

**MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY**

**July 21, 2017
9:00 A.M.**



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, July 21, 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: Beverley Lindsey (Assistant to the City Manager), Joe Fivas (City Manager), Mark Fidler (Airport Manager), Kristi Powers (Support Services Manager) and Brian Moran (Social Media Relations/Grants Coordinator)

FBO STAFF: Cheryl Balazi

CONSULTANTS: Rick Hudgens & Mark Paslick

GUESTS: None

MEDIA: Larry Bowers (Daily Banner)

CALL TO ORDER

The meeting was called to order by the Chairman, Lou Patten, at 9:00 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 May 19, 2017, meeting. Verrill Norwood so moved, seconded by Steve Wright and was unanimously passed.

UPDATES

Runway Extension Project

During this report, Mark Paslick displayed some photos showing where they are in the project, where they are headed and when completion will be.

Rick Hudgens reported they are in the process of doing the subgrade for the 700' extension. To date,

they have the runway at subgrade and proof-rolled; and have the taxiway work approximately 95% complete. They have not “permanently, temporary displaced” the threshold yet because of some delays in getting the lights in; but it hasn’t stopped them in production as far as work goes. The temporary threshold is put out in the daytime and removed before 6 p.m. in the evenings.

Their plans next week are to put the “permanent, temporary displacement” out. That way, whenever you want to use the runway, you will be able to use it for take-off for full length to the south and full length on the north landing. Landing to the south will be a 4500’ runway until the completion of the project.

While presenting the photographs, Rick explained this week they almost completed the RSA and moving all the material for it. In addition, they have installed the pipe and extended the electrical duct for the future taxiway.

The concrete paver is scheduled to be on site sometime next week, but it could be a couple of weeks before any concrete goes down. So far, they are on schedule and are slated to be completed by mid-October.

Board Member Wright asked when the base would be started. Rick said they are planning on doing the french drains next week. It will most likely be the following week when the base is started. There has not been any problem with compaction; and they are in the process of trying to get an on-site lab set up which has proven to be difficult. No one wants to run a power pole over into the RSA; so, they are considering alternatives.

Board Member Wright asked how close the lab needs to be to the concrete. Rick said the lab did not need to be that close. There has to be four trucks a day tested. Right now, they are trying to set the lab up somewhere on the road that leads up to the t-hangars. There will be some conex boxes there; one will have to be air conditioned due to needing climate control for the first few weeks for the curing of the beams. After that, they can be moved to another conex that doesn’t have to be cooled. If power can be provided from a base mounted transformer, they can get temporary service and have the cooled box. They are working on that now.

KRZR Projected Development Plans

Mark Paslick handed out four different layout options for the Jetport Development. He discussed the various options using a slideshow presentation. He believes the best option for the Jetport is Option #4 because it is the most flexible. (*See handouts*)

Board Member DeVault asked how many spots are available without the development. Mark Fidler said realistically, there are only two spots left; one 60 x 60 and one 50 x 40. In addition, there is one 100 x 100 spot reserved for the airport.

Chairman Patten wanted to know what they should ask for in State funding, assuming there is funding available and when should they go to the State for some of the work to start. Mark Paslick said to go after utilities have been extended out and the taxi lane and to start now. Actually, he would at least ask the State to widen the pavement and ask for as much of the taxi lane as you can get. The Jetport is growing so fast and there is very little room left. Mark Fidler advised he has addressed this with Mr. Upshaw, and he wants him to send in some justifications.

According to Chairman Patten, there are some issues with Federal funding. However, the Jetport is the fastest growing airport in the State and they recognize that. It's not that we are just wanting money to build the airport, we can really justify it. Assuming money is available, we would move to the top of the line because of our need and growth. Mark Paslick said the Jetport is the fastest growing airport in the Memphis district including North Carolina.

Rick Hudgens advised the Jetport is almost to the point where the ALP needs to be updated.

They discussed additional possibilities of development to the north and the south.

Board Member Wright asked what the correct runway length for an airport of our size and potential is. Mark Paslick said usually 6,500 feet.

Mark Paslick would like the Authority to take home the layout options and really look at what he presented. He would like to know if there are any changes they would like to see. Once those changes are finalized; then he wants to start working on a funding plan to go before the State.

Board Member Garrison wanted to know based on their growth rate, how long it would take to use up the whole space. It looks to him if you have to start moving roads and such, it is going to get very expensive. Mark said yes; that is why he mentioned updating the ALP. He feels the Authority needs to start thinking about doing that. You need to address certain areas and decide how you are going to develop it; that way there are no hold-ups waiting on Federal or State money because it's on your ALP. As of right now, he doesn't have a forecast for Mr. Garrison's question. The Jetport has already exceeded the forecast they did. The State may require a small forecast as part of the ALP process to find out what can be projected.

Chairman Patten asked if the ALP needs to be updated prior to requesting funds. Mark said no, the development is on the ALP; what he handed out is just a different configuration of hangars. The terminal area plan can just be updated for now.

Board Member DeVault feels at a minimum a conversation needs to be held with Doug Berry because of the success of the industrial development. He may have some inside knowledge to help with the forecasting. In addition, she asked if there are any other corporate prospects that Mark Fidler is aware of. He said one surfaced in the last two weeks out of Texas who has significant equipment within his business (i.e. Gulfstream and King Air). They have expressed interest in two 60 x 130's.

Board Member DeVault would like to move forward with Mark Paslick's recommendation of Layout #4 because of its flexibility. **Board Member Wright made a motion to consider Layout #4 to be the preferred layout; seconded by Verrill Norwood and was unanimously passed.** Mark Paslick will move forward looking at funding and cost, as well as what type of phasing would be done.

Director's Report

Mark Fidler reported the slab for Michael Quayle's hangar has been poured and, according to the contractor, steel will be erected next week. The construction time should be two weeks.

Director's Report

MTSU Grad Student Research Project

He has been in touch with MTSU's Aerospace Department Dean, Dr. Hiers, and Chair, Dr. Beckman,

concerning a grad student research project. They are scheduled to visit again next week to discuss the project further. According to the Dean and Chair, they have a student in mind and will discuss it with him upon his return to the campus.

Director's Report

Terminal Usage

The terminal building has received lots of use lately. Some of the most recent meetings and a few upcoming ones include the Mayor's Senior Citizen Advisory Council, Bradley County Board of Education, TAA Regional Meeting, TDOT ACIP Meeting and a Solar Eclipse Party.

Board Member DeVault asked if the County paid for use of the facilities. Mark said no.

During the August 9th TAA Regional Meeting, some of the topics to be discussed include the impact of the FedEx and Southwest Airline Bills, privatization of ATC system, and funding priority of projects throughout the State. The meeting will be from 10 a.m. to 2 p.m. He is trying to get Mr. Brooks to attend.

TDOT will conduct a Capital Improvements Meeting on October 26th at the Jetport. This is when capital planning for the upcoming budget years is reviewed and updated.

Director's Report

Roadside Sign

A roadside sign has recently become an issue, especially with LifeForce being on the field. Ambulances are coming to the airport to drop patients off at the LifeForce hangar, and frequently going to the wrong place. He has decided to go ahead and put two signs up; one at the entrance as you turn off Dry Valley Road and the other will be near the Jones hangar.

He has included a proposed drawing for a roadside sign which already has funding from the City's Capital Funds Budget. The sign has the airport logo and is backlit. The stone will match the existing stone on the terminal; and will sit perpendicular to Dry Valley Road. He would like the sign completed before the runway is done. The Authority gave Mark the go-ahead to proceed with the sign.

Director's Report

Professional Services Selection

The five-year contract with our current professional airport services provider expired on May 19th. Since it has expired, no work orders can be issued, per TDOT policy. The procedure to advertise and review qualified Requests for Qualifications is currently underway with three firms being evaluated by Chairman Patten, Board Member Steve Wright and Mark Fidler. The firms which submitted responses to the advertisement found in the Chattanooga Times Free Press are PDC Consultants from Franklin, TN; GRW of Knoxville, TN; and Allen & Hoshall of Chattanooga, TN. In addition to the advertisement in the Chattanooga Times, certified letters were mailed to other well-known aviation professional services firms. They plan to meet next week to continue the evaluation process.

Director's Report

Other – Unpredicted Expenses

- There is a five-inch pipe that was not primed before it was painted. The paint is flaking off and will cost around \$320.00 to fix.
- Repairing the floating suction inside the Jet-A fuel tank; cost to repair \$4,000 to \$4,500. Right

now, there is a temporary fix in place with an extension cable so the float is not resting on the bottom.

Chairman Patten would like to see if the floating suction repair is reimbursable from the State maintenance funds.

Board Member Wright asked if the junk in the bottom of the fuel tanks is monitored. Mark said yes, daily.

Director's Report

Revenue Expense Reports

The year did not end where we wanted to be. We were a little over nine percent above the budget for the year.

Several Board Members expressed their surprise to being as close as the numbers were to budget considering all the changes during the budget year.

FBO Report

Cheryl Balazi reported:

- As of yesterday, AVGAS fuel sales were up 406 gallons over this time last year.
- They attended a demonstration on Tuesday with Eastern Aviation Fuels. The Trak-Pak is better than the Flight Aware System. It will provide contact information such as who is flying into Chattanooga; their operators; charter companies; the company's phone numbers and emails. This is helpful so we can reach out to these companies to let them know we are here and can offer these services and work out fuel deals to try and drive that traffic away from Chattanooga and into our airport.
- Wings of Eagles is going strong. In May, they did 19.4 hours; 36.4 in June; and 28.4 in July. Nora Cole and Keith Sewell are both full-time flight instructors for CFM.

NEW BUSINESS

Retro Motion Authorizing Chairman to Sign the FY 18 Maintenance Grant in the Amount of \$14,300. **Chairman Patten called for a retro motion to authorize him to sign the FY 18 Maintenance Grant in the amount of \$14,300. Verrill Norwood so moved, seconded by Lynn DeVault and was unanimously passed.**

Discussion and Recommendation – Consultant/Engineer RFQ's for Professional Airport Services

Next week, the committee will get together to set a time for phone interviews with the applicants. After the tabulation forms are completed, the committee can make a recommendation. If anything comes up between now and then, a retro motion can be added to the agenda. With no objection from the Authority, Chairman Patten instructed Mark to proceed.

Board Member DeVault made a motion, delegating to the committee of three, to make the decision regarding the Professional Airport Services based on the review of the proposals. Two months is too long to wait. The motion was seconded by Steve Wright and was unanimously passed. Verrill Norwood asked for the committee to send results to the individual members in order to protect the Authority.

Other

It has come to the Chairman's attention that the lease for the Voice of Evangelism's hangar space was not renewed as of June 30th. He spoke with John Kimball who suggested sending a letter and a copy of the lease to Perry Stone, who originally signed the lease. The letter would be informing him that the lease was not renewed; and according to the lease, the improvements must be removed at the expiration or termination of the lease; and for him to respond to the Chairman of his intentions.

Board Member DeVault agreed with the letter but would like to offer him options; such as if they desire to stay at the airport, then the Authority would be prepared to negotiate a new lease moving forward with different terms.

Chairman Patten will get John Kimball's advice on the additional wording. With no objection from the Authority, he will move forward with sending the letter after consulting with Mr. Kimball.

BOARD MEMBER REPORTS

Lou Patten – None

Verrill Norwood – None

Lynn DeVault – None

Robbie Garrison –None

Steve Wright – None

Adjournment

The next monthly meeting is September 15th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 10:04 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Handouts:

Revenue & Expense Reports
Jetport Sign Drawing

Information Attachments:

FY18 Maintenance Grant
Authority Attendance Log
Payments
Grants Monitoring – Desk Review