want is for you to own in fee simple or have an easement on the area in the Runway Protection Zone, but they also understand that may not be possible all the time. They requested we continue to strengthen the zoning regulations. What you currently have passed is a height zoning ordinance. This is used in every airport in the state of Tennessee provided by the FAA in the 1960's or 70's and was never corrected. The reason for all of this is in 2012, there was an interim guidance that came out of FAA on incompatible land uses in the RPZ. They are wanting you to put land use controls within the RPZ. The current zoning ordinances reference back to an airspace plan that you have in an airport layout plan. The airspace plan does not have runway protection zones on it. So, either you put the runway protection zones on the airspace plan or you reference back to both the airspace plan and the airport layout drawing. The best option is to amend the zoning ordinances.

He was asked to look for communities who are trying to pass this kind of zoning. Kentucky and Florida have the policing power that comes from the state itself. Florida has an individual and Kentucky has an Airport Zoning Board; in Tennessee, everyone has to have their own. This is brand new and there isn't a single airport in the state that has something like this. Volusia County, Florida has been the first he has seen to put this type of verbiage about the RPZ, defining it and defining uses in it; and it was passed. He is working with Mark Fidler on verbiage and revisions for the Authority's review. They need to first work with the County and then get it implemented with the City.

Some of the things that need to be added are anything that will entice a large group of people or have a large gathering of people such as corn mazes, group homes, schools, hospitals, and community

residential developments and modular homes. There is a very fine line; you aren't telling a farmer he can't farm, you are just restricting things that are going to bother aircraft or be catastrophic in the event of a crash.

Another difficulty with runway protection zones is your airspace; it only changes when your runway extends. When it comes to RPZs, it's all dependent upon what your visibility minimums are. When your minimums change, and you get to three-quarters of a mile, your RPZs change. For example, an airport with a mile visibility has a small RPZ. One of their goals was to get a better approach, so they remove all of their obstructions; and the Flight Standards arm of the FAA says they now have a three-quarter mile visibility approach. They don't speak to Memphis or Atlanta. Literally overnight, the RPZ turned into this large zone. They don't ask if your zoning is appropriate or if your RPZs are even clear. As far as Flight Standards is concerned, you don't have any obstructions to this approach. No one tells you to make changes. That's why it's so difficult; RPZs mention change. The verbiage you need to put in basically is saying there are ground base zones and imaginary surface zones. You don't want to have to go back every time your approaches get better. However, since there really is no room for expansion, he is recommending defining what the Jetport currently has.

Chairman DeVault asked if he saw our Land Use Restriction would be the same as the Volusia County. Mark agreed and also noted in the original definitions, you have to put in Runway Protection Zone and generally what it is; in the Airport Zones, you have to add the Runway Protection Zone description; and in the Land Use section, you have to add the uses that would be restricted.

Chairman DeVault asked for Mark to set up a calendar to make sure everything is in order before the requested time frame of the middle of April. Mark Fidler advised the County meets on the second Thursday of the month for zoning issues. They also meet on the second Friday for a working session and on the third Friday for a voting session assuming they have agenda items they need to address. The County requires a fifteen-day review period; and with the meeting times, it couldn't be successfully done in one month. Realistically, we are looking at the third Friday in March.

Mark Paslick believes the FAA will be flexible with the date; they just want to make sure you are moving.

BOARD MEMBER REPORTS

Lynn DeVault – None

Verrill Norwood – None

Steve Wright – Absent

Robbie Garrison – None

Ben Chandler – None

Adjournment

The next monthly meeting is March 15th at 9:00 a.m. Since there was no further discussion, Chairman DeVault adjourned the meeting at 10:16 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Handouts:

Monthly Revenue & Expense Reports
City of Cleveland Airport Zoning Regulations
2017 Tennessee Code Title 42 – Airport Zoning Regulations
Zoning Resolution to Limit Height of Objects Around Cleveland Municipal Airport
Volusia County, Florida Airport Zoning Request & Ordinance

Information Attachments:

Funding Request to Repair Runway & Taxiway
Request to Extend the North property Development Contract
Authority Attendance Log
Payments