

**CITY OF CLEVELAND  
MUNICIPAL AIRPORT AUTHORITY  
AGENDA  
JULY 19, 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 (March 15, 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 Grant Amendment in the Amount of \$63,942.00 to Repair the Runway and Taxiway. (pages 1-3)
- B. Retro Motion Authorizing the Chairman to Sign a Request for Funding in the Amount of \$10,000 for additional material needed to complete the Runway and Taxiway Subsidence Repairs. (page 4)
- C. Retro Motion Authorizing the Chairman to Sign a Grant Amendment in the Amount of \$10,000 for additional material needed to complete the Runway and Taxiway Subsidence Repairs. (pages 5-7)

- D. Retro Motion Authorizing the Chairman to Sign a Request for Funding in the Amount of \$7,500 for the TDEC Required 7<sup>th</sup> Year Airport Environmental at Rolling Hills Mitigation Site. (page 8)**
- E. Retro Motion Authorizing the Chairman to Sign a Grant Contract in the Amount of \$7,500 for the TDEC Required 7<sup>th</sup> Year Airport Environmental at Rolling Hills Mitigation Site. (pages 9-10)**
- F. Retro Motion Authorizing the Chairman to Sign a Request for Funding in the Amount of \$80,000 for Grounds Maintenance Equipment. (page 11)**
- G. Retro Motion Authorizing the Chairman to Sign a Grant Contract in the Amount of \$80,000 for Grounds Maintenance Equipment. (pages 12-14)**

## **VII. BOARD MEMBER REPORTS**

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

## **VIII. ADJOURNMENT**

**Next Scheduled Meeting – September 20, 2019**

### **Informational Attachments:**

**Authority Attendance Log (page 15)**  
**Payments (page 16)**



**GRANT AMENDMENT**

<b>Agency Tracking #</b> 40100-00619	<b>Edison ID</b> 57815	<b>Contract #</b> AERO-19-254-00	<b>Amendment #</b> 1		
<b>Contractor Legal Entity Name</b> Cleveland Municipal Airport Authority			<b>Edison Vendor ID</b> 4062		
<b>Amendment Purpose &amp; Effect(s)</b> Increase Funds					
<b>Amendment Changes Contract End Date:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>End Date:</b> 2/7/2020			
<b>TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):</b>			<b>\$ \$63,942.00</b>		
<b>Funding --</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
2019	\$12.00	\$216.00		\$12.00	\$240.00
2019	\$33,087.00			\$1,741.00	\$34,828.00
2019	\$60,745.00			\$3,197.00	\$63,942.00
<b>TOTAL:</b>	<b>\$93,844.00</b>	<b>\$216.00</b>		<b>\$4,950.00</b>	<b>\$99,010.00</b>
<b>American Recovery and Reinvestment Act (ARRA) Funding:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<b>Budget Officer Confirmation:</b> 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.  			<b>OCR USE</b>		
<b>Speed Chart (optional)</b> TX00262277 TX00262278		<b>Account Code (optional)</b> 71302			

**ADDRESS: 5                      LOCATION CODE: CLEVEL-004**

**AMENDMENT ONE  
OF GRANT CONTRACT  
AERO-19-264-00**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and Cleveland Municipal Airport Authority, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

- 1. Grant Contract section C.1. Maximum Liability is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed **Ninety-Nine Thousand Ten Dollars and Zero Cents (\$99,010.00)** ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment Two is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- 2. Grant Contract Attachment One is deleted in its entirety and replaced with the new attachment Attachment One attached hereto.
- 3. Grant Contract Attachment Three is deleted in its entirety and replaced with the new attachment Attachment Three attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective April 5, 2019. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

CLEVELAND MUNICIPAL AIRPORT AUTHORITY:

06-0567-19

  
 \_\_\_\_\_  
 GRANTEE SIGNATURE 4/11/2019  
DATE

LYNN DEVAULT, CHAIRMAN *by Stephen Wesley*  
 \_\_\_\_\_  
 PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

  
 \_\_\_\_\_  
 GRANTEE LEGAL COUNSEL'S SIGNATURE 4/11/2019  
DATE

**DEPARTMENT OF TRANSPORTATION:**

*Clay Bright*  
\_\_\_\_\_  
**CLAY BRIGHT, COMMISSIONER** *4/30/19*  
\_\_\_\_\_  
**DATE**

*John Reinbold for John Reinbold*  
\_\_\_\_\_  
**JOHN H. REINBOLD, GENERAL COUNSEL** *4-23-19*  
\_\_\_\_\_  
**DATE**  
**APPROVED AS TO FORM AND LEGALITY**

CLEVELAND, TN  
REGIONAL JETPORT

251 Dry Valley Road NE, Cleveland TN 37312



(423) 472-4343

May 14, 2019

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

RE: Request for Amendment II for RWY/TXY Subsidence Repair – Phase II (Construction)  
TAD Project No. 06-555-0567-19

Dear Ms. Frazier:

Cleveland Municipal Airport Authority hereby requests an amendment from the Tennessee Department of Transportation in the amount of \$10,000.00 for the additional funding required for the additional material associated with the TWY & RWY Subsidence Repair (06-555-0567-19) at the Cleveland Regional Jetport in Cleveland, Tennessee. The requested project amendment is for the following:

1. Additional \$10,000 for material needed to complete the Runway and Taxiway subsidence repairs.

Uploaded to BlackCat is a completed application for financial assistance for this project.

We have available the necessary funds for the local share of the proposed 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,

A handwritten signature in black ink, appearing to read 'Lynn DeVault', written over a horizontal line.

Lynn DeVault, Chairman  
Cleveland Municipal Airport Authority



**GRANT AMENDMENT**

<b>Agency Tracking #</b> 40100-00619	<b>Edison ID</b> 57815	<b>Contract #</b> AERO-19-254-00	<b>Amendment #</b> 2		
<b>Contractor Legal Entity Name</b> Cleveland Municipal Airport Authority			<b>Edison Vendor ID</b> 4062		
<b>Amendment Purpose &amp; Effect(s)</b> Increase Funds					
<b>Amendment Changes Contract End Date:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		<b>End Date:</b> 2/7/2020			
<b>TOTAL Contract Amount INCREASE or DECREASE per this Amendment (zero if N/A):</b>			<b>\$ 10,000.00</b>		
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Contract Amount</b>
2019	\$12.00	\$216.00		\$12.00	\$240.00
2019	\$33,087.00			\$1,741.00	\$34,828.00
2019	\$60,745.00			\$3,197.00	\$63,942.00
2020	\$9,500.00			\$500.00	\$10,000.00
<b>TOTAL:</b>	<b>\$93,844.00</b>	<b>\$216.00</b>		<b>\$5,460.00</b>	<b>\$109,010.00</b>
<b>American Recovery and Reinvestment Act (ARRA) Funding:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
<p><b>Budget Officer Confirmation:</b> 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.</p> <p><i>Jennifer Horstelt</i></p>			<b>OCR USE</b>		
<b>Speed Chart (optional)</b> TX00262277 - G54 TX00262278 - S/L		<b>Account Code (optional)</b> 71302			

**ADDRESS: 5**

**LOCATION CODE: CLEVEL-004**

**AMENDMENT TWO  
OF GRANT CONTRACT  
AERO-19-254-00**

This Grant Contract Amendment is made and entered by and between the State of Tennessee, Department of Transportation, hereinafter referred to as the "State" and Cleveland Municipal Airport Authority, hereinafter referred to as the "Grantee." It is mutually understood and agreed by and between said, undersigned contracting parties that the subject Grant Contract is hereby amended as follows:

- 1. Grant Contract section C.1. Maximum Liability is deleted in its entirety and replaced with the following:

C.1. Maximum Liability. In no event shall the maximum liability of the State under this Grant Contract exceed **One Hundred Nine Thousand Ten Dollars and Zero Cents (\$109,010.00)** ("Maximum Liability"). The Grant Budget, attached and incorporated as Attachment Three is the maximum amount due the Grantee under this Grant Contract. The Grant Budget line-items include, but are not limited to, all applicable taxes, fees, overhead, and all other direct and indirect costs incurred or to be incurred by the Grantee.

- 2. Grant Contract Attachment One is deleted in its entirety and replaced with the new attachment Attachment One attached hereto.
- 3. Grant Contract Attachment Three is deleted in its entirety and replaced with the new attachment Attachment Three attached hereto.

Required Approvals. The State is not bound by this Amendment until it is signed by the contract parties and approved by appropriate officials in accordance with applicable Tennessee laws and regulations (depending upon the specifics of this contract, said officials may include, but are not limited to, the Commissioner of Finance and Administration, the Commissioner of Human Resources, and the Comptroller of the Treasury).

Amendment Effective Date. The revisions set forth herein shall be effective **June 7, 2019**. All other terms and conditions of this Grant Contract not expressly amended herein shall remain in full force and effect.

IN WITNESS WHEREOF,

**CLEVELAND MUNICIPAL AIRPORT AUTHORITY:**

06-0867-19

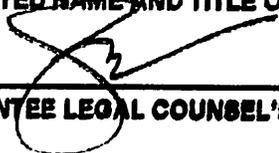


6/20/19  
DATE

GRANTEE SIGNATURE

LYNN DEVAULT, CHAIRMAN

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)



6/20/2019  
DATE

GRANTEE LEGAL COUNSEL'S SIGNATURE

DEPARTMENT OF TRANSPORTATION:

*Clay Bright*

*7/3/19*

CLAY BRIGHT, COMMISSIONER

DATE



*John H. Reinbold*

*7-2-19*

JOHN H. REINBOLD, GENERAL COUNSEL

DATE

APPROVED AS TO FORM AND LEGALITY

CLEVELAND, TN  
REGIONAL JETPORT

251 Dry Valley Road NE, Cleveland TN 37312



(423) 472-4343

9 May 2019

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

RE: Request for Funding for Airport Environmental Monitoring (7<sup>th</sup> Year)

Dear Mrs. Frazier,

The Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$7,500 for improvements at the Cleveland Regional Jetport. The requested project is:

1. TDEC Required 7<sup>th</sup> Year Airport Environmental Monitoring at Rolling Hills Mitigation Site

Uploaded into Blackcat is a completed application for financial assistance for this project.

We have available the necessary funds for the local share of the proposed 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,

A handwritten signature in black ink, appearing to read 'D. Lynn DeVault'. The signature is fluid and cursive, with a large initial 'D'.

D. Lynn DeVault, Chairman  
Cleveland Municipal Airport Authority



## GOVERNMENTAL GRANT CONTRACT

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

<b>Begin Date</b> 7/7/2019	<b>End Date</b> 7/6/2020	<b>Agency Tracking #</b> 40100-00420	<b>Edison ID</b> 61679		
<b>Grantee Legal Entity Name</b> Cleveland Municipal Airport Authority			<b>Edison Vendor ID</b> 4062		
<b>Subrecipient or Contractor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		<b>CFDA # N/A</b>			
		<b>Grantee's fiscal year end – June 30</b>			
<b>Service Caption (one line only)</b> Rolling Hills 7 <sup>th</sup> Year Monitoring					
<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2020	\$7,125.00			\$375.00	\$7,500.00
<b>TOTAL:</b>	<b>\$7,125.00</b>			<b>\$375.00</b>	<b>\$7,500.00</b>
<b>Grantee Selection Process Summary</b>					
<input checked="" type="checkbox"/> <b>Competitive Selection</b>			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"/> <b>Non-competitive Selection</b>			Describe the reasons for a non-competitive grantee selection process.		
<b>Budget Officer Confirmation:</b> 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.				<i>CPO USE - GG</i>	
<b>Speed Chart (optional)</b>		<b>Account Code (optional)</b> 71302			

**VENDOR ADDRESS: 5**

**LOCATION CODE: CLEVEL-004**

E.8. Printing Authorization. The Grantee agrees that no printing/publication shall be printed pursuant to this Grant Agreement without the prior authorization of the State even if printing costs are included in the budget line items, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement. The Grantee and its employees may publish the results of the research in whole or in part as they deem appropriate without authorization by the State if it is at no cost to the Grantor State Agency.

E.9. Competitive Procurements. Should this Grant Agreement provide for the reimbursement of the cost of goods, materials, supplies, equipment, or contracted services; such procurements shall be made on a competitive basis, where practicable. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Agreement. In each instance where it is determined that use of a competitive procurement method was not practical, said documentation shall include a written justification for such decision and non-competitive procurement.

**IN WITNESS WHEREOF,**

**CLEVELAND MUNICIPAL AIRPORT AUTHORITY:**

06-0769-20

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**GRANTEE SIGNATURE**

**DATE**

**LYNN DEVAULT, CHAIRMAN**

---

**PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)**

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**GRANTEE LEGAL COUNSEL'S SIGNATURE**

**DATE**

**DEPARTMENT OF TRANSPORTATION:**

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**CLAY BRIGHT, COMMISSIONER**

**DATE**

---

**JOHN H. REINBOLD, GENERAL COUNSEL**

**DATE**

**APPROVED AS TO FORM AND LEGALITY**

ATTACHMENT ONE

PAGE ONE

# CLEVELAND, TN

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## REGIONAL JETPORT

251 Dry Valley Road NE, Cleveland TN 37312

(423) 472-4343

15 May 2019

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

RE: Request for Funding for Airport Grounds Maintenance Equipment

Dear Mrs. Frazier,

The Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$80,000 for improvements at the Cleveland Regional Jetport. The requested project is:

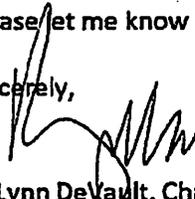
1. Grounds Maintenance Equipment

Uploaded into BlackCat is a completed application for financial assistance for this project.

We have available the necessary funds for the local share of the proposed 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,



D. Lynn DeVault, Chairman  
Cleveland Municipal Airport Authority

11-08-18GG  
 TAD PROJECT NUMBER: 06-555-0368-20  
 TAD CONTRACT NUMBER: AERO-20-169-00



**GOVERNMENTAL GRANT CONTRACT**

(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

<b>Begin Date</b> 7/7/2019	<b>End Date</b> 7/6/2020	<b>Agency Tracking #</b> 40100-00420	<b>Edison ID</b> 61679
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<b>Grantee Legal Entity Name</b> Cleveland Municipal Airport Authority	<b>Edison Vendor ID</b> 4062
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<b>Subrecipient or Contractor</b> <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor	<b>CFDA # N/A</b>
	<b>Grantee's fiscal year end - June 30</b>

**Service Caption (one line only)**  
 Grounds Maintenance Equipment

<b>Funding —</b>					
<b>FY</b>	<b>State</b>	<b>Federal</b>	<b>Interdepartmental</b>	<b>Other</b>	<b>TOTAL Grant Contract Amount</b>
2020	\$60,000.00			\$20,000.00	\$80,000.00
<b>TOTAL:</b>	<b>\$60,000.00</b>			<b>\$20,000.00</b>	<b>\$80,000.00</b>

**Grantee Selection Process Summary**

**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.

**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.

*Jerry Hester*

**CPO USE - 00**

<b>Speed Chart (optional)</b> TX00267775	<b>Account Code (optional)</b> 71302
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**VENDOR ADDRESS: 6 LOCATION CODE: CLEVEL-004**

Nothing herein shall prohibit the parties hereto from agreeing to the reinvestment of said proportion of the proceeds or fair market value for rehabilitation or improvements in any remaining airport properties or structures or at a new airport site.

All properties purchased with assistance of this Grant must include in the property deed a clause that states that "This property was purchased with the assistance of State and/or Federal funds, and may not be sold or otherwise disposed of without all agencies express written consent."

- E.5. Airport Operations. For all grants that total fifty thousand dollars (\$50,000.00) or more, as consideration for receiving this Grant from the State, the Grantee agrees to operate and maintain the Airport for a period of twenty (20) years from the effective date of this Grant Contract.
- E.6. Compliance with FAA Regulations. For all grants involving federal funds, the Grantee agrees to accomplish the project in compliance with the terms and conditions contained in the U. S. Department of Transportation Federal Aviation Administration *Terms and Conditions of Accepting Airport Improvement Program Grants* hereby incorporated into this document by reference. Said document is on file in the Tennessee Department of Transportation, Aeronautics Division Office. These assurances can also be located on the FAA Website at [www.faa.gov/airports/aip/grant\\_assurances](http://www.faa.gov/airports/aip/grant_assurances)
- E.7. No Retainage Allowed. The Grantee may not withhold retainage on progress payments from the prime contractor and the prime contractor may not withhold retainage from their subcontractors.
- E.8. Printing Authorization. The Grantee agrees that no printing/publication shall be printed pursuant to this Grant Agreement without the prior authorization of the State even if printing costs are included in the budget line items, and shall be contingent upon and limited by the Grant Budget funding for said reimbursement. The Grantee and its employees may publish the results of the research in whole or in part as they deem appropriate without authorization by the State if it is at no cost to the Grantor State Agency.
- E.9. Competitive Procurements. Should this Grant Agreement provide for the reimbursement of the cost of goods, materials, supplies, equipment, or contracted services; such procurements shall be made on a competitive basis, where practicable. The Grantee shall maintain documentation for the basis of each procurement for which reimbursement is paid pursuant to this Grant Agreement. In each instance where it is determined that use of a competitive procurement method was not practical, said documentation shall include a written justification for such decision and non-competitive procurement.

IN WITNESS WHEREOF,

CLEVELAND MUNICIPAL AIRPORT AUTHORITY:

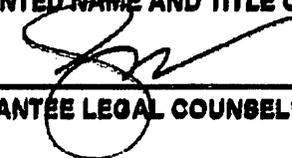
06-0368-20

  
 \_\_\_\_\_  
 GRANTEE SIGNATURE

6/20/19  
 \_\_\_\_\_  
 DATE

LYNN DEVAULT, CHAIRMAN

PRINTED NAME AND TITLE OF GRANTEE SIGNATORY (above)

  
 \_\_\_\_\_  
 GRANTEE LEGAL COUNSEL'S SIGNATURE

6/20/2019  
 \_\_\_\_\_  
 DATE

**DEPARTMENT OF TRANSPORTATION:**

Clay Bright 7/3/19  
CLAY BRIGHT, COMMISSIONER DATE



John H. Reinbold 7-2-19  
JOHN H. REINBOLD, GENERAL COUNSEL DATE  
APPROVED AS TO FORM AND LEGALITY



Date: 7/09/2019  
 Time: 10:22  
 User: LDUNCAN

City of Cleveland  
 Account Analysis  
 June 2019

Page: 1  
 Id: GL6640

Fund: 322-CAPITAL IMPROVEMENTS PROGRAM FUND

---Date--- Reference Check# Type -----Description----- Debit-----Credit-----Balance----- --Packet--

52500-931 TAXIWAY & RUNWAY REPAIR

		Beginning Balance				0.00	
03/04/2019	AERO-19-25	68561	CD	TN DEPT OF TRANSPORTATION	1,753.00	1,753.00	CD4950
04/12/2019	40100-0061	69019	CD	TN DEPT OF TRANSPORTATION	3,197.00	4,950.00	CD4975
06/10/2019	02-0266-00	69636	CD	WRIGHT BROTHERS CONSTRUCTION	2,000.00	6,950.00	CD5008
06/24/2019	06-55-0567	69773	CD	TN DEPT OF TRANSPORTATION	500.00	7,450.00	CD5017
06/25/2019	INV#1	69800	CD	URETECK USA, INC	42,058.00	49,508.00	CD5018
		Ending Balance				49,508.00	

52500-954 CLEVELAND REGIONAL JETPORT RUNWAY EXT CONSTRUCTION

		Beginning Balance				154,180.70	
05/20/2019	19-AC-0031	69358	CD	FEDERAL AVIATION ADMINISTRATION	8,803.62	162,984.32	CD4995
		Ending Balance				162,984.32	

52500-955 N PROPERTY DEVELOPMENT-DESIGN

		Beginning Balance				13,328.00	
03/07/2019	10432-5	68591	CD	PDC CONSULTANTS, LLC	4,020.00	17,348.00	CD4952
05/01/2019	10432-6	69193	CD	PDC CONSULTANTS, LLC	18,735.00	36,083.00	CD4985
06/10/2019	10432-7	69623	CD	PDC CONSULTANTS, LLC	2,110.00	38,193.00	CD5008
		Ending Balance				24,865.00	38,193.00

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



**Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, March 15, 2019, at 9:00 a.m. in the Cleveland Municipal Council Room**

**MEMBERS PRESENT:** Lynn DeVault, Verrill Norwood, Steve Wright and Robbie Garrison

**MEMBERS ABSENT:** Ben Chandler

**CITY STAFF:** Mark Fidler (Airport Manager), Brian Beck (Engineer), Beverly Lindsey (Assistant to the City Manager), Laura Duncan (Recording Secretary)

**FBO STAFF:** Cheryl Balazi

**CONSULTANTS:**

**GUESTS:**

**MEDIA:**

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**CALL TO ORDER**

The meeting was called to order by the Chairman, Lynn DeVault, at 9:03 a.m.

**ROLL CALL**

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

**ACCEPTANCE OF MINUTES**

**Chairman DeVault called for a motion to accept the minutes from the January 18, 2019 meeting. Steve Wright so moved, seconded by Verrill Norwood and was unanimously passed.**

**UPDATES**

Director's Report

Runway Subsidence Repair Project:

Mark reported that the grant was returned by TAD on March 13, 2019.

Mark was able to inspect the culverts this week and found no evidence of failure of culverts, such as cracked walls or collapsing ceiling. He did find that many of the weep drains are filled with mud and there is a significant amount of gravel on the floor. The gravel is not from the walls and most likely

from the streambed.

Pre-bid meeting is scheduled for Monday, March 18, 2019 at 1300L. Bid will close on March 25, 2019 and will be awarded ASAP following contractor qualifications review by PDC.

Board Member Norwood wanted to know if there were any signs of leakage in the culvert. Mark replied that there was not any leakage in the culvert.

Director's Report

Sink Hole Near Taxiway B:

This sink hole developed sometime Monday between 10-1400.

Chairman DeVault asked the depth of the hole. Mark said that it was about a yard deep. It wasn't a big hole, but we are starting to have some issues like this.

Board Member Wright asked if the culvert had a concrete floor? Mark said yes, but he doesn't believe that this issue has any relationship to do with the culvert issue. The sink hole is substantially further south of the culvert. He feels positive that it is caused from the heavy rains we have been having. Sink holes are starting to show up. There was one filled last summer and now this one. He says its just a characteristic of the soil in this part of the country. Board Member Wright agreed that the rain in the last 6 months has caused many maintenance problems with all kinds of infrastructure. He asked when the swag with the runway first showed up, and Mark replied that it was first noticed late September.

Mark called public works about the sink hole and they brought a load of topsoil to the Jetport and filled the hole.

Board Member Wright asked if there were plans to camera or investigate the drainage above the taxiway. Mark said that was included in the grant to repair that and that they can start on it as soon as possible. They don't have to wait on the rest of the project for that. They will be doing some of that work under local bidding practices.

Board Member Norwood asked if this issue would make a difference in the decision to go with the less expensive repair for the runway, or could this trigger getting it fixed the right way the first time? Mark explained, that at this time, the State would only fund the less expensive option. TDOT understands that this might not work, and if it doesn't hold they will fund the total repair when needed. Board Member Wright responded that you can't fix it without knowing exactly what the cause is. He stated that he has seen this material used in highway repairs. If it is something that will fix the issue it does work and lasts for years.

Director's Report

HVAC System:

Repair is completed: all heating and cooling zones of the terminal building are now functioning as designed. A total of 4 units have now been replaced to date.

Chairman DeVault wanted to know how many total units we have. Mark said there are 12 total units for the building.

Director's Report

Fuel Farm Repair:

Electrical issues with the fuel farm have been resolved. You may recall, the Jet-A system was, for reasons unknown, turning itself "on" and would run continuously until the power was interrupted. An intermittent load relay was the probable culprit. We filed an insurance claim with TML for the damages and received a settlement check in the amount of \$1500.34.

Director's Report

Terminal Building Water Leaks:

Following heavy rainfall, the FBO office area and the airside entrance to building had water leakage issues. After extensive investigation, the contractor, Dewayne Bowman, determined that the issue was with the window shims not having been removed before the building facia was applied. He removed the shims and the leaks have subsided.

Director's Report

Cleveland Fire Department EVOC Training:

KRZR was happy to provide a large area for the annual Emergency Vehicle Operator Course Training that all Cleveland fireman are required to complete. CFD training personnel set up a challenging road course thru which equipment was driven while being timed.

Director's Report

Candies Creek Roadway and Drainage Improvement Project:

Mark Introduced Brian Beck, Engineer, with The Cleveland Development and Engineering Department, to explain the project. Brian reported that the city was working on a project on Candies Lane. The section of Rolling Hills and Inverness has a major flooding issue and road must be closed with even a small storm. It has been closed about 3 times in past 3 months. They are looking to raise the road about 3 feet to help with the drainage and flooding. The Airport Authority owns a track of land that the City of Cleveland Engineering Department is requesting an easement to complete this project.

**Chairman DeVault recommended that the Airport Authority not only grant the Easement, but to give it back to the City.** City funds were used to purchase the track of land that was needed for mediations while building the Airport, so it seems inappropriate to sell it back to them. Chairman DeVault said that it would need a vote, however they could work out of order, as the discussion is listed as item D on the agenda.

**Steve Wright made motion to give the easement to the City, seconded by Verrill Norwood and Robbie Garrison and it was unanimously passed.**

Director's Report

Fun with Friends visit:

Fun with Friends is a group of special needs adults that visited the Jetport on March 14,2019. During their visit they were able to look at airplanes, tour the terminal building and visit the Erlanger Hospital LifeForce 1 base. They were very excited to see the Jet Port, especially the LifeForce helicopter.

### Directors Report

#### Airport Day:

Date to be determined; likely May or September with September being more likely due to the repairs on runway. Main attraction of event will be the vintage American Airlines DC-3 aircraft, The Flagship Detroit. Other participants will be invited as well as representatives from CAP, MTSU, AFROTC, Wings of Eagles Flight School, and other vintage aircraft owners/operators. Details of contracts with operators are still being worked out at this time.

#### Discussion:

Board Member Wright asked how the hanger construction was coming. Mark said they were about to start work on it again, maybe today. They had a long meeting earlier this week and he is optimistic. The Contractor has been told to resume work. Chairman DeVault brought up the contractor asking if we were holding a completion bond. She brought up that maybe that is something we should look into for the future. Mark responded that they might want to reword the contract for completion. Currently it states they have a year to start the project but there is no timeframe for completion. Board Member Wright questioned how the Airport Authority would have any standing to require a bond, wouldn't that be up to the owner of the hanger?

### FBO Report

Cheryl reported:

- The fuel sales seem to be out of the winter slump. They have been up the last month and half and improving.
- The flight training is steadily growing. The Cherokees are really taking off in a great way.
- They are looking forward to working with us on the Aviation Day. She feels it's important to get the community more involved with the airport. And excited to participate and help make this event a success.

### **UNFINISHED BUSINESS**

#### **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)

(B) Retro Motion Authorizing the Chairman to Sign a Grant in the Amount of \$35,068 to Repair the Runway and Taxiway

(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

(D) Discussion of Easement (Adjacent to Candies Lane) to the City of Cleveland (This Discussion took place and voted on during the Director's Report)

(E) Motion Authorizing the Chairman to Sign a Request for Funding in the Amount of \$63,942.00 for the Construction Phase of the TWY & RWY Subsidence Repair.

**Chairman DeVault called for motion to approve both items A, B, C and E. Verrill Norwood so**

**moved seconded by Robbie Garrison and was unanimously passed.**

**BOARD MEMBER REPORTS**

**Lynn DeVault** – None

**Verrill Norwood** – None

**Steve Wright** – None

**Robbie Garrison** – None

**Ben Chandler** – Absent

**Adjournment**

The next monthly meeting is May 17, 2019 at 9:00 a.m. Since there was no further discussion, Chairman DeVault adjourned the meeting at 9:32 a.m.

Respectfully submitted,

Laura Duncan,  
Recording Secretary

**Handouts:**

Monthly Revenue & Expense Reports

Letters to Ms. Michelle Frazier and Mr. Phillip J. Braden submitting for review the proposed Zoning and Resolution to Bradley County and proposed Zoning Ordinance of the City of Cleveland, TN.

Proposed revision to Bradley County's Zoning Resolution To Limit Hight of Objects Around Cleveland Municipal Airport.

Proposed Zoning Ordinance of the City of Cleveland TN concerning properties in proximity of the Cleveland Municipal Airport.

Request from City of Cleveland Engineering Services for an Easement to a track of land located on Candies Lane.

Request for funding for the TWY & RWY Subsidence Repair – Phase II (Construction)

Construction Plans for Runway & Taxiway Subsidence Repair Project

FY2020 Cleveland Regional Jetport Requested Budget

**Information Attachments:**

Funding Request to Repair Runway & Taxiway (This is to replace the request dated 12/20/18)

Runway and Taxiway Repair Contract

PDC Work Authorization 19-34

Authority Attendance Log

Payments