



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
October 24, 2014
9:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL

- A. _____ Lou Patten (Chairman)
- B. _____ Verrill Norwood (Vice Chairman)
- C. _____ LeRoy Rymer, Jr. (Secretary-Treasurer)
- D. _____ Mike McCoy
- E. _____ Steve Wright

III. ACCEPTANCE OF MINUTES (September 2014)

IV. PRESENTATIONS

- A. Hixon Aviation Museum

V. UPDATES

- A. Construction Updates (Mark Fidler)
- B. Director's Report (Mark Fidler)
- C. FBO Report (Taylor Newman)

VI. UNFINISHED BUSINESS

- A. Discussion and Motion to Approve Weather Operations Plan

VII. NEW BUSINESS

- A. Retro Motion Authorizing Chairman to Sign a Grant Amendment for the T-Hangar Construction in the Amount of \$12,000 (Page 1)
- B. Retro Motion Authorizing Chairman to Sign a Grant Contract in the Amount of \$645,438.00 for the Design and Construction of an Apron (Page 2)

- C. Retro Motion Authorizing Chairman to Sign a Grant Contract in the Amount of \$833,334.00 for the Construction of (2) 10-Unit T-Hangars (Page 3)**
- D. Retro Motion Authorizing Chairman to Sign a Grant Amendment in the Amount of \$225,000.00 for Phase III Land Acquisition (Page 4)**

VIII. BOARD MEMBER REPORTS

- A. Lou Patten**
- B. Verrill Norwood**
- C. LeRoy Rymer, Jr.**
- D. Mike McCoy**
- E. Steve Wright**

IX. ADJOURNMENT

Next Scheduled Meeting – November 21, 2014

Informational Attachments:

Authority Attendance Log (Page 5)

Payments (Page 6)

Expense Report (Page 7)

Revenue Report – To Be Distributed at the Meeting by Mark Fidler

CLEVELAND MUNICIPAL AIRPORT AUTHORITY

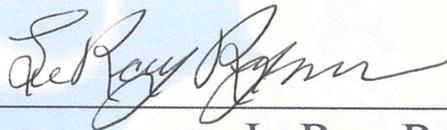
- ROLL CALL -

MEETING DATE: Oct 24, 2014

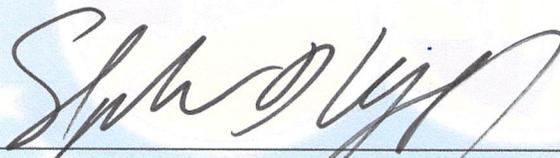


Lou Patten

Verrill Norwood



LeRoy Rymer, Jr.



Steve Wright

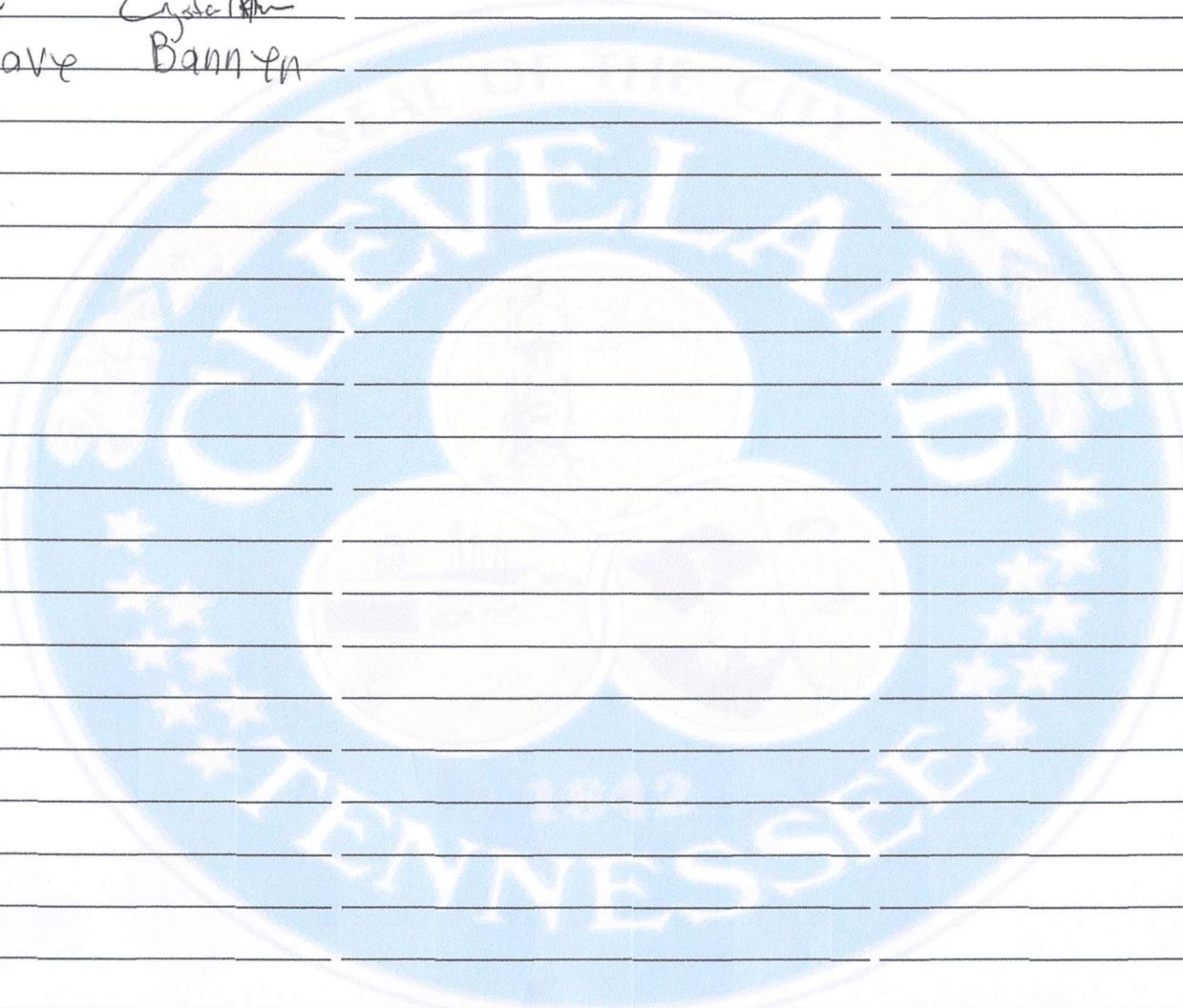
Mike McCoy

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: OCT 24, 2014

Name & Company Name: (<i>PRINT</i>)	Address:	E-mail:
1 <u>TJ Newm</u> <u>Cybele</u>		
2 <u>Joyahd Love</u> <u>Bannen</u>		
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Airport: Cleveland TN Regional Jetport
Project Title: Design & Construct 2 Ten Unit T-Hangars
Project Description:

UPIN: BCG0000165
Submitted By: Kristi Powers
Date Submitted: 9/26/2014 2:44:19PM
Project Manager: Chuck Hoskins

Applicant: Cleveland Municipal Airport Authority
Phone: (423) 650-3775

Project in CIP?: Not Proposed Date Entered in CIP:

Explanation of Need: To cover remaining invoices for this project.

Estimated Cost:

Fiscal Year:	2015	
Federal:	\$0	0.0%
State:	\$11,400	95.0%
Local:	\$600	5.0%
Other:	\$0	0.0%
<hr/>		
Total:	\$12,000	100%

Matching Funds Available?: Yes

Comments:

TDOT USE ONLY:

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
Begin Date 10/26/2014		End Date 10/25/2019		Agency Tracking # 40100-45315	
Edison ID 41106				Edison Vendor ID 4062	
Grantee Legal Entity Name Cleveland Municipal Airport Authority				Edison Vendor ID 4062	
Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor			CFDA # N/A		
Service Caption (one line only) Design/Construction of Apron for New T-Hangar					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2015	\$613,166.00			\$32,272.00	\$645,438.00
TOTAL:	\$613,166.00			\$32,272.00	\$645,438.00
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.				<i>CPO USE - GG</i>	
Speed Chart (optional)		Account Code (optional) 71302			

Vendor Address: 5

 GOVERNMENTAL GRANT CONTRACT (cost reimbursement grant contract with a federal or Tennessee local governmental entity or their agents and instrumentalities)					
Begin Date 11/15/2014		End Date 11/14/2019		Agency Tracking # 40100-45315	Edison ID 41106
Grantee Legal Entity Name Cleveland Municipal Airport Authority					Edison Vendor ID 4062
Subrecipient or Contractor <input checked="" type="checkbox"/> Subrecipient <input type="checkbox"/> Contractor		CFDA # 20.106			
Service Caption (one line only) Design/Construction of 2 Ten Unit T-Hangars					
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Grant Contract Amount
2015	\$41,667.00	\$750,000.00		\$41,667.00	\$833,334.00
TOTAL:	\$41,667.00	\$750,000.00		\$41,667.00	\$833,334.00
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.				<i>CPO USE - GG</i>	
Speed Chart (optional)		Account Code (optional) 71302			

Vendor Address: 5



GRANT AMENDMENT

Agency Tracking # 40100-62711	Edison ID 22560	Contract # AERO-11-160-00	Amendment # 1		
Contractor Legal Entity Name Cleveland Municipal Airport Authority			Edison Vendor ID 4062		
Amendment Purpose & Effect(s) Land Acquisition, Phase III (amended for final cost associated with south-west side of airport, EA, bat habitat/survey)					
Amendment Changes Contract End Date: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		End Date: 08/31/2015			
TOTAL Contract Amount INCREASE per this Amendment (zero if N/A):			\$225,000.00		
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2011		\$292,500.00		\$32,500.00	\$325,000.00
2015	\$213,750.00			\$11,250.00	\$225,000.00
TOTAL:	\$213,750.00	\$292,500.00		\$43,750.00	\$550,000.00
American Recovery and Reinvestment Act (ARRA) Funding: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO					
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.			<i>OCR USE</i>		
Speed Chart (optional) TX00098803 #31 State		Account Code (optional)			

Address ID: 5

Payments

PDC	ALP & Exhibit A	Invoice 7	\$ 6,902.00
Merit	T-Hangar Construction	Retainage	\$ 45,051.93
TDOT Finance	Phase III Land Acq Amendment	5% Local Match	\$ 11,250.00
TDOT Finance	Design/Const of New Apron	5% Local Match	\$ 32,272.00

♀
Date: 10/17/2014
1
Time: 15:45
GL6660

City of Cleveland
Expenditure Report
September 2014

Page:
Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 25.0000

Acct Number	Account Name	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111	SALARIES	70,900.00	5,449.76	14,317.55	56,582.45
52500-119	CONTRACTED SERVICES-FBO	90,000.00	9,000.00	17,630.21	72,369.79
52500-133	SOLD VACATIONS	1,400.00			1,400.00
52500-134	CHRISTMAS BONUS	200.00			200.00
52500-140	DENTAL INSURANCE				
52500-141	SOCIAL SECURITY TAX	5,600.00	443.68	1,357.82	4,242.18
52500-142	HEALTH INSURANCE				
52500-143	RETIREMENT EXP	12,100.00	963.93	2,949.96	9,150.04
52500-144	LIFE & DISABILITY INS	1,000.00	67.70	203.10	796.90
52500-149	WORKER'S COMP CLAIMS	500.00			500.00
52500-191	LAUNDRY & DRY CLEANING	600.00			450.00
52500-197	CLOTHING ALLOWANCE	400.00		350.00	50.00
52500-211	POSTAGE/SHIPPING EXP	300.00		31.15	268.85
52500-221	PRINTING EXP	500.00			500.00
52500-228	SERVICE AGREEMENT-CU				
52500-237	ADVERTISING	5,000.00	52.25	52.25	4,947.75
52500-239	SUBSCRIPTIONS/MEMBERSHIPS	1,000.00	-209.09	209.08	790.92
52500-241	UTILITIES EXP	46,900.00	3,318.83	6,718.14	40,181.86
52500-245	TELEPHONE EXP	7,500.00	1,664.69	4,058.03	3,441.97
52500-251	CONTRACTED SVCS-SECURITY	2,200.00			2,200.00
52500-254	AIRPORT MASTERPLAN				
52500-266	BUILDING MAINTENANCE	3,000.00	789.00	1,821.00	1,179.00
52500-267	GROUND MAINTENANCE	1,200.00		895.32	304.68
52500-282	CAR ALLOWANCE	4,200.00	350.00	1,050.00	3,150.00
52500-283	TRAVEL & TRAINING EXP	4,500.00			4,500.00
52500-288	WORK SESSION MEALS	1,500.00			1,500.00
52500-290	CREDIT CARD FEES	12,000.00	1,153.37	2,720.87	9,279.13
52500-291	LEASE AGREEMENT EXPENSE	30,000.00	2,500.00	5,000.00	25,000.00
52500-319	OFFICE SUPPLIES	1,200.00			1,200.00
52500-331	GASOLINE EXP	2,000.00		24.99	1,975.01
52500-332	REPAIRS & PARTS	1,500.00		782.81	717.19
52500-333	AVGAS & JETFUEL PURCHASES	757,500.00	51,959.21	170,263.52	587,236.48
52500-511	INS-BLDGS & CONTENTS	8,500.00	9,077.62	9,077.62	-577.62
52500-512	INS-VEHICLES & EQUIPMENTS				
52500-513	INS-GENERAL LIABILITY	3,000.00	3,410.00	3,410.00	-410.00
52500-599	MISCELLANEOUS	500.00	1,295.69	1,295.69	-795.69
52500-930	MITIGATIONS @ ROLLINGS HILL	10,200.00	2,838.00	2,838.00	2,262.00
52500-942	SMALL EQUIPMENT	1,400.00			1,400.00
	Fund Total	1,088,300.00	94,124.64	247,057.11	835,992.89

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

Operating Revenues and Expenses

FY 2015: July 1, 2014 thru June 30, 2015

Revenue Sources as of 9/30/2014	September			Year to Date			YTD %'age	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age	of Budget	\$ Amount	%'age
100 LL AvGas	2,175.11	\$ 12,202.16	13.2%	8,901.27	\$ 49,984.89	16.5%	27.0%	\$ 185,200.00	17.2%
Jet-A	25,045.00	\$ 56,835.76	61.7%	53,403.00	\$ 195,233.58	64.5%	27.4%	\$ 713,300.00	66.2%
Total Fuel	27,220.11	\$ 69,037.92	75.0%	62,304.27	\$ 245,218.47	81.0%	27.3%	\$ 898,500.00	83.3%
Ramp Fees	7	\$ 525.00	0.6%	29	\$ 2,175.00	0.7%	13.9%	\$ 15,600.00	1.4%
Tie Downs	10	\$ 215.00	0.2%	34	\$ 811.00	0.3%	54.1%	\$ 1,500.00	0.1%
GPU Fees	2	\$ 50.00	0.1%	5	\$ 125.00	0.0%		\$ -	0.0%
Total Fees		\$ 790.00	0.9%		\$ 3,111.00	1.0%	18.2%	\$ 17,100.00	1.6%
Total Ramp Op's		\$ 69,827.92	75.8%		\$ 248,329.47	82.1%	27.1%	\$ 915,600.00	84.9%
T-Hangar Leases	20	\$ 6,625.00	7.2%	60	\$ 17,565.00	5.8%	25.9%	\$ 67,800.00	6.3%
Property Leases	9	\$ 7,074.55	7.7%	27	\$ 14,963.77	4.9%	29.7%	\$ 50,300.00	4.7%
Total Leases		\$ 13,699.55	14.9%		\$ 32,528.77	10.7%	27.5%	\$ 118,100.00	11.0%
FBO %'age Return *1		\$ 26.67	0.0%		\$ 249.75	0.1%	17.8%	\$ 1,400.00	0.1%
Facility (Room) rent	7	\$ 1,350.00	1.5%	10	\$ 12,100.00	4.0%	161.3%	\$ 7,500.00	0.7%
Advertising	1	\$ 5,000.00	5.4%	1	\$ 5,000.00	1.7%		\$ 15,000.00	1.4%
Special Events	1	\$ 2,200.00	2.4%	2	\$ 4,400.00	1.5%	21.5%	\$ 20,500.00	1.9%
Other		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%
Other		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%
Total Other Revenue		\$ 8,550.00	9.3%		\$ 21,500.00	7.1%	50.0%	\$ 43,000.00	4.0%
Total Ops Revenue		\$ 92,104.14	100%		\$ 302,607.99	100%	28.1%	\$ 1,078,100.00	100%
Budgeted Expenses - Prorated		\$ 90,691.66	98%		\$ 272,075.00	90%	25%	\$ 1,088,300.00	100%
Retained		\$ 1,412.48	2%		\$ 30,532.99	11%			
Actual Posted Expenses (10/21/14)		\$ 94,124.64	102%		\$ 247,065.11	82%	23%	\$ 1,088,300.00	100%
Retained		\$ (2,020.50)	-2%		\$ 55,542.88	18%			
Other:		\$ -			\$ -			NA	100%

Notes: *1- This has not be incl. in Authority Revene to date.
*2- This is for community hangar income. It was in orig. income budget. *3- Original income budget.
*4-\$10,200 added for mitigation expense(s) *5- No data for moneys due this year.



2806 East 50th Street • Chattanooga, TN 37407
 Phone 423-867-9208 • Fax 423-867-9211
 www.OrtweinSign.com

Quote Number **33018**

Date **10/23/2014**

QUOTATION / ACCEPTANCE

CUSTOMER

Cleveland Regional
 251 Dry Valley Road

Cleveland , TN 37312

JOB LOCATION

SCOPE OF WORK

Qty 1 - Double-sided, illuminated cabinet/message center (Fometco) sign. LED Message Center is a 4' x 8', 56 x 144 pixel matrix, 20 mm pitch, wireless communication, temperature probe
 Manufacturing & Installation \$48,000

Permit at cost
 Permit acquisition \$125

TERMS: 50% down, Balance upon completion

CONDITIONS OF CONTRACT:

1. Taxes and/or sign permits are not included in price unless otherwise stated.
2. Electrical to sign and final hook-up by others.
3. If abnormal subsurface or soil conditions are found upon excavation, reasonable compensation for additional expenses will be added. Rock Clause in effect.
4. **WARRANTIES:**
 - A. Sign: Material and workmanship are guaranteed for twelve (12) months against defects (metal, plastic, paint, installation, etc.)
 - B. Electrical: Electrical components are guaranteed for ninety (90) days against defects in material and workmanship. Ballasts and transformers are covered for twelve (12) months, excluding labor, after the first 90 days.
 - C. All acts of God are expressly excluded from any type of warranty.
5. Buyer agrees to pay a finance charge of 1-1/2% per month (18% per annum) on any balance not paid in full within the term period.
6. Buyer agrees to pay all attorney's fees, court costs, and other costs reasonably incurred by seller if legal action is necessary to collect moneys due.
7. Due to material pricing volatility, quote is good for 10 days and subject to change with commodity prices.
8. It is the buyer's responsibility to provide Bill Ortwein Signs Personnel access to the area where the sign and or electrical is to be installed.
9. A fuel surcharge will be added to installation when diesel fuel prices are \$4.00/gal and above.

Customer

Accepted By: _____

Title: _____

Date: _____

Ortwein Sign

Issued By: Colleen Teal

Date: 10/23/2014



1. Roofing material to match client's building
2. Square posts, paint color to match client's building
3. Routed & Backlit Sign Cabinet, Double-sided
4. Ledge stone Columns to match client's building
5. LED Message Center

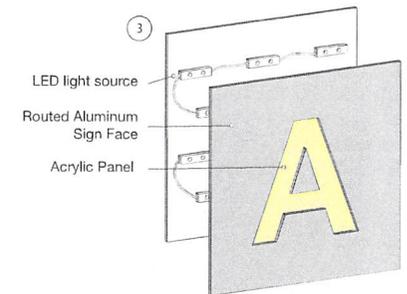
In the style of:



Client's Building Frontage



Routed & Backlit Sign Cabinet Detail



NOT READY FOR PRODUCTION



ortweinsign
custom crafted branding

CUSTOMER APPROVAL DATE	DATE	DESIGNER	SALES REP	FILE	DRAW#	REV#
	10/15/14	TU	CT	cleveland_jetport_proof6.ai.ai	101415205	1

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1. Roofing material to match client's building
2. Square posts, paint color to match client's building
3. Routed & Backlit Sign Cabinet, Double-sided
4. Ledgestone Columns to match client's building
5. LED Message Center

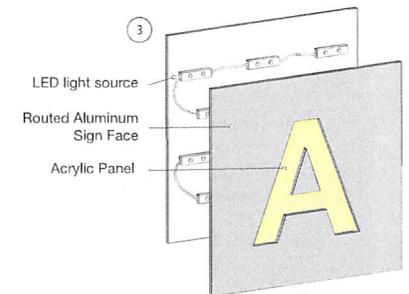
In the style of:



Client's Building Frontage



Routed & Backlit Sign Cabinet Detail



NOT READY FOR PRODUCTION



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CUSTOMER APPROVAL DATE	DATE	DESIGNER	SALES REP	FILE	DRAW#	REV#
	10/15/14	TU	CT	cleveland_jetport_proof6.ai.ai	101415205	1



Andreas M. Montgomery

Eastside Hanger entry, Hanger A.
Athens McMinn's county airport KMMI

195 County Rd. 552. Athens, TN 37370

(423) 645-7736

andreasmontgomery@verticalstride.com

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
October 24, 2014
9:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, October 24, 2014, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, LeRoy Rymer, Jr. and Steve Wright

MEMBERS ABSENT: Mike McCoy and Verrill Norwood

CITY STAFF: Kristi Powers (PW Support Services Manager), Mark Fidler (Airport Manager), Renea Brown (Recording Secretary), David Davis (City Reporter) and Beverley Lindsey (Executive Assistant to the City Manager)

FBO STAFF: Taylor Newman

CONSULTANTS: None

GUESTS: (not on sign-in sheet) Andreas Montgomery

MEDIA: Joyanna Love (Cleveland Daily Banner) and Paul Leach (Times Free Press)

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

The Chairman called for a motion to accept the minutes from the September 19th, 2014, meeting. LeRoy Rymer so moved, seconded by Steve Wright and was unanimously passed.

PRESENTATIONS

Hixon Aviation Museum

Andreas Montgomery introduced himself as being on the Board of Directors of the museum (Hixon Museum of Flight) and being in charge of maintenance and air operations. His organization was at the Jetport in March at the Tuskegee Airmen Memorial Day event. At this event, they brought three aircraft (two T-28 military trainers used from the 1950's through the 1980's and a C-45) and provided a presentation for the more than 500 people in attendance.

It was during this time, they had started looking for a new facility due to having outgrown their current one in Dallas Bay outside of Hixon which has a 3,000 foot runway. Participating in the Tuskegee event really opened their eyes to the type of facility the Jetport has, the ground and support equipment, the length of the runway and the community reception.

They have now moved into the second step of their plan which is finding a permanent location where they can grow. Cleveland, Chattanooga and Rome are the locations being considered. Several weeks ago, he met with Taylor Newman and Mark Fidler who showed him the expansion area for new hangars. Everything that was shown, including the types of land leases available, fit what they need.

Mr. Montgomery provided additional information on the museum saying there were nine aircraft on their docket as well as some rotating display type aircraft such as helicopters and cubs; in addition to the aircraft, there are artifacts such as military vehicles and memorabilia, vintage cars and trucks and all sorts of publications and teaching materials.

They are looking for a facility to house the nine aircraft; possibly a 125/150 x 150/200. One of the problems they have is they are a non-profit which essentially means they don't have a lot of money upfront; so they do a lot of planning, and have come up with a three phase program. The first phase is to move to a location with possibly a temporary structure that is used popularly by the military or other airlines for on-field operations. This would be a metal structure covered in a vinyl with fiberglass reinforcement. They are attractive and weather resistant, and do not look like a tent. This is something they are looking into because their budget only allows for the pouring of the pad and a structure of this type for now. Possibly, in two or three years, they may be able to come back and construct a building up to code.

Once they move past the first phase, this will give them an opportunity to raise funds through private and corporate sponsorship and donations. The building size they need, to code, will cost be between \$300,000 to \$500,000; which also includes the cost for office space and a classroom for presentations and various other programs to involve the community.

Long term, they want to grow the museum. In the four years the museum has been in existence, they have acquired nine permanent aircraft and numerous vehicles which have been restored and are running. He wholeheartedly believes that within a twenty year period they could be just like the Beechcraft Museum in Tullahoma, Tennessee which houses seventy aircraft and has 30,000 visitors per year.

Board Member Rymer asked if he had looked at the airport layout plan. Mr. Montgomery stated yes; that was one of the things that put the Jetport under the microscope for growth. Eventually, they will need the space; their plan is to become a true functioning museum.

Board Member Rymer asked Mr. Montgomery to put together a plan, including a timeframe, for the Authority to review. Chairman Patten asked if things would be stored out in the open. Mr. Montgomery said he had two aircraft that would be stored outside for "eye candy" but everything else they have, they want to keep in pristine condition. Storing inside is the only way to achieve that.

Board Member Wright recapped saying initially they wanted a 150 x 200 spot with their own ramp; but he wants to know what their ultimate goal is. Mr. Montgomery said their ultimate goal is to build another facility, and have one for presentations and one for maintenance and restoration. What makes

them unique from a lot of museums is they fly in most of their aircraft; others only have static aircraft. He has talked to Mark Fidler about leasing a large area in order to have the space for two hangars in the future. Chairman Patten requested their long term plans be submitted in writing as well.

Board Member Rymer said the area that comes to his mind for this project, if access can be provided, is N40 located near the water treatment plant.

Board Member Wright appreciates what Mr. Montgomery is trying to do and would love to see them in Cleveland. His suggestion for a possible location is the area north of the water plant.

UPDATES

Construction Updates

Mark Fidler presented photos of the stone work and base for the proposed road sign.

The concrete work is scheduled to start on Monday for the Southside Development.

Construction Updates

Runway Justification Study

Currently, he is reviewing the draft copy of the Runway Justification Study. He will be submitting his comments back to PDC later today. There were only a few minor corrections.

PDC's study did justify the extension to 6,200 feet per the FAA formula.

Construction Updates

Other Projects

Warranty painting issues on the runway will be discussed with Hinkle next week. It appears when Peck Runway Painting Company came back last year to do the warranty job, they did not prep the runway correctly. This is causing the paint to flake off prematurely.

Southeast Jet has submitted their building plans and ordered their building. He does not have a copy of their plans, but they will have to have a construction plan and a site plan.

Construction Update

T-Hangar Project

There is not an update for the t-hangar project. They are still trying to get it expedited.

He is planning a trip to Athens, sometime next week, to look at the Erect-A-Tube hangar to see how he likes it.

Director's Report

Mark Fidler reported lots of facility use in the last month which included the TDOT Airport Capital Improvement Program meeting; CAP Meetings; Sports Car Club of America event; and the Jetport Annual Open House. The Open House brought in lots of people who had never seen the airport before, and everything went extremely well. There were more people wanting flights than they had time for; so the remaining ones will fly next Saturday.

Last night, Taylor and Mark attended a business expo. The attendance was slightly lower than anticipated but overall it went well.

The Chamber of Commerce held their Board Retreat in the conference room on Wednesday.

The first week of November is completely booked. In addition, the Sports Car Club will return on November 9th and December 7th. He will be speaking to them in the near future regarding their interest in a long term agreement for their events.

Board Member Rymer asked if the hangar account receivables are being updated. Mark said yes with the exception of some outstanding invoices for the November billing period effective November 1st through the month of November; everything else is current.

He also asked about the fuel contract accounts. Mark said he believed those were current as well.

FBO Report

Taylor Newman reported the following activity:

- 14,000 gallons of jet fuel and almost 3,000 gallons of AVGAS were sold in September.
- Activity has picked up some in regards to traffic in and out of the airport.
- Flight training is steady. Two students recently graduated and now have their licenses.
- Private Pilot Ground School will start the week following New Year's and will last thirteen or fourteen weeks. Classes meet two days a week.

The Open House brought in approximately 300-400 people, and a total of nine door prizes were given away. Door prize contributions were made by Jones, the Jetport, Crystal Air and the Village Bakery. Cessna brought two airplanes and stayed most of the day. Life Force was able to make it for a little while before they were called out. The SCCA had a booth displaying one of their cars and did a little self-promoting; Artist Norm Davis had an exhibit and the boy scouts managed the food.

Financial Report

Chairman Patten asked for the Financial Report to be added to the agenda each month. Board Member Rymer said the closeouts for the revenues and the expenses are now the same; in addition, the percentages will help with gauging performance. On a side note, he thinks we are probably one of the only airports in this area in the black on operational expenses.

UNFINISHED BUSINESS

Discussion and Motion to Approve Weather Operations Plan

Chairman Patten deferred the motion to approve the Weather Operations Plan until the November meeting.

NEW BUSINESS

Retro Motion Authorizing Chairman to Sign a Grant Amendment for the T-Hangar Construction in the Amount of \$12,000

The Chairman called for a retro motion authorizing him to sign a grant amendment for the t-hangar construction in the amount of \$12,000. This is a catch-up on the final amount of the existing t-hangars. Steve Wright so moved, seconded by LeRoy Rymer and was unanimously passed.

Retro Motion Authorizing Chairman to Sign a Grant Contract in the Amount of \$645,438.00 for the Design and Construction of an Apron

Chairman Patten called for a retro motion authorizing him to sign a grant contract in the amount

of \$645,438 for the design and construction of an apron for the new t-hangar area. LeRoy Rymer so moved, seconded by Steve Wright and was unanimously passed.

Retro Motion Authorizing Chairman to Sign a Grant Contract in the Amount of \$833,334.00 for Construction of (2) 10 Unit T-Hangars.

Chairman Patten called for a retro motion authorizing him to sign a grant contract in the amount of \$833,334 for the construction of the (2) 10 unit t-hangars. Steve Wright so moved, seconded by LeRoy Rymer and was unanimously passed.

Retro Motion Authorizing Chairman to Sign a Grant Amendment in the Amount of \$225,000.00 for Phase III Land Acquisition.

Chairman Patten called for a retro motion authorizing him to sign a grant amendment in the amount of \$225,000 for Phase III Land Acquisition. This is the last section bought by the railroad tracks. Board Member Rymer asked if we were still owed money on the property. Kristi Powers advised payment had been received on the second invoice, but not on invoices one and three. LeRoy Rymer so moved, seconded by Steve Wright and was unanimously passed.

Other

Chairman Patten advised Ortwein Signs has met with Mark several times and produced several renditions for the sign. It has been designed to match the terminal and has a message board. He would like to double check with the State for funding availability; and if funding is available, put it out for bids. Mark Fidler said he received verification the State will provide some funding under the maintenance grant. Chairman Patten would like to proceed then.

BOARD MEMBER REPORTS

Lou Patten – None

Verrill Norwood – Absent

LeRoy Rymer, Jr. – None

Mike McCoy – Absent

Steve Wright – None

Adjournment

The next scheduled meeting is Friday, November 21st at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:37 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Attachments and Handouts:

1. T-Hangar Construction Grant Amendment (\$12,000)
2. Apron Design and Construction Grant Contract
3. (2) 10 Unit T-Hangar Grant Contract
4. Phase III Land Acquisition Grant Amendment (\$225,000)

Information Attachments:

1. Authority Attendance Log
2. Payments
3. Expense Report
4. Revenue Report
5. Ortwein Sign Quote/Proposal