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 (May 19, 2017)

IV. UPDATES

A. Runway Extension Project (Rick Hudgens)
B. KRZHR Projected Development Plans (Rick Hudgens)
C. Director’s Report (Mark Fidler)
D. FBO Report (Contour Aviation)

V. NEW BUSINESS

A. Retro Motion Authorizing Chairman to Sign the FY18 Maintenance Grant in the Amount of $14,300. (Page 1)

B. Discussion and Recommendation - Consultant/Engineer RFQ’s for Professional Airport Services
VI. BOARD MEMBER REPORTS

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

VII. ADJOURNMENT

Next Scheduled Meeting – September 15, 2017

Informational Attachments:

Authority Attendance Log (Page 2)  
Payments (Page 3)  
Grants Monitoring – Desk Review (Pages 4-7)
GOVERNMENTAL GRANT CONTRACT
(cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)

Begin Date: 7/1/2017
End Date: 6/30/2018
Agency Tracking #: 40100-00118
Edison ID: 53595

Grantee Legal Entity Name: Cleveland Municipal Airport Authority

Edison Vendor ID: 4062

Subrecipient or Contractor: Subrecipient

CFDA #: N/A

Grantee's fiscal year end: June

Service Caption (one line only):
FY18 Airport Maintenance

<table>
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<tr>
<th>FY</th>
<th>State</th>
<th>Federal</th>
<th>Interdepartmental</th>
<th>Other</th>
<th>TOTAL Grant Contract Amount</th>
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<td>18</td>
<td>$14,300.00</td>
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TOTAL: $14,300.00

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.

CPO USE - GG

Account Code (optional): 71302

VENDOR ADDRESS: 5
LOCATION CODE: CLEVEL-004

GG-02_2017
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<th>Lou Patten</th>
<th>Verrill Norwood</th>
<th>Lynn DeVault</th>
<th>Steve Wright</th>
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<td>01/20/17</td>
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<td>P</td>
<td>P</td>
<td>A</td>
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<td>02/17/17</td>
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<td>05/19/17</td>
<td>Work Session - Council Rm</td>
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<td>P</td>
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Note: Work Sessions are not a Regular Meeting-Attendance not Required.
### Account Analysis

**City of Cleveland**

**Fund:** 322-CAPITAL IMPROVEMENTS PROGRAM FUND

**June 2017**

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<th>Credit</th>
<th>Balance</th>
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<td>06/22/2017</td>
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Cleveland Municipal Airport Authority

Tennessee Department of Transportation
Finance Office
Grants Monitoring Section
May 18, 2017

Lou Patten, Chairman
Cleveland Municipal Airport Authority
474 2nd Street Southeast
Cleveland, Tennessee 37311

Dear Mr. Patten:

Staff from the Tennessee Department of Transportation (TDOT), Grants Monitoring Section, conducted a desk monitoring review of a contract the Cleveland Municipal Airport Authority has with the Tennessee Department of Transportation (TDOT). Refer to the Appendix for a listing of the contract monitored.

The responsibility for core program monitoring of Activities Allowed or Unallowed, Davis Bacon Act Compliance, and Eligibility are the responsibility of the individual TDOT program manager. The Division responsible for the administration of this contract has indicated that the signature of the TDOT program manager indicates that these Core Areas have been reviewed and approved by the program manager during the invoice approval process. The TDOT Fiscal Monitoring Staff verified that all invoices tested were approved by the program manager's signature and is the full extent of our assertion.

TDOT conducted the desk review in order to determine if costs and service are allowable and eligible and to verify contractual compliance.

A desk review is substantially less in scope than an audit. TDOT did not audit the financial statements and accordingly, does not express an opinion or any assurance regarding the financial statements of the City of Cleveland.

TDOT identified no findings of noncompliance during the desk review.
If you have any questions, please call me at (615) 253-4288.

Sincerely,

Ron Boniol, CGFM
Manager Grants Monitoring

cc: Bill Orellana, Director, TDOT Aeronautics
    Lyle Monroe, Transportation Manager, TDOT Aeronautics
    Belinda Hampton, Transportation Program Monitor 2, TDOT Aeronautics
    Lance Goad, Fiscal Director 2, TDOT
    Richard Emerson, Fiscal Director 1, TDOT
    Comptroller.State.Audit@cot.tn.gov
Appendix

Subrecipient: Cleveland Municipal Airport Authority

TDOT monitored the following contract during the review:

<table>
<thead>
<tr>
<th>Service Provided</th>
<th>Contract Number</th>
<th>Contract End Date</th>
<th>Full Contract Max. Liability</th>
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<tr>
<td>700 Feet R/Way Extension, Design</td>
<td>AERO15218</td>
<td>5/14/2020</td>
<td>$160,000</td>
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Linda L. Ivey, Auditor 3, TDOT
731-352-8581
linda.ivey@tn.gov

Kristi Powers, Support Services Manager
City of Cleveland, Public Works Department
423-472-2851
kpowers@cleveandtn.gov
Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, May 19, 2017, at 9:00 a.m. in the Cleveland Municipal Council Room.

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

MEMBERS ABSENT: None

CITY STAFF: Renea Brown (Secretary), Mark Fidler (Airport Manager), Kristi Powers (Support Services Manager) and Randall Higgins (City Reporter)

FBO STAFF: Allen Howell

CONSULTANTS: Rick Hudgens and Mark Paslick

GUESTS: Frank Bassadre, Kevin Wright, Bill Dethero and Gwen Dethero

MEDIA: Larry Bowers (Daily Banner)

CALL TO ORDER
The meeting was called to order by the Chairman, Lou Patten, at 9:03 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 April 7, 2017, meeting. Steve Wright so moved, seconded by Verrill Norwood and was unanimously passed.

UPDATES
Director’s Report
Runway Extension Update
Mark Fidler reported a conference call was held yesterday and all parties were represented. The concrete mix designed was approved by the testing engineers on Wednesday. Materials to be used in the actual mix will be gathered and submitted for testing on Tuesday.
Test beams will be poured at Bradley Concrete and later transported to S&ME’s Chattanooga lab for testing. Strength and aggregate testing durations vary in length. Two sets of beams will be made for scheduled breaks at 3, 7, 14 and 28 day intervals.

RFI’s were discussed between the contractors and questions were addressed.

Lighting components have a six to eight-week lead time for delivery. Precision Approach, the lighting contractor, is awaiting approval from the electrical engineer on design and submittals. They should be received today.

Lead time on rebar is approximately thirty days.

Soil sampling testing of the site will be on Tuesday, May 23rd, along with the concrete testing at Bradley Concrete.

Conference calls will be scheduled every two weeks or as needed.

Chairman Patten asked if they would start moving dirt after the lights arrive. Mark said yes. They want to make sure to have all the materials on-site before they start the process of inconveniencing people. This should be within thirty to forty-five days. The completion date is set for October 1st.

Director’s Report

Tim Visor (Parcel N-8) Lease Extension for an Additional 10 Year Period

In front of the Authority is a letter from Tim Visor regarding the extension of his property lease. He is exercising his option to renew his land lease for an additional term of ten years as per his existing lease.

Director’s Report

Recognition of Bill Dethero for Work with Angel Flight Network

Mark feels it is appropriate to recognize outstanding citizens of the community and, in this forum, recognize those that have contributed to aviation and the welfare of mankind in general. One such person who comes to mind is Bill Dethero. Bill is a Cleveland native and been named Pilot of the Year by Angel Flight/Mercy Flight.

For those of you who are not familiar with Angel Flight, they were founded in 1983 and have flown over 39,000 mission flights, helping people gain access to medical treatment they might otherwise have been denied for lack of transportation. In 2016, a total of 3,208 missions were coordinated; that’s eight missions a day, seven days a week, 365 days a year. Angel Flight coordinated free air transportation for patients with medical hardships who cannot, for financial or other reasons, use commercial airlines. These can be routine medical treatments, one-time operations or other compassionate purposes. They serve as the coordinator for a pool of volunteer pilots who, like Bill, are dedicated to serving the community. They work with hospitals and health care professionals to match volunteer private pilots who are willing to donate flights with people in need of transportation.

Mark presented Bill Dethero with a limited-edition print by aviation artist Sam Lyons entitled “Hoover’s Old Yeller”. This print bares the signature of the late aviator Bob Hoover.

Bill Dethero: I’d like to thank everyone for this opportunity. I am very humbled, very appreciative. I want to thank my wife for the support. She allows me to take off when I can in the evenings or all hours
of the day. It’s a hobby that I was able to obtain; where I am able to help someone else. I’m very…that’s what I want to do. I do appreciate this and thank you Mark. I want to thank everyone and I appreciate it.

Chairman Patten thanked Mr. Dethero for his service in helping people in need this way.

Mark also wanted to thank Eastern Aviation Fuels for donating the print. They support the Angel Flight network.

**Director’s Report**

**Other**
The Cirrus that crashed on takeoff on March 26th has now been removed from the Jetport. The aircraft was disassembled and transported to Latrobe, PA for repairs on April 22nd. Unfortunately, following an examination at the repair facility, it was determined that the air frame was a total loss. There was significant damage to the area of the fuselage just above the end numbers. Parts that can be salvaged will be removed from the aircraft.

**Other**
The CAP fly in/drive in breakfast last month had a record turnout. There were thirty-four aircraft on the ramp and over seventy attendees. As a reminder, the breakfast is held on the third Saturday of the month.

**Other**
Frank Bassadre with the Southeast Jet Center hangar stopped by to provide an update on construction. Mr. Bassadre advised the concrete parking lot was poured yesterday. The weather has been the cause of the delay. The only thing left for him to do is the approach that comes in off the drive. He didn’t want to prepare it and not be on the spot to pour it due to mud coming in after the area has been opened up. He is hoping to have this done by next week. The building interior is almost finished. In the hangar, all of the electrical is done; and inside the office area, half of the drywall work is complete.

**Other**
Chairman Patten asked Mark if he had anything to discuss on the financials. He said no, but he did want to forewarn the Authority that he had to have the runway end identification lights worked on again. He called in Guardian Electric and they worked quite a while on them. Their recommendation is to pull two boards out of them (one of which is under warranty and the other is not) and two transformers. This cost will be nearly $1,000.00.

**FBO Report**
Allen Howell reported:
- Good fuel sales in April; it’s probably the second best behind October. The trend seems to be an increase of 20% in fuel sales since last July.
- The new FBO manager will be starting in a couple of weeks. Cheryl Balazi has been with the company for four years, and was part of the startup team last June and July we when started here. She has worked in both FBO locations in Nashville. In addition, she led the effort when we changed over the accounting software/point of sales systems and trained all the customer service representatives. She has been in charge of training and customer service for all three locations and has helped him and his partner turn around the operations at John Tune Airport; they have seen a 70% increase in fuel sales in the last year.
Keith Sewell has been brought in as a new Flight Instructor. He is a full-time police officer in Fort Oglethorpe. He is a twenty-year Gold Seal Flight Instructor; this has been his part-time job since 1996. He would like to transition to full time aviation; so, he is joining the Contour Aviation team. He will be starting out part-time.

Chairman Patten asked if he had any conversations with Cleveland State or Lee University regarding starting a joint venture with student/pilot training. Mr. Howell said he has not been able to do that, but believes Mr. Sewell will be able to reenergized that venture.

Board Member Garrison asked about the percentage of fuel sales sold to Mr. Jones and what is being done to bring in additional sales. Mr. Howell estimated 55% of sales are sold to Mr. Jones. In regards to additional sales, he believes they are already doing some things: bringing in contract fuel pricing and Corporate Aircraft Associations (CAA) discounts. Another big thing to help with fuel sales is developing more base customers.

Chairman Patten asked if all the t-hangars were full. Mr. Howell said only two of the thirty-eight t-hangars are vacant.

Board Member DeVault noted that unless it is an unusual circumstance, Jones Airways purchases all their fuel for charter services through the Jetport.

Board Member Garrison asked if fuel sales were increasing even if you take Jones Airways out of the equation. Mr. Howell said yes by more than 20%.

**NEW BUSINESS**
Retro Motion Authorizing Chairman to Sign an Agreement with PDC for Professional Services for the Runway Extension Construction in the Amount of $166,992
Chairman Patten called for a retro motion authorizing him to sign an agreement with PDC for professional services for the runway extension construction. Lynn DeVault so moved, seconded by Verrill Norwood and was unanimously passed.

**BOARD MEMBER REPORTS**
Lou Patten – None
Verrill Norwood – None
Lynn DeVault – None
Robbie Garrison – None
Steve Wright – None

**Adjournment**
The next monthly meeting is July 21st at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:28 a.m.
Respectfully submitted,

Renea Brown,
Recording Secretary

Handouts:
Monthly Revenue & Expenses Report
Expenditure Report
RZR Monthly Report
Tim Visor Lease Extension Request
Recognition Letter to Bill Dethero Named Airlift Hope Tennessee Pilot of the Year
Runway Extension Timeline Exhibit B

Information Attachments:
Agreement with PDC for Professional Services for Runway Extension Contract
Authority Attendance Log