



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
March 10, 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 (January 20, 2017)

IV. UPDATES

- A. Director's Report (Mark Fidler)
 - a. Runway Extension Update
 - b. Customs Update
- B. FBO Report (Corporate Flight Management)

V. UNFINISHED BUSINESS

- A. Voice of Evangelism – Non Payment of Fuel Flowage Fees
- B. Discussion of Time Limit for Construction of Hangars on Leased Lots

VI. NEW BUSINESS

- A. Retro Motion Authorizing the Chairman to Sign a Grant in the Amount of \$2,500,000 (90/10 Match) for Construction and Remainder of Engineering Costs for the 700' Runway Extension (Page 1)
- B. Consideration for Don Robinson, M.D. to use Jetport Facilities for FAA Flight Physicals

VII. BOARD MEMBER REPORTS

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

VIII. ADJOURNMENT

Next Scheduled Meeting – April 21, 2017

Informational Attachments:

Payments (Page 2)

Authority Attendance Log (Page 3)

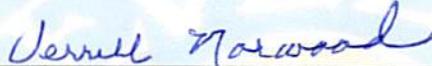
CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

MEETING DATE: March 10, 2017



Lou Patten



Verrill Norwood



Lynn DeVault

Robbie Garrison

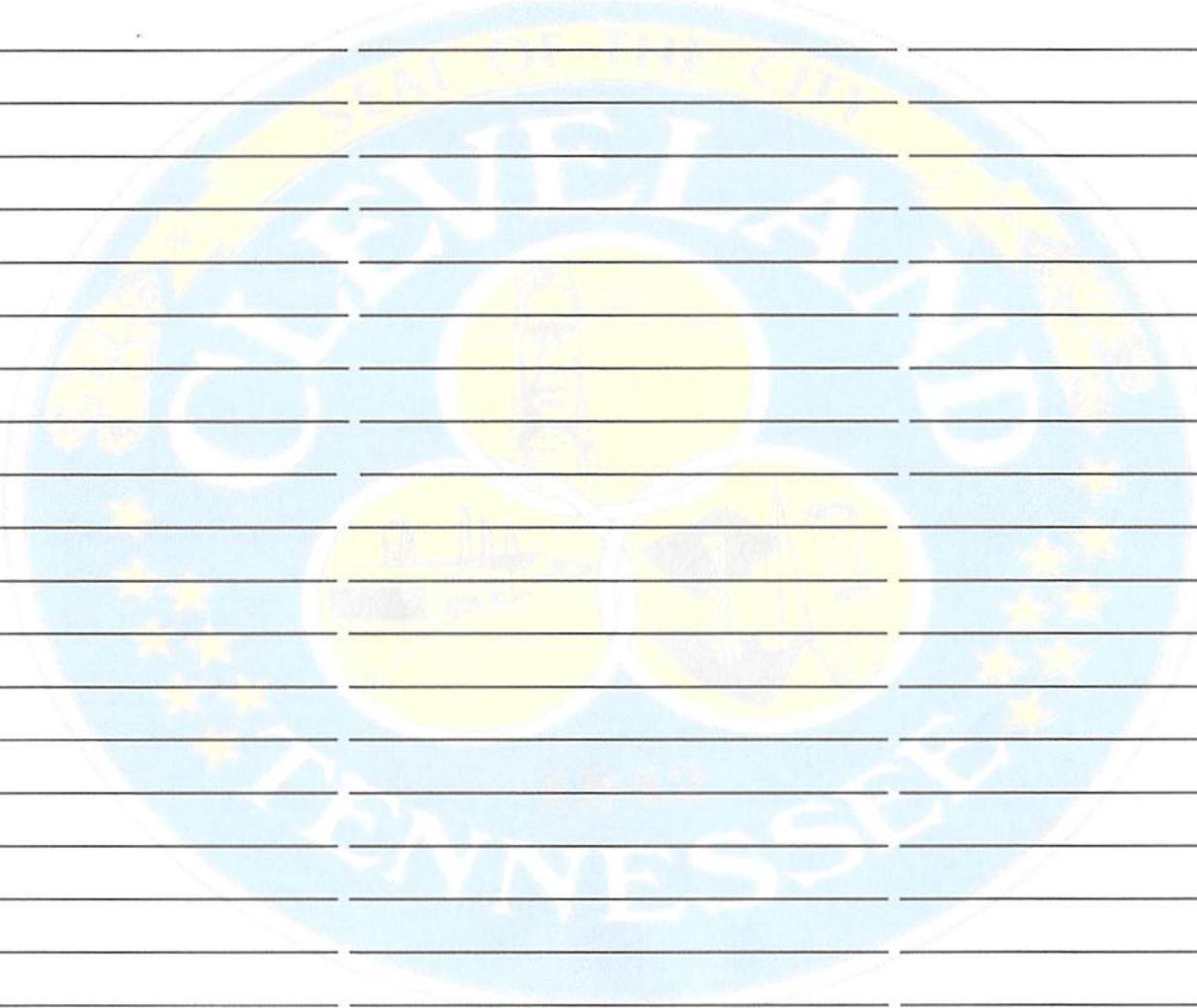
Steve Wright

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: March 10, 2017

Name & Company Name: (<u>PRINT</u>)	Address:	E-mail:
1		
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TAD Project Number: 06-555-0762-17
TAD Contract Number: AERO-17-224-00
Federal Grant Number: N/A

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
Begin Date 02/28/2017		End Date 02/27/2022		Agency Tracking # 40100-22617	
Edison ID 49231					
Grantee Legal Entity Name Cleveland Municipal Airport Authority					Edison Vendor ID 4062
Subrecipient or Contractor			CFDA # N/A		
<input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor			Grantee's fiscal year end: June		
Service Caption (one line only) 700' Runway Extension					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2017	\$2,250,000.00			\$250,000.00	\$2,500,000.00
TOTAL:	\$2,250,000.00			\$250,000.00	\$2,500,000.00
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

LOCATON CODE: CLEVEL-004

Date: 3/03/2017
 Time: 13:00
 GL6640
 User: CHRISTY

City of Cleveland
 Account Analysis
 February 2017

Page:
 Id:

Fund: 322-CAPITAL IMPROVEMENTS PROGRAM FUND

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

52500-933	CLEVELAND REGIONAL JETPORT			ENVIRONMENTAL MONITORING				
				Beginning Balance			1,586.00	
01/19/2017	10425-16	60445	CD	PDC CONSULTANTS, LLC	2,163.00		3,749.00	CD4448
02/07/2017	10425-17	60595	CD	PDC CONSULTANTS, LLC	2,907.00		6,656.00	CD4459
				Ending Balance	5,070.00		6,656.00	

52500-938	CLEVELAND REGIONAL JETPORT			JETPORT/TAXILANE ADDITION				
				Beginning Balance			0.00	
01/19/2017	AERO101684	60444	CD	MERIT CONSTRUCTION, INC.	5,890.39		5,890.39	CD4448
02/10/2017	10420-15	60650	CD	PDC CONSULTANTS, LLC	2,670.00		8,560.39	CD4462
				Ending Balance	8,560.39		8,560.39	

5	52500-952	CLEVE REGIONAL JETPORT			APRON DESIGN/T-HANGARS CONST			
				Beginning Balance			0.00	
01/31/2017	JE4111		JE	CORR CK#57938-MILLER CO 11/30		3,500.00	-3,500.00	JE4111
				Ending Balance		3,500.00	-3,500.00	

52500-953	CLEVELAND REGIONAL JETPORT			RUNWAY EXT DESIGN				
				Beginning Balance			5,750.00	
01/31/2017	JE4111		JE	CORR CK#57938-BENCHMARK 11/30		2,250.00	3,500.00	JE4111
02/07/2017	10428-5	60595	CD	PDC CONSULTANTS, LLC	45,645.00		49,145.00	CD4459
02/07/2017	10428-6	60595	CD	PDC CONSULTANTS, LLC	19,315.00		68,460.00	CD4459
				Ending Balance	64,960.00	2,250.00	68,460.00	

52500-954	CLEVELAND REGIONAL JETPORT			RUNWAY EXT CONSTRUCTION				
				Beginning Balance			0.00	
02/22/2017	06-555-076	60750	CD	TN DEPT OF TRANSPORTATION	250,000.00		250,000.00	CD4470

**Cleveland Municipal Airport Authority
Cleveland Regional Jetport (KRZR)**

Monthly Revenues and Expenses Report
FY 2017: July 1, 2016 thru June 30, 2017

Revenue Sources as of 2/8/17	January			Year to Date = 58.3 % of FY 2017			YTD %'age of Budget	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age		\$ Amount	%'age
Ground/Land Lease	9	\$ 7,070.90	36.0%	64	\$ 49,313.62	41.7%	63.0%	\$ 78,300.00	38.9%
T-Hangar Rent	40	\$ 2,500.00	12.7%	280	\$ 17,500.00	14.8%	58.3%	\$ 30,000.00	14.9%
Vrbl. Terminal Rent	1	\$ 1,624.15	8.3%	7	\$ 15,114.30	12.8%	60.5%	\$ 25,000.00	12.4%
Maintenance Hangar	1	\$ 1,500.00	7.6%	7	\$ 10,500.00	8.9%	58.3%	\$ 18,000.00	8.9%
Term. Bldg. Rental		\$ -		10	\$ 1,583.00	1.3%	31.7%	\$ 5,000.00	2.5%
Video Advertising	1	\$ 5,000.00	25.5%	1	\$ 5,000.00	4.2%	50.0%	\$ 10,000.00	5.0%
Special Events								\$ 5,000.00	2.5%
								\$ 171,300.00	85.1%
Flowage Fees	16241.5	\$ 1,948.98	9.9%	160222.8	\$ 19,226.74	16.3%	64.1%	\$ 30,000.00	14.9%
Other									
Total Revenues		\$ 19,644.03	100.0%		\$ 118,237.66	100.0%	58.7%	\$ 201,300.00	100%

Budgeted Expenses - Prorated	\$ 16,775.00	85.4%	\$ 117,425.00	99.3%	58.3%	\$ 201,300.00	100%
Retained	\$ 2,869.03	14.6%	812.66	.7			
Actual Posted Expen: 2/8/17	\$ 14,610.64	74.4%	\$ 136,136.47	115.1%	67.6%	\$ 201,300.00	100%
Retained	\$ 5,033.39	25.6%	\$ (17,898.81)	(15.1)%			
Other							

Notes:

RZR Monthly Report - January 2017

	JetA	Avgas	Self Serve	
1-Jan	172	0		
2-Jan	0	0		
3-Jan	80	22		
4-Jan	760	63		
5-Jan	149	58		
6-Jan	50	0		
7-Jan	0	20.1		
8-Jan	691	18.8		
9-Jan	206	119		
10-Jan	602	15.7		
11-Jan	1884	0		
12-Jan	645	77.9		
13-Jan	541	73.1		
14-Jan	30	21.7		
15-Jan	85	31.1		
16-Jan	799	67		
17-Jan	750	0		
18-Jan	1055	116.9		
19-Jan	533	46.4		
20-Jan	0	123.1		
21-Jan	902	38.1		
22-Jan	40	14.1		
23-Jan	140	0		
24-Jan	1080	156.2		
25-Jan	262	142		
26-Jan	1072	117.3		
27-Jan	159	119.4		
28-Jan	361	18.7		
29-Jan	532	12.9		
30-Jan	983	49.5	15.6	
31-Jan	48	72.9		
				Total
RZR	14,611.00	1,614.90	15.60	16,241.50
QB				-
Diff	14,611.00	1,630.50		16,241.50

JetA Loads	Gross	Net	Diff
2238B	8000	8016	-16
2238C	8,000	8,031	(31)
			-
			-
	16,000	16,047	(47)

Jan Beg Inv	Stick	QB	Diff
JetA	11381		
Avgas	4246		

Jan End Inv	Stick	QB	Diff
	(Truck and Tank)		
JetA	12780		
Avgas	6635		

Avgas Loads	Gross	Net	Diff
2238A	4000	4049	-49
			-
			-
	4,000	4,049	(49)

<i>\$.12 Flowage Fee to Airport</i>	
\$	1,948.98
<i>\$.10 Building Rent to Airport</i>	
\$	1,624.15

Meter Numbers	
Avgas	
Ending	114134.8
Beginning	112519.9
	1,614.9

JetA Meter 1 Number	Jet A Meter 2 Number	
Ending	765205	1865806
Beginning	762705	1853695
	2,500.0	12,111.0
Total	14,611.0	
Restoration for Meter Penching		
Total Sold	14,611.0	

Check amount:		MTD Vol	YTD VOL	Factor Applied per Contract
Terminal Bldg Rent	\$ 1,624.15	16,241.50	41,644.27	0.10
Flowage Fee	\$ 1,948.98			
MTX Hangar	\$ 1,500.00			
T- Hangars	\$ 2,500.00			
Total Amount Due	\$ 7,573.13			

Date: 2/08/2017
 1
 Time: 13:01
 GL6660
 User: CHRISTY

City of Cleveland
 Expenditure Report
 January 2017

Page:
 Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 58.3333

Acct Number -----Account Name-----

ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
75,900.00	5,837.90	40,519.61	35,380.39
8,491.00	11.00	1,979.16	6,511.84
1,500.00			1,500.00
200.00		108.28	91.72
300.00		250.00	50.00
700.00	48.95	244.75	455.25
7,400.00	444.02	3,660.55	3,739.45
11,300.00	1,123.91	5,619.55	5,680.45
13,800.00	1,034.00	7,844.12	5,955.88
900.00		515.35	384.65
200.00	14.30	71.50	128.50
500.00			500.00
600.00		46.97	553.03
400.00		350.00	50.00
300.00		89.85	210.15
500.00			500.00
4,000.00	202.00	833.30	3,166.70
1,600.00		347.15	1,252.85
39,000.00	4,108.83	22,302.89	16,697.11
10,000.00	909.40	5,579.16	4,420.84
1,000.00			1,000.00
8,000.00	237.75	6,030.08	1,969.92
10,000.00	354.97	2,399.05	7,600.95
4,200.00	350.00	2,450.00	1,750.00
3,000.00			3,000.00
500.00		47.94	452.06
12,000.00		140.51	11,859.49
1,200.00	4.29	592.02	607.98
500.00		53.94	446.06
1,800.00		645.34	1,154.66
19,111.00	1,916.71	12,048.18	7,062.82
9.00		8.02	0.98
10,623.00		10,622.54	0.46
267.00		267.00	
1,119.00		1,119.00	
500.00	-2,003.05	411.35	88.65

RP0391GL

52500-921	HARDWICK BLDG-JONES				
52500-930	MITIGATION/ROLLING HILLS				
52500-942	SMALL EQUIPMENT	3,000.00		366.94	2,633.06
	TOTAL CLEVE REGIONAL JETPORT	254,420.00	14,594.98	127,564.10	126,855.90
	Fund Total	254,420.00	14,594.98	127,564.10	126,855.90

127,564.10
 - 112,953.46

 14,610.64

YTD
 12/16
 1/17 EXPENSES

2/17

2/17

**Cleveland Municipal Airport Authority
Cleveland Regional Jetport (KRZR)**

Monthly Revenues and Expenses Report

FY 2017: July 1, 2016 thru June 30, 2017

Revenue Sources as of 3/8/17	February			Year to Date =66.7 % of FY 2017			YTD %'age of Budget	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age		\$ Amount	%'age
Ground/Land Lease	9	\$ 7,070.90	37.4%	73	\$ 56,384.52	41.1%	72.0%	\$ 78,300.00	38.9%
T-Hangar Rent	40	\$ 2,500.00	13.2%	320	\$ 20,000.00	14.6%	66.7%	\$ 30,000.00	14.9%
Vrbl. Terminal Rent	1	\$ 2,416.50	12.8%	8	\$ 17,530.80	12.8%	70.1%	\$ 25,000.00	12.4%
Maintenance Hangar	1	\$ 1,500.00	7.9%	8	\$ 12,000.00	8.8%	66.7%	\$ 18,000.00	8.9%
Term. Bldg. Rental				10	\$ 1,583.00	1.2%	31.7%	\$ 5,000.00	2.5%
Video Advertising	1	\$ 2,500.00	13.2%	2	\$ 7,500.00	5.5%	75.0%	\$ 10,000.00	5.0%
Special Events								\$ 5,000.00	2.5%
								\$ 171,300.00	85.1%
Flowage Fees	24165	\$ 2,899.80	15.4%	184387.8	\$ 22,126.54	16.1%	73.8%	\$ 30,000.00	14.9%
Other									
Total Revenues		\$ 18,887.20	100.0%		\$ 137,124.86	100.0%	68.1%	\$ 201,300.00	100%

Budgeted Expenses - Prorated	\$ 16,775.00	88.8%	\$ 134,200.00	97.9%	66.7%	\$ 201,300.00	100%
Retained	\$ 2,112.20	11.2%	2924.86	2.1%			
Actual Posted Expen: 3/8/17	\$ 16,083.77	85.2%	\$ 152,220.24	111.0%	75.6%	\$ 201,300.00	100%
Retained	\$ 2,803.43	14.8%	\$ (15,095.38)	(11.0)%			
Other							

Notes:

RZR February 2017

JetA	JetA Self Serve	Avgas	Avgas Self Serve
22,139	99.8	1,858	68.16
Total Gallons Sold	24164.96		\$.12 Flowage Fee \$2,899.80
\$.10 Building Rent	2416.5		

<u>Check amount:</u>		<u>MTD Vol</u>	<u>YTD VOL</u>	<u>per Contract</u>
Terminal Bldg Rent	\$ 2,416.50	24,164.96	49,567.73	0.10
Flowage Fee	\$ 2,899.80			
MTX Hangar	\$ 1,500.00			
T- Hangars	\$ <u>2,500.00</u>			
Total Amount Due	\$ 9,316.30			

2-117

2/17

RP8225GL

Date: 3/08/2017
Time: 09:00
GL6660
User: CHRISTY

City of Cleveland
Expenditure Report
February 2017

Page:
Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 66.6666

Acct Number	Account Name	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111	SALARIES	75,900.00	5,837.90	46,357.51	29,542.49
52500-114	PART-TIME SALARIES	5,491.00		1,979.16	3,511.84
52500-119	CONTRACTED SERVICES-FBO				
52500-133	SOLD VACATIONS				
52500-134	CHRISTMAS BONUS	200.00		108.28	91.72
52500-136	SICK PAY INCENTIVE	300.00		250.00	50.00
52500-140	DENTAL INSURANCE	700.00	48.95	293.70	406.30
52500-141	SOCIAL SECURITY TAX	7,400.00	443.18	4,103.73	3,296.27
52500-142	HEALTH INSURANCE	11,300.00	1,123.91	6,743.46	4,556.54
52500-143	RETIREMENT EXP	13,800.00	1,034.00	8,878.12	4,921.88
52500-144	LIFE & DISABILITY INS	900.00	75.03	590.38	309.62
52500-145	VISION INSURANCE	200.00	14.30	85.80	114.20
52500-149	WORKER'S COMP CLAIMS	500.00			500.00
52500-191	LAUNDRY & DRY CLEANING	600.00		46.97	553.03
52500-197	CLOTHING ALLOWANCE	400.00		350.00	50.00
52500-211	POSTAGE/SHIPPING EXP	300.00	21.90	111.75	188.25
52500-221	PRINTING EXP	500.00			500.00
52500-228	SERVICE AGREEMENT-CU				
52500-237	ADVERTISING	4,000.00		833.30	3,166.70
52500-239	SUBSCRIPTIONS/MEMBERSHIPS	1,600.00	250.00	597.15	1,002.85
52500-241	UTILITIES EXP	45,000.00	4,011.34	26,314.23	18,685.77
52500-245	TELEPHONE EXP	10,000.00	859.42	6,438.58	3,561.42
52500-251	CONTRACTED SVCS-SECURITY				
52500-254	AIRPORT MASTERPLAN				
52500-266	BUILDING MAINTENANCE	9,000.00	321.97	6,352.05	2,647.95
52500-267	GROUND MAINTENANCE	10,000.00	4.70	2,403.75	7,596.25
52500-282	CAR ALLOWANCE	4,200.00	350.00	2,800.00	1,400.00
52500-283	TRAVEL & TRAINING EXP	2,000.00			2,000.00
52500-288	WORK SESSION MEALS	500.00	13.10	61.04	438.96
52500-290	CREDIT CARD FEES	12,000.00		174.03	11,825.97
52500-291	LEASE AGREEMENT EXPENSE				
52500-292	FUEL TRUCK LEASES (2)				
52500-293	CONTRACTED SCVS-MOWING				
52500-319	OFFICE SUPPLIES	1,200.00	41.66	633.68	566.32
52500-321	OPERATING EXPENSES	500.00		53.94	446.06
52500-324	JANITORIAL EXPENSES				
52500-331	GASOLINE EXP	1,800.00	176.55	821.89	978.11
52500-332	REPAIRS & PARTS	18,611.00		12,048.18	6,562.82
52500-333	AVGAS & JETFUEL PURCHASES	9.00		8.02	0.98
52500-511	INS-BLDGS & CONTENTS	10,623.00		10,622.54	0.46
52500-512	INS-VEHICLES & EQUIPMENTS	267.00		267.00	
52500-513	INS-GENERAL LIABILITY	1,119.00		1,119.00	
52500-599	MISCELLANEOUS	500.00	1,422.34	1,833.69	-1,333.69

RP8225GL

52500-921	HARDWICK BLDG-JONES				
52500-930	MITIGATION/ROLLING HILLS				
52500-942	SMALL EQUIPMENT	3,000.00		366.94	2,633.06
	TOTAL CLEVE REGIONAL JETPORT	254,420.00	16,050.25	143,647.87	110,772.13
	Fund Total	254,420.00	16,050.25	143,647.87	110,772.13

143,647.87
 -127,564.10

 16,083.77

YTD
 1/17
 2/17

ADVERTISEMENT FOR BID

Cleveland Municipal Airport Authority will accept sealed bids for a 700' Runway Extension Project at Cleveland Regional Jetport, Cleveland, TN. Bids will be received by the City, Melinda B. Carroll, Assistant City Manager at the Cleveland Municipal Building, 190 Church Street, N.E., City Council Room, Second Floor, Cleveland, Tennessee 37311 until **2:00 PM (EST) on Tuesday, March 28, 2017.**

Bids which are delivered in advance by any means shall be delivered to City Purchasing Department, Cleveland Municipal Building Annex, 160 Second Street, N.E., Cleveland, Tennessee 37311: Attention: Melinda B. Carroll, Assistant City Manager.

The bid package shall be clearly labeled: **700' Runway Extension Project – Cleveland Regional Jetport - DO NOT OPEN.**

Project Description: The project consists of the grading, stone base, concrete paving and lighting of a 700' runway extension. Additional work items will include the installation of storm drain piping/structures.

Contractors intending on submitting a bid must purchase contract documents from PDC Consultants, LLC, 133 Holiday Court, Suite 102, Franklin, TN 37067, telephone (615) 614-0121, at a non-refundable cost of \$175.00 per set.

It is the intent to make the plans/specifications available for review at the locations listed below:

City of Cleveland, TN
Municipal Building Annex
160 2nd Street NE
Cleveland, TN 37311
(423) 339-0260

TDOT, Aeronautics Division
607 Hangar Lane, Building 4219
Nashville, TN 37217
(615) 741-3208

PDC Consultants, LLC.
133 Holiday Court, Suite 102
Franklin, TN 37067
(615) 614-0121

Builders Exchange of TN
300 Clark Street
Knoxville, TN 37921
(865) 525-0443

Cleveland Municipal Airport Authority, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Each proposal must be accompanied by a Bidders Bond on the form contained in the Proposal Book from a surety company acceptable to Cleveland Municipal Airport Authority or a cashier's check or certified check made payable to Cleveland Municipal Airport Authority for not less than five percent (5%) of the total amount of the bid. A 100% Contract Bond will be required of the successful Contractor. Liquidated damages, for delay in contract completion shall be as stated in the Proposal.

All Bidders shall be licensed Contractors as required by the Contractors Licensing Act of 1976 of the General Assembly of the State of Tennessee, and all amendments thereto in effect on the date of receipt of bids. All bidders must comply with Tennessee Code Annotated, Title 62, in particular Chapter 6 regarding preparation of bid envelope. The proposal, which shall be enclosed in a sealed envelope shall

be clearly labeled on the outside of the envelope, at a minimum, with the name of the project, contractor's name and address and license number, classification, expiration date, and the date and time of the Bid Opening (so as to guard against premature opening of any bid). A form has been included for your

convenience. **Failure to show these items on the outside of the envelope will result in the bid being returned to the Bidder unopened.**

Withdrawal of Bid: Any Bidder, upon his and his authorized representative's written request, will be given permission to withdraw his proposal not later than the time set for opening thereto. At the time of opening of proposals, provided written request has been submitted prior to the time of the opening, when such proposal is reached it will be returned to the Bidder unopened. Unless contrary to the statutes of the State of Tennessee including local charter provisions no Bidder may withdraw a bid submitted for a period of ninety (90) days after actual bid opening without Owner's consent.

Important Notice to Bidders: A **MANDATORY** pre-bid conference has been scheduled for **2:00 PM (EST), March 14, 2017**, at the Cleveland Regional Jetport Terminal Building Conference Room, 251 Dry Valley Road NE, Cleveland, TN 37311 for the purpose of discussing the scope of the project and answering questions.

ATTENDANCE AT THIS CONFERENCE BY AN APPROPRIATE CONTRACTOR REPRESENTATIVE IS MANDATORY IN ORDER TO BE ELIGIBLE TO SUBMIT A BID.

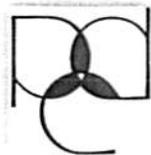
The Cleveland Municipal Airport Authority, through its Members, reserves the right to reject any/and or all proposals, to waive any formalities and informalities in the proposals received, and to accept any proposal which in its opinion may be in their best interest.

**City of Cleveland
Melinda Carroll, Assistant City Manager**

**CLEVELAND REGIONAL JETPORT
RUNWAY EXTENSION
TENTATIVE PROJECT TIMELINE**

TAD No.: 06-555-0762-17

DESCRIPTION	DATE
SPONSOR REQUEST LETTER	Friday, January 09, 2015
SCOPING MEETING	Wednesday, March 11, 2015
SCOPE MEETING MINUTES	Friday, March 13, 2015
TAC MEETING	Thursday, February 19, 2015
GRANT BEGIN DATE	Friday, May 15, 2015
WORK AUTHORIZATION EXECUTED	Monday, April 11, 2016
COMPLETE FIELD SURVEY	Friday, April 22, 2016
COMPLETE FIELD GEOTECHNICAL	Friday, April 29, 2016
COMPLETE OFFICE GEOTECHNICAL	Friday, May 13, 2016
50% PLANS REVIEW MEETING	Tuesday, June 28, 2016
LAND EASEMENT PSR REQUEST SUBMITTAL	Friday, July 08, 2016
95% PLANS REVIEW MEETING	Tuesday, February 07, 2017
100% PLANS COMPLETE	Wednesday, February 15, 2017
TAC MEETING	Thursday, February 16, 2017
ADVERTISEMENT DATE	Wednesday, February 22, 2017
PRE-BID MEETING	Tuesday, March 14, 2017
BID OPENING	Tuesday, March 28, 2017
EXECUTE AGREEMENTS WITH CONTRACTOR	Friday, May 05, 2017
PRE-CONSTRUCTION MEETING	Tuesday, May 16, 2017
BEGIN CONSTRUCTION	TBD
END CONSTRUCTION	TBD



CLEVELAND REGIONAL JETPORT
 CLEVELAND, TN
 TAD NO. 06-555-0762-17

RUNWAY EXTENSION PROJECT

ENGINEERS OPINION OF PROBABLE CONSTRUCTION COST

2/23/2017

Item Number	Item Description	Estimated		Unit Price	Extended Total
		Unit	Quantity		
1	MOBILIZATION	LS	1	\$125,000.00	\$125,000.00
2	LOW PROFILE BARRICADE PLACEMENT	EA	35	\$350.00	\$12,250.00
3	CONSTRUCTION EXIT, CULVERT CROSSING AND HAUL ROUTE	LS	1	\$15,000.00	\$15,000.00
4	TEMPORARY DISPLACED THRESHOLD	LS	1	\$15,000.00	\$15,000.00
5	CONSTRUCTION STAKING AND QUALITY CONTROL TESTING	LS	1	\$75,000.00	\$75,000.00
6	UNCLASSIFIED EXCAVATION	CY	37,500	\$10.00	\$375,000.00
7	EROSION CONTROL - SILT FENCE	LF	9,220	\$1.75	\$16,135.00
8	EROSION CONTROL - GEORIDGE CHECK DAM	EA	10	\$300.00	\$3,000.00
9	EROSION CONTROL - CULVERT PROTECTION TYPE 1	EA	4	\$500.00	\$2,000.00
10	EROSION CONTROL - CLASS A-1 RIP-RAP	TON	50	\$30.00	\$1,500.00
11	EROSION CONTROL - TYPE I EROSION CONTROL BLANKET	SY	34,950	\$2.50	\$87,375.00
12	CRUSHED AGGREGATE BASE COURSE (4")	TON	3,450	\$25.00	\$86,250.00
13	PORTLAND CEMENT CONCRETE PAVEMENT (11")	SY	13,210	\$80.00	\$1,056,800.00
14	PAVEMENT MARKING (WHITE AND YELLOW)	SF	10,105	\$1.25	\$12,631.25
15	BLACK PAVEMENT MARKING	SF	3,900	\$0.75	\$2,925.00
16	SURFACE PREPARATION	LS	1	\$25,000.00	\$25,000.00
17	PERIMETER DRAINS	LF	3,415	\$12.00	\$40,980.00
18	LATERAL DRAINS	LF	670	\$12.00	\$8,040.00
19	LATERAL DRAIN END TREATMENT	EA	11	\$350.00	\$3,850.00
20	EXISTING LATERAL DRAIN DEMOLITION	LS	1	\$10,000.00	\$10,000.00
21	18" CONCRETE PIPE	LF	124	\$50.00	\$6,200.00
22	HEADWALLS (18" RCP)	EA	2	\$2,500.00	\$5,000.00
23	SEEDING AND MULCHING	AC	20	\$2,500.00	\$50,000.00
24	SODDING	SY	6,300	\$5.00	\$31,500.00
25	TOPSOILING (REMOVED FROM THE STOCKPILE)	CY	8,740	\$8.00	\$69,920.00
26	TRENCHING AND BACKFILL	LF	3,850	\$1.25	\$4,812.50
27	1/C, #8 AWG, 5kV, L-824C CABLE	LF	4,100	\$1.50	\$6,150.00
28	#6 AWG BSDC (COUNTERPOISE)	LF	3,750	\$1.25	\$4,687.50
29	5/8" x 10' COUNTERPOISE GROUND ROD AND CONNECTION	EA	12	\$200.00	\$2,400.00
30	TRENCHING AND BACKFILL FOR ISOLATED COUNTERPOISE (PLOWED IN)	LF	3,750	\$1.00	\$3,750.00
31	CONCRETE ENCASED ELECTRICAL DUCT	LF	185	\$150.00	\$27,750.00
32	ELECTRICAL HANDHOLD	EA	1	\$2,500.00	\$2,500.00
33	MEDIUM INTENSITY RUNWAY LIGHT, STAKE MOUNTED L-861 (L)	EA	6	\$650.00	\$3,900.00
34	MEDIUM INTENSITY THRESHOLD LIGHT, BASE MTD. L-861 (L)	EA	2	\$850.00	\$1,700.00
35	MEDIUM INTENSITY THRESHOLD LIGHT, STAKE MTD. L-861 (L)	EA	9	\$650.00	\$5,850.00
36	MEDIUM INTENSITY THRESHOLD LIGHT, IN-PAVEMENT L-861 (L)	EA	4	\$1,500.00	\$6,000.00
37	MEDIUM INTENSITY TAXIWAY LIGHT, BASE MTD. L-861 (L)	EA	3	\$850.00	\$2,550.00
38	MEDIUM INTENSITY TAXIWAY LIGHT, STAKE MTD. L-861 (L)	EA	34	\$650.00	\$22,100.00
39	MEDIUM INTENSITY RUNWAY LIGHT, NEW HEAD REPLACEMENT L-861 (L)	EA	19	\$350.00	\$6,650.00
40	TAXIWAY GUIDANCE SIGN PANEL REPLACEMENT	EA	2	\$500.00	\$1,000.00
41	L-858 GUIDANCE SIGN, 2-MODULE, SINGLE-FACE, SIZE 2, STYLE 2, CLASS 2	EA	2	\$4,750.00	\$9,500.00
42	L-858 GUIDANCE SIGN, 2-MODULE, DOUBLE-FACE SIZE 1, STYLE 2, CLASS 2	EA	1	\$5,500.00	\$5,500.00
43	REIL RELOCATION	LS	1	\$3,500.00	\$3,500.00
44	EXISTING AIRPORT LIGHT DEMOLITION	LS	1	\$3,500.00	\$3,500.00
CONSTRUCTION SUBTOTAL					\$2,260,156.25
ENGINEERING (CA, RPR, CONST. SURVEYING, TESTING)					\$185,000.00
TOTAL					\$2,445,156.25

PLAN HOLDERS LIST
CLEVELAND REGIONAL JETPORT
CLEVELAND, TN
700' RUNWAY EXTENSION PROJECT
TAD NO: 06-555-0762-17

Feb-17
PDC JOB NO. 10428

BIDS ADVERTISED:	2/22/2017
MANDATORY PREBID MEETING:	3/14/2017 (2 PM)
BID OPENING:	3/28/2017 (2 PM)

Company Name	Contact	Company Address	Phone No.	Fax No.	Email Address
Builders Exchange TN	Heather Lowery	300 Clark Street Knoxville, TN 37921	865-525-0443		heather@bxtn.org
TAD	Steve Upshaw	607 Hangar lane, Building 4219, Nashville, TN 37217	615-253-1170		steve.upshaw@tn.gov
City of Cleveland, TN	Melinda Carroll	Municipal Building Annex 160 2nd Street NE Cleveland, TN 37311	423-339-0260		mcarroll@clevelandtn.gov
GLF Construction Corporation	David Ammon	7648 Southland Blvd. #100 Orlando, FL 32809	407-888-8481	407-888-8482	dammmon@glfusa.com
Hinkle Construction Services, LLC	Chad Conley	360 N. Middletown Road Paris, KY 40361	859-340-1026	859-987-0727	chad.conley@hinkle-cs.com
Interstate Concrete Construction, LLC	Herbie Sowder	178 Durkee Road NE Cleveland, TN 37323	423-472-6538	423-472-9824	hcsowder@simpsonconst.net
Precision Approach, LLC	Brandi Allen	874 Harmony Road Eatonton, GA 31024	706-485-7201	706-485-7201	bnallen@precisionapproach.org
Wright Brothers	Dean Briggs	1500 Lauderdale Memorial Hwy Charleston, TN 37310	423-336-2261	423-336-2079	dbriggs@wbcci.com

KRZR MINIMUM STANDARDS FOR CONSTRUCTION OF AIRCRAFT HANGARS

- (e) Access to the proposed building, including any required easements, roads or taxiways.
- (f) An approved ground lease with the Airport Authority, or an approved sublease with an existing authorized tenant of the Airport. Such lease to include all areas deemed necessary to the normal use of the building.
- (g) Minimum separation beyond the outermost perimeter of the structure shall be in accordance with the ALP. This provision may be waived, in whole or in part, by the Airport Authority to facilitate operations or access. Requests for waiver must be in writing, shall state the reason for the waiver, and shall state in detail the mitigating measures with respect to potential adverse impacts to the ALP that may arise from granting the requested waiver.
- (h) Proper filing of FAA Form 7460 with the FAA, with copies to the Airport Authority.

Section 4. – Application

These standards shall apply to all properties in the ALP and are in addition to any other jurisdictional requirements including but not limited to zoning ordinances and building codes of the City of Cleveland, Tennessee.

- (1) Copies of all structural plans, site plans, and material specifications developed by a licensed architect and/or engineer shall be provided to Airport Authority for review and approval and upon approval shall become the property of the Airport.
- (2) Airport Authority or designated agent shall make frequent inspections during construction of any approved building. No changes to, or variation from approved plans and specifications shall be permitted unless approved in writing by Airport Authority.
- (3) Construction of approved structure or material component thereof may not commence until the following documents or proofs thereof are submitted and approved by the Airport Authority:
 - (a) Contractor's Comprehensive General Liability Insurance and Automobile Liability Insurance policies in the amount not less than defined by Airport Authority.
 - (b) Contractor's Property Damage Liability Insurance shall be in an amount of not less than defined by Airport Authority.
 - (c) Property insurance upon the entire Work site.
 - (d) A Performance, Material and Labor Payment Bond that equals the value of the proposed project.
- (4) Erection of temporary buildings must be approved in writing by Airport Authority as to type; use, design and location on an individual basis for a specified term and that removal of temporary buildings will be done by the Lessee, at their expense, within fifteen days of the end of the approved term.
- (5) In the event of any failure on the part of any Lessee to comply with Airport requirements or any failure to complete a construction project according to the approved plans and specifications, or within a reasonable time as determined by Airport Authority, shall be cause for management to revoke any ground lease with the Lessee of the project and require that the structure be removed from airport property. In addition





to the forgoing remedies, Airport Authority shall retain all other remedies provided by the lease term or provided by law.

Section 5. – Minimum Develop Standards

- (1) General Requirements: This general section requires permits for the building, plumbing, mechanical, and electrical.
 - (a) All structures shall be designed and constructed in accordance with the Building, Plumbing, Mechanical and Electrical Codes as adopted by City of Cleveland, Tennessee.
 - (b) All plans must be approved by all required local or state building inspection offices and all permits must be obtained before construction begins.
 - (c) All electrical, plumbing, and mechanical or any other work that is governed by Federal, State or local licensing regulations will be performed only by individuals or companies so licensed.
 - (d) All construction shall be in compliance with all applicable zoning regulations, FAA regulations, height restrictions, and other regulations issued by any agency having jurisdiction over work or projects within the scope of these standards shall apply.
 - (e) Airport Authority must approve the schedule for all work and the approved schedule shall become binding upon the applicants unless modification of the schedule have been approved in writing by Airport Authority.

- (2) Special Requirements: The following are emphasized to promote safety, insurability of structures on airport properties, and to maintain the value of all airport properties.
 - (a) Footings and Foundations: Soil tests shall be performed at the location of any proposed structure and the design of the footing and foundation based on the results. Copies of the design and test results bearing the seal of a registered architect or engineer shall be submitted to Airport Authority.
 - (b) Structural Strength and Materials: The Building Code currently adopted by City of Cleveland shall apply as to allowable materials and structural strength for the structural class or types as determined by use, seismic zone, wind and/or snow loads.
 - (c) Fire Rating: The fire ratings of structures used for the storage of aircraft, motor vehicles, and flammable or hazardous materials shall comply with the Building Code and any Federal, State or Municipal Fire Codes and are subject to the approval of the City of Cleveland Building Division and the City Fire Department.

- (3) Framing: All framing shall be of metal.

- (4) Exterior:

KRZR HANGAR LAND LEASE

LESSOR shall have the right to enter the Leased Premises at any reasonable time on reasonable notice to LESSEE for the purpose of building code or fire code inspections. In case of an emergency, no notice need be given to LESSEE from LESSOR before LESSOR enters the Leased Premises. In no event shall LESSEE have a claim or cause of action against LESSOR by reason thereof.

LESSOR agrees to remove snow from the taxiways and air ramp areas within a reasonable time, taking into account weather conditions, and available equipment and manpower. LESSEE shall keep the Leased Premises neat, clean, and free of all garbage, rubbish, and trash.

LESSEE agrees to begin construction of a hangar upon the leased premises within twelve (12) months from the inception of this lease. If the LESSEE fails to do so, LESSOR may then terminate this lease in accordance with the provisions of Paragraph 12 of this Lease Agreement.

10. DAMAGE TO FACILITIES

LESSEE shall be responsible to LESSOR for any and all damage caused to any real or personal property of LESSOR by any one or more of LESSEE or its officers, employees, agents, guests or business visitors.

11. INSURANCE OBLIGATIONS

The LESSEE agrees to maintain at its own expense, for the benefit of itself, the LESSEE and the LESSOR, Cleveland Municipal Airport Authority both as additionally insured, combined single limit liability insurance of One Million Dollars (\$1,000,000) for bodily injury and property damage including passengers with a minimum of One Hundred Thousand dollars (\$100,000) per passenger.

LESSEE may elect to maintain insurance against loss or damage by fire, lightning, extended coverage for 100% replacement cost exclusive of foundations, and other casualties customarily insured against by similar business in the area. The LESSEE is expressly permitted to insure the Leased Premises under a blanket insurance policy or policies covering not only the facility but all other Property of the LESSEE as well. If LESSEE chooses to maintain less than 100% replacement cost coverage on LESSEE'S hangar, then, in the event of loss or damage to LESSEE'S hangar by fire, lightning or other casualty, LESSEE will be required to repair all damage to the hangar at LESSEE'S expense to return the hangar to its original condition, or LESSEE may elect to terminate the lease, and remove the damaged hangar from the Leased premises, and restore the leased premises to a usable condition as specified in the minimum standards.

Such insurance policy shall be carried with companies licensed to do business in the State of Tennessee reasonably satisfactory to LESSOR, and shall be non-cancelable and not subject to material change except after thirty (30) days written notice to LESSOR. LESSEE shall deliver to LESSOR duly executed certificates of insurance upon request. LESSEE shall, upon each subsequent policy renewal or issuance, or following a change of aircraft, addition of an aircraft, or any occurrence that affects the coverage of a based aircraft, furnish to LESSOR, evidence of

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
March 10, 2017
9:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, March 10, 2017, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Verrill Norwood and Lynn DeVault

MEMBERS ABSENT: Robbie Garrison and Steve Wright

CITY STAFF: John Kimball (City Attorney), Joe Fivas (City Manager), Renea Brown (Secretary), Mark Fidler (Airport Manager), Shawn McKay (Finance Director), Kristi Powers (Support Services Manager) and Melinda Carroll (Assistant City Manager)

FBO STAFF: Allen Howell

CONSULTANTS: None

GUESTS: None

MEDIA: Larry Bowers (Daily Banner)

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 January 20, 2017, meeting. Verrill Norwood so moved, seconded by Lynn DeVault and was unanimously passed.

UPDATES

Director's Report

Runway Extension Update

Mark Fidler reported he and Chairman Patten attended the TAC meeting in Nashville on February 16th. Representative Kevin Brooks was also in attendance. At the meeting, Mark presented the justification for the proposed extension. He discussed both the local economic development and restrictive aircraft performance issues related to the existing runway of 5,500 feet. Following some basic questions, the

body voted unanimously to support our \$2,250,000 request. Together with our local match of \$250,000, we now have the funds necessary to move forward with construction of the extension.

Mark supplied a copy of the construction schedule. It is very aggressive with the bid advertisement date on February 22nd; the pre-bid scheduled on March 14th; and the bid opening on March 28th. They plan to execute the contractual agreements with the general contractor on April 21st and move ahead as quickly as possible. The projected time for completion is estimated at 120 days.

In addition to the construction schedule timeline, Mark also provided a copy of the Advertisement for Bid, the Construction Safety Plan and the Engineer's Estimate for Probable Construction Costs.

As of now, four contractors have pulled plans for the project which typically means there is interest in the project and will hopefully result in competitive bids.

Mark wanted to publicly thank Representative Brooks for his assistance with this project.

Chairman Patten asked Melinda Carroll if a called meeting was needed for the awarding of the contract or would voting at the next scheduled meeting on April 21st be sufficient. Melinda said to expedite it, she would recommend a called meeting but that is the choice of the Board. John Kimball suggested moving their regular meeting date instead of having a called meeting due to not being able to discuss anything other than what the called meeting is for. Chairman Patten rescheduled the regular meeting for April 7th instead of the 21st.

Director's Report Customs Update

Mark advised since the last meeting, the Customs and Border Protection facility installation at the Jetport has received some attention by CBP Headquarters thanks to the efforts of Chairman Patten. Mr. Patten had contacted Claire McVay, the Field Representative/Outreach Coordinator with Senator Corker's office. She, in turn, contacted Matthew Smith with their DC office.

On February 15th, he was contacted by CBP's Austin Williams from the Chattanooga Port and Pat McComber from the Memphis CBP. Both assured him that CBP had not forgotten the request for our GAF facility at the Jetport. Both gentlemen advised the transition of the Trump Presidential administration is partially responsible for some of the delays due to the immigration laws and alien retention policy changing almost on a weekly basis.

On Tuesday, he received a call from CBP's Pat McComber. Mr. McComber agreed to allow Chattanooga CBP services at the Jetport. It will be a landing only facility; and certain conditions and limitations must be met. These include a limit of total passengers and crew to a maximum of ten persons; an international garbage refuse disposal handling arrangement; and a letter of agreement between the Jetport and CBP. He will be working closely with the CBP staff in Chattanooga, Memphis, New Orleans and Washington on the specifics of the agreement and methods of compliance with CBP protocol.

Board Member DeVault asked what was involved with the garbage refuse disposal. Mark said there had to be trained personnel that would go through the aircraft. They have to be signed off by the Department of Agriculture, Customs and Border Protection and other government agencies. They collect the refuse which will be placed in bags or boxes that meet their standards and then stored in a secure location until

it is picked up. It can only be picked up by certain contractors who have experience in this. One such company is called Stericycle which we will probably use. They come, pick it up and take it to an autoclave where it is burned. The charge for doing this in Chattanooga is \$975.00 per aircraft.

Board Member Norwood asked if more than ten people could be on board. Mark said not per the terms of the agreement at this time. Mr. Norwood asked Ms. DeVault if the Jones Airways aircraft hold more than ten people. She replied that it held fourteen, but they could live with the limits of the agreement. Mark said if there are more than ten occupants, they must land in Chattanooga.

Before the final agreement is signed, Board Member DeVault would like Mark to check with businesses around the area like Bayer and Whirlpool. If they found it useful, given that they have international operations, there might be justification to ask for additional people. She would like to be sure this would accommodate the users at the airport. Mark advised the Chattanooga office is only staffed by two people at this time. They are using this as an incentive for headquarters to increase their staffing. Ten is the maximum they can handle efficiently right now with the staff they have.

Director's Report

Financial Reports

The January and February financial reports have been distributed. The video advertising payment by Life Care Centers came through in January; and 1st Tennessee Bank paid their portion in February. He will be invoicing The Bank of Cleveland next month for their pledge amount.

Board Member DeVault asked if the Jetport was making an effort to sell more video advertising. Mark said yes; however, it is very difficult. Jones Airways has withdrawn their interest, and he has been talking to Priester; but it's a hard sell. Ms. DeVault asked if he was working with Patrick on getting Priester on board. He said no. He was working with him to get Jones Airways back involved. She said she would use Patrick to help with Priester and she will give him a contact at headquarters for the other.

Board Member DeVault asked if there was a new lease and new hangar at the Jetport. Chairman Patten advised it was Michael Quayle's. He had signed a lease some time ago, but is just now building his hangar. Mark said the door was offloaded two days ago and the rest should be offloaded possibly today. It should take a couple of weeks to complete.

Chairman Patten noted the Jetport was quickly running out of property to have hangars built. Mark said depending on the size, there may only be four more spots available. The runway extension will give a little more space to the northeast. Chairman Patten said currently there is space north of the t-hangars available; this could be used for two more rows of hangars. Board Member DeVault asked if some of that free space was going to be reserved for additional t-hangars. Chairman Patten said another row of t-hangars and a row of smaller corporate hangars is what has been discussed for that area. There will most likely be a work session to discuss this further. Board Member DeVault asked if this was on the new ALP. Mark said yes. He has the hangars scheduled for either the FY 2018 or 2019 Capital Improvements budget so the City knows he may be requesting funding at that time.

Board Member DeVault suggested having a work session to look at a list of the corporate community and people at the airport, and look at the layout the way it is now and possibly tailoring it; or at least let people know that in 2018 or 2019, there might be availability. She asked Mark about the firm out of Alaska. Mark said they did not do anything anywhere. They were looking to build a location for transport category airliners which could be handled with the extension. Ms. DeVault would like to work

on soliciting some additional people so the Jetport can continue to grow; and would like to review the ALP with PDC.

Chairman Patten expressed his excitement over the approval of the runway extension. Mark noted the shared portion was decreased by 50% and the Engineers Cost Estimate came in about \$58,000 less than originally thought.

Board Member DeVault inquired about space to the south. Mark said the only usable space was to the far south which was not viable; it is actually bottom land used as a retention pond.

Mark is currently in talks with someone regarding the space reserved for a large hangar located near the fuel farm. This is the only large hangar spot left on the field. If anyone else comes in wanting to build a large hangar, we may have to forgo building our next set of t-hangars on its designated spot and allow them to develop a structure on that location north of the existing t-hangar. It will be less expensive for someone to build on that spot than to move them further to the north. They can tie in to the existing taxiway and use the existing infrastructure.

FBO Report

Allen Howell reported:

- February was a good month. December and January were slow, but this was experienced across all of their locations. The reason for this is believed to be seasonality.
- Fuel sales are now more in line with how they were in the fall.
- Currently, there are three empty t-hangars.
- Habitat for Humanity is having a fundraiser. They are donating two Discovery Flights for the silent auction.
- Flight training is going good. There is a lot of demand. However, they are struggling with a lack of qualified flight instructors; and with pilot shortage, they are having a hard time finding instructors in this area. They have talked to several retired flight instructors. One is a retired MTSU professor who lives in Lafayette, Georgia. They are hoping he will help supplement what Nora is currently doing.
- Nora will be transitioning out of the FBO General Manager position over the next thirty to sixty days. She is not leaving the company, but has a desire to go back to flying full time. She will continue to flight instruct. The flying she will be doing for CFM will leave her available fifteen to twenty days a month where she can flight instruct. She likes it in addition to flying corporate airplanes.

They are interviewing for her replacement looking both within the company and outside for the best fit. Chairman Patten suggested speaking with Cleveland State and Lee University to see if they might be interested in having a flight class. Board Member DeVault said Patrick was working on something with Cleveland State, possibly in maintenance. Chairman Patten said Bill Seymour with Cleveland State is always looking for ways to expand the programs at the college. Allen said everyone is competing for a small group of pilots. They are in high demand and it would be good for young people to hear about it. In addition, the starting pay has almost doubled in the last three years for regional airline pilots. He feels Cleveland State would be a good, logical program.

They have rebranded their name to Contour Aviation and Contour Flight Support. That is a DBA; their

corporate name is still Corporate Flight Management. This is a name they feel more accurately reflects what they do. There are no changes in leadership or ownership.

He asked to be included in the Authority's work session. He can provide information on airport development.

UNFINISHED BUSINESS

Voice of Evangelism – Non Payment of Fuel Flowage Fees

Board Member Norwood met with Kevin Wright on February 20th regarding the issue of non-payment of the fuel flowage fees. According to Mr. Norwood, Mr. Wright is basically citing court cases where the fuel flowage fee is considered by the courts as a tax and; therefore, VOE, who is a 501C, is not subject to it. Mr. Wright is supposed to be sending a letter to Chairman Patten outlining his position and disclosing the court cases. As of this morning, the letter still had not arrived. He will report back to Mr. Wright that the letter needs to be received by April 1st. Mr. Norwood did say that Mr. Wright has been away lately flying for both John Sheehan and VOE as well as working for G.E.

Chairman Patten advised if the letter has not been received by April 1st, then they will make other decisions.

Discussion on Time Limit for Construction of Hangars on Leased Lots

Chairman Patten advised this was discussed some at the last meeting. The reason this came about was over Southeast Jet Center. They had started construction but was taking a long time. They came to the last meeting and said part of the issue was the weather; and were hoping to finish up quick.

In last month's discussion, it was agreed that the Authority did have the power, if someone is being unreasonable with delay, to do something about it. No action is required at this moment; he just wanted to revisit it. Mark Fidler said Southeast Jet Center removed the scaffolding from the front of the building; and were getting ready to start excavation to prepare for their driveway installation, but decided not to do it right now. With current conditions, it would create a mud hole and discharge muddy water into the stream. Once the weather dries up some, work will resume. The retention wall is already in place.

Board Member DeVault suggested possibly having the responsible party provide a timeline when they submit their plans that way the Authority would have a point of reference to argue if the delay was reasonable or unreasonable.

Mark provided a couple of documents. One is the land lease that states the lessee agrees to begin construction of the hangar within twelve months. The other is a section of the minimum standards for construction that says the Authority has the right to terminate the lease if they find the Lessee is not making progress within a reasonable amount of time.

Board Member DeVault said "reasonable" is open to interpretation; that is why it occurred to her to have a timetable that the Lessee would provide. It would be a good way to see if they are meeting that timetable or are unreasonably delayed.

John Kimball suggested, if this comes up again and they think someone is taking too long, somewhere in the lease it says you will notify them that 'you think they are in breach of the agreement' and give them the opportunity to fix it.

NEW BUSINESS

Retro Motion Authorizing the Chairman to Sign a Grant in the Amount of \$2,500,000 (90/10 Match) for Construction and Remainder of Engineering Costs for the 700' Runway Extension

Chairman Patten called for a motion to authorize him to sign a grant in the amount of \$2,500,000 (90/10 match) for the construction and remainder of engineering costs for the runway extension. Verrill Norwood so moved, seconded by Lynn DeVault and was unanimously passed.

Consideration for Don Robinson, M.D, to use Jetport Facilities for FAA Flight Physicals

Dr. Don Robinson has been in private practice, but is now leaving that to go to work for the VA in Chattanooga. He has been providing flight physicals for pilots here and in the area. He is the only certified flight doctor in Cleveland. Dr. Robinson has asked for consideration for space to offer physicals at the Jetport.

Chairman Patten said the question is if there should be a charge and what it would be. Mark said there were two things pointed out to Dr. Robinson. His requested time to do this was afterhours. He has been made aware that CFM has a fee for staying open afterhours. Also, they did not want to start providing free business space for anyone wanting to operate a business out of the Jetport. He is charging a fee for the physicals; so in fairness, this can't be allowed to happen without some sort of compensation to the Jetport and/or CFM.

Board Member DeVault asked if he would have to leave his equipment on site. Chairman Patten said Dr. Robinson told him he would probably bring the equipment every visit. Ms. DeVault said the reason she was asking is because if he brings everything that he needs and nothing has to be stored, then it seems like they could charge him twice what they pay the FBO. Then he could decide if that was cost effective for him. Mark said he suggested he rent the small conference room downstairs. The cost is \$20.00 per hour or \$100.00 a day. The FBO fee for afterhours is \$95.00 for the duration of the event within reason. Mr. Norwood interjected saying that in itself Dr. Robinson could not afford.

Chairman Patten said if he did the physicals on Saturdays or Sundays during the day, it would be during operating hours. Ms. DeVault said that sounded like the right solution. He could possibly rent the conference room once a month during regular business hours...that would be affordable. Mr. Norwood said Dr. Robinson was not sure yet. He has to get approval from the VA to do it, then he has to get his own malpractice insurance. So, this is something that may or may not come about.

Board Member DeVault said even though it may not happen, the Authority could still provide him with an affirmative response. "The airport is open on Saturdays and Sundays. The conference room is generally available. You may reserve it, as anyone could, for \$20.00 an hour. Otherwise, if it has to be afterhours, there will be an additional charge." Those are the facts and she wouldn't make any special accommodations especially if it's still a wish and a hope. If this ends up happening and he wants to rent the little room next to the conference room so he can leave his eye charts and such, then we can figure out some rental rate; and then he would have to negotiate with the FBO if he wanted to use it afterhours, otherwise he could use it anytime the airport is open.

Allen Howell said they would be willing to work with him. If he doesn't finish a physical and it lags on after closing, they won't charge him a full call out fee. They will just charge whatever they have to pay their employee.

Other

Mark reported that yesterday the installation team came to the cell tower located to the south of the airport and began installation of the position lighting on the tower. There are four LED lights; one on the top and three mid-mast that will flash and come on at night. They are powered by a photocell. The best part is this is being done at no cost to us. He would like to thank Crown Castle and Jim Voigts, the tower operations manager, for accepting full responsibility for the project even though they did not have to.

BOARD MEMBER REPORTS

Lou Patten – He received an email from Frank Lot with BLF Marketing out of Clarksville, TN. According to the letter, he has worked with the Clarksville Regional Airport...they are renaming, rebranding signs, websites, market positions and special events; and they helped them improve their business. He also included they had done a lot of work with Southern Heritage Bank. Lee Stewart, with SHB, has called him and highly recommended this group.

Board Member DeVault said the Authority was solicited by another group out of Atlanta that specialized in airport marketing at one point. Does he feel they need to do more marketing? Lou said if the Board wanted him to, he could have Mark get with them to do a presentation. The Board agreed. He will give Mark the email to follow up with them.

He would like to suggest moving the Authority meetings to every other month since they are cancelling every other one anyway. However, with the contract needing to be approved in April, possibly after that, they could go to every other month. It doesn't seem like there are "critical" meetings and it would be easier on the staff. Ms. DeVault liked the idea and suggested that possibly all members go to the construction progress meetings. He would also like to schedule a work session to discuss the ALP with PDC on the same day they are in town for the progress meeting. For now, the May meeting will remain on the books and the schedule will be decided at the April meeting. He would like to meet odd months so they are always meeting in January.

Verrill Norwood – None

Lynn DeVault – None

Robbie Garrison –Absent

Steve Wright – Absent

Adjournment

Chairman Patten scheduled the next monthly meeting for April 7th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 10:07 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Handouts:

Financial Reports for January and February

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

Runway Extension Advertisement for Bid

Runway Extension Tentative Project Timeline

Runway Extension Engineers Opinion of Probable Construction Cost

Runway Extension Project Plan Holders List

Runway Extension Construction Safety Plan

Minimum Standards Section Regarding Time Frame for Construction

Hangar & Lease Agreement Section Regarding Time Frame for Construction

Information Attachments:

1. Grant for \$2,500,000 for Construction and Remainder of Engineering Costs for the Runway Extension
2. Payments
3. Authority Attendance Log