



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
November 21, 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 (October 2014)

IV. UPDATES

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

V. UNFINISHED BUSINESS

- A. Discussion and Motion to Approve Weather Operations Plan

VI. NEW BUSINESS

- A. Retro Motion Authorizing Chairman to Sign PDC Work Authorization for the T-Hangar and Apron Construction in the Amount of \$223,665 (Page 1-2)

VII. BOARD MEMBER REPORTS

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

VIII. ADJOURNMENT

Next Scheduled Meeting – December 19, 2014

Informational Attachments:
Authority Attendance Log (Page 3)
Payments (Page 4)

CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

MEETING DATE: November 21, 2014

L Patten

Lou Patten

Verrill Norwood

Verrill Norwood

LeRoy Rymer

LeRoy Rymer, Jr.

Absent

Steve Wright

M Z McCoy

Mike McCoy

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: November 21, 2014

Name & Company Name: (<u>PRINT</u>)	Address:	E-mail:
1 <u>Randall Higgins</u>	<u>City</u>	<u>rhiggins@clevelandtn.gov</u>
2 <u>Brian Moran</u>	<u>City</u>	
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CLEVELAND REGIONAL JETPORT

**TAD PROJECT NO.: 06-555-0157-04 (HANGAR)
06-555-0756-04 (APRON)**

Work Authorization Number 14-26

It is agreed to undertake the following work in accordance with the provisions of the Professional Services Agreement currently in place with the Cleveland Municipal Airport Authority (OWNER) and PDC Consultants, LLC (ENGINEER).

Scope of Services:

Provide design and construction phase services for two ten unit t-hangars, apron and associated utilities. See the detailed scope of work in Attachment "A".

Time of Performance:

It is the intent of the OWNER to have this work completed in 2015.

Payment to ENGINEER:

The ENGINEER shall be compensated for performance of work as detailed in Attachment "B".

Agreed as to Scope of Services, Time of Performance and Compensation:

OWNER:

PDC Consultants, LLC:

Name: *D. Pette*

Name: _____

Title: *Chairman*

Title: _____

Date: *11/3/14*

Date: _____



B.6 Special Services:

B.5A The ENGINEER shall be compensated for performance of work for providing **geotechnical exploration**; said total compensation shall be a lump sum amount with a not to exceed, without the Owner's prior approval, budget of:

\$ 4,950.00

B.5B The ENGINEER shall be compensated for performance of work for providing **Construction Testing**; said compensation shall be on an hourly rate basis as invoiced with a budget amount off:

\$ 8,800.00

B.5C The ENGINEER shall be compensated for performance of work for providing **Field Survey**; said total compensation shall be a lump sum amount with a not to exceed, without the Owner's prior approval, budget of:

\$ 2,295.00

B.5D The ENGINEER shall be compensated for performance of work for providing **Construction Survey**; said compensation shall be on an hourly rate basis with a budget fee of:

\$ 4,435.00

B.5E The ENGINEER shall be compensated for performance of work for providing **Construction Observation** services. Said compensation shall be on an hourly rate basis with a budget amount of:

\$ 54,644.00

B.5F The ENGINEER shall be compensated for performance of work for providing **Regulatory Review**; said total compensation shall be a lump sum amount with a not to exceed, without the Owner's prior approval, budget of:

\$ 7,741.00

TOTAL AMOUNT: \$223,665

Payments

TDOT Finance

T Hangar Construction

5% Local Match (Amend)

\$

600.00

Date: 11/07/2014
 Time: 15:41
 GL6660
 User: CHRISTY

City of Cleveland
 Expenditure Report
 October 2014

Page:
 Id:

Fund: 110-GENERAL FUND

Monthly Comparative % 33.3333

Acct Number	Account Name	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111	SALARIES	70,900.00	8,174.64	22,492.19	31.7% 48,407.81
52500-119	CONTRACTED SERVICES-FBO	90,000.00	7,534.80	25,165.01	28.0% 64,834.99
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	652.13	2,009.95	35.9% 3,590.05
52500-142	HEALTH INSURANCE				
52500-143	RETIREMENT EXP	12,100.00	1,416.81	4,366.77	36.1% 7,733.23
52500-144	LIFE & DISABILITY INS	1,000.00	145.00	348.10	34.8% 651.90
52500-145	VISION INSURANCE			8.00	-8.00
52500-149	WORKER'S COMP CLAIMS	500.00			500.00
52500-191	LAUNDRY & DRY CLEANING	600.00			500.00
52500-197	CLOTHING ALLOWANCE	400.00		350.00	87.5% 50.00 12.5%
52500-211	POSTAGE/SHIPPING EXP	300.00		31.15	10.4% 268.85
52500-221	PRINTING EXP	500.00			500.00
52500-228	SERVICE AGREEMENT-CU				
52500-237	ADVERTISING	5,000.00	28.50	80.75	1.6% 4,919.25
52500-239	SUBSCRIPTIONS/MEMBERSHIPS	1,000.00	519.99	729.07	72.9% 270.93 27.1%
52500-241	UTILITIES EXP	46,900.00	3,456.50	10,174.64	21.7% 36,725.36
52500-245	TELEPHONE EXP	7,500.00	1,293.91	5,351.94	71.4% 2,148.06 28.6%
52500-251	CONTRACTED SVCS-SECURITY	2,200.00			2,200.00
52500-254	AIRPORT MASTERPLAN				
52500-266	BUILDING MAINTENANCE	3,000.00	868.63	2,689.63	89.7% 310.37 10.3%
52500-267	GROUND MAINTENANCE	1,200.00		895.32	74.6% 304.68 25.4%
52500-282	CAR ALLOWANCE	4,200.00	350.00	1,400.00	33.3% 2,800.00
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		2,720.87	22.7% 9,279.13
52500-291	LEASE AGREEMENT EXPENSE	30,000.00	2,500.00	7,500.00	25.0% 22,500.00
52500-319	OFFICE SUPPLIES	1,200.00			1,200.00
52500-331	GASOLINE EXP	2,000.00	283.96	308.95	15.4% 1,691.05
52500-332	REPAIRS & PARTS	1,500.00	24.75	807.56	53.8% 692.44 46.2%
52500-333	AVGAS & JETFUEL PURCHASES	757,500.00	69,112.98	239,376.50	31.6% 518,123.50
52500-511	INS-BLDGS & CONTENTS	8,500.00		9,077.62	106.8% -577.62 (6.8%) OVER
52500-512	INS-VEHICLES & EQUIPMENTS				
52500-513	INS-GENERAL LIABILITY	3,000.00		3,410.00	113.7% -410.00 (13.7%) OVER
52500-599	MISCELLANEOUS	500.00	-340.79	954.90	191.0% -454.90 (91.0%) OVER
52500-930	MITIGATIONS @ ROLLINGS HILL	10,200.00		2,838.00	27.8% 7,362.00
52500-942	SMALL EQUIPMENT	1,400.00			1,400.00
TOTAL CLEVE REGIONAL JETPORT		1,088,300.00	96,021.81	343,086.92	31.5% 745,113.08 68.5%
Fund Total		1,088,300.00	96,021.81	343,086.92	745,113.08



**STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION**

**AERONAUTICS DIVISION
607 HANGAR LANE
P. O. BOX 17326
NASHVILLE, TENNESSEE 37217
(615) 741-3208**

**JOHN C. SCHROER
COMMISSIONER**

**BILL HASLAM
GOVERNOR**

December 5, 2014

Mark Fidler
Director of Operations/Marketing
Cleveland Regional Jetport
251 Dry Valley Road
Cleveland, TN 37323

Dear Mark:

Thank you for hosting our ACIP meeting and providing such wonderful food. We had a great turnout. Everyone was impressed with your beautiful airport.

Again, thank you so much.

Sincerely,

Jackie Hernandez
Planning and Programming

**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 10/31/2014	October			Year to Date			YTD %'age of Budget	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age		\$ Amount	%'age
100 LL AvGas	3,816.57	\$ 20,960.80	19.8%	12,717.84	\$ 70,945.69	17.8%	38.3%	\$ 185,200.00	17.2%
Jet-A	13,505.00	\$ 65,909.55	62.2%	66,908.00	\$ 261,143.13	65.4%	36.6%	\$ 713,300.00	66.2%
Total Fuel	17,321.57	\$ 86,870.35	81.9%	79,625.84	\$ 332,088.82	83.2%	37.0%	\$ 898,500.00	83.3%
Ramp Fees	10	\$ 750.00	0.7%	39	\$ 2,925.00	0.7%	18.8%	\$ 15,600.00	1.4%
Tie Downs	4	\$ 104.00	0.1%	38	\$ 915.00	0.2%	61.0%	\$ 1,500.00	0.1%
GPU Fees	0	\$ -	0.0%	5	\$ 125.00	0.0%		\$ -	0.0%
Total Fees		\$ 854.00	0.8%		\$ 3,965.00	1.0%	23.2%	\$ 17,100.00	1.6%
Total Ramp Op's		\$ 87,724.35	82.7%		\$ 336,053.82	84.2%	36.7%	\$ 915,600.00	84.9%
T-Hangar Leases	20	\$ 5,650.00	5.3%	80	\$ 16,950.00	4.2%	25.0%	\$ 67,800.00	6.3%
Property Leases	9	\$ 5,449.36	5.1%	33	\$ 17,061.04	4.3%	33.9%	\$ 50,300.00	4.7%
Total Leases		\$ 11,099.36	10.5%		\$ 34,011.04	8.5%	28.8%	\$ 118,100.00	11.0%
FBO %'age Return *1		\$ 17.83	0.0%		\$ 267.68	0.1%	19.1%*2	\$ 1,400.00	0.1%
Facility (Room) rent	0	\$ -	0.0%	10	\$ 12,100.00	3.0%	161.3%	\$ 7,500.00	0.7%
Advertising	1	\$ 5,000.00	4.7%	2	\$ 10,000.00	2.5%		\$ 15,000.00	1.4%
Special Events	1	\$ 2,200.00	2.1%	3	\$ 6,600.00	1.7%	32.2%	\$ 20,500.00	1.9%
Other		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%
Other		\$ -	0.0%		\$ -	0.0%		\$ -	0.0%
Total Other Revenue		\$ 7,200.00	6.8%		\$ 28,700.00	7.2%	66.7%	\$ 43,000.00	4.0%
Total Ops Revenue		\$ 106,041.54	100%		\$ 399,032.54	100%	37.0%*3	\$ 1,078,100.00	100%
Budgeted Expenses - Prorated		\$ 90,691.66	85.5%		\$ 362,766.64	90.9%	33.3%*4	\$ 1,088,300.00	100%
Retained		\$ 15,349.88	16.9%		\$ 36,265.90	9.1%			
Actual Posted Expenses (11/7/14)		\$ 96,021.81	90.6%		\$ 343,086.92	86.0%	31.5%*4	\$ 1,088,300.00	100%
Retained		\$ 10,019.73	10.4%		\$ 55,945.62	14.0%			
Other:		\$ -			\$ -		*5	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.

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
November 21, 2014
9:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, November 21, 2014, at 9:00 a.m. in the Cleveland Municipal Council Room.

MEMBERS PRESENT: Lou Patten, Verrill Norwood, Mike McCoy, and LeRoy Rymer, Jr.

MEMBERS ABSENT: Steve Wright

CITY STAFF: Kristi Powers (PW Support Services Manager), Mark Fidler (Airport Manager), Renea Brown (Recording Secretary), Randall Higgins (City Reporter) and John Kimball (City Attorney), Janice Casteel (City Manager) and Brian Moran (Intern)

FBO STAFF: None

CONSULTANTS: None

GUESTS: None

MEDIA: Joyanna Love (Cleveland 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

The Chairman called for a motion to accept the minutes from the October 24th, 2014, meeting. Verrill Norwood so moved, seconded by LeRoy Rymer and was unanimously passed.

UPDATES

Construction Updates

Mark Fidler presented a slide show to coincide with his update. One of the photos was of a helicopter that made a pit stop at the Jetport which was en route to Guantanamo Bay, Cuba from Traverse City, Michigan.

The south area paving was completed on November 14th. The electrical ducting for the area (the circuit

that runs to the fuel farm) was completed on the 12th. Substantial equipment has been pulled off site and a Stop Work Order will be issued this morning to Hinkle Construction. The weather conditions at the present time are too cold and wet to work. The Stop Work Order gives them permission to cease work without the days being deducted from their contractual obligation. The work will resume when the weather moderates allowing crews to return and finish the grading, install fencing, and lay sod on the periphery of the taxiway and driveways.

Board Member Rymer asked if they were going to move the diesel tank to the new pad. Mark said they probably would not since their equipment was already gone; he will get the Public Works Department to move it.

Mark advised while the construction crew was on site, he had them do two additional projects. (*Mark displayed photographs of the new taxiway and access road intersection.*) The first project Hinkle completed was repairing the sinkhole damage on the southeast edge of the parking lot. Concrete was pumped into the hole and covered with asphalt. The other project was the pouring of a new pad for the diesel and auto fuel tanks. When the weather allows, the existing diesel tank will be relocated.

Southeast Jet Center has ordered their building and it should be on the ground in late December or early January. As soon as the weather permits, they will start pouring concrete.

Construction Updates

Runway Justification Study

The draft report is complete. Board Member Norwood has been provided a copy for review. They are still awaiting TAD comments. The report indicates we are justified in our request for the additional 700 feet, yielding 6,200 overall feet, to the runway versus an additional 500 feet.

Construction Updates

ALP Project

The ALP is complete and has been approved. Signed copies have been distributed.

Construction Updates

Southside Development Project

The concrete paving is complete for the Southside Development. The final earthwork dress-ups remain, but the contractor is currently on a Stop Work Order waiting on dryer conditions.

Construction Update

T-Hangar Project

The survey field work is complete and the office work is underway. The geotech aspect of the contract has been completed; the report was received on Wednesday and is still under review. The design sheet layout has started and assorted vendors are being evaluated for the building.

Mark visited Athens last week to see the Erect-A-Tube hangar. There are several aspects of the building he really likes; however, one in particular, he does not. He has contacted Erect-A-Tube for additional information in order to determine if it is something that can be lived with.

Board Member Rymer wanted to know the timeframe for ordering the building. Mark said he was told seventeen weeks by one contractor; but another airport ordered the same building and got it in five weeks. It really depends on the time of year you order it and where you fall in the production line. They

are still working on trying to expedite the project. The latest schedule from Chuck Hoskins shows a bid opening on April 2nd, but Chairman Patten is still trying to get it moved to the beginning of March.

Other

Board Member Rymer noticed the doors on one of the t-hangars facing to the north was bowed and wondered if it needed adjusting. Mark said the doors do not close completely by themselves; and unless you go inside and pull it closed, it will look like that.

Director's Report

Mark Fidler reported that October had been a busy month with construction issues and moving ahead with the t-hangar construction.

In October, he started invoicing the contract fuel sales for CRJ's base customers. The result of this has been more efficient invoicing and the elimination of some of the issues that have plagued us in the past. Additionally, he has assumed responsibility for all of the property invoicing including t-hangars, tie-downs, private hangars and property leases. With assuming this task, invoicing errors have been reduced to zero. All accounts are current and some are even paid into next year. He is hoping they will be able to consistently and more accurately invoice customers for the assorted services they will receive at the Jetport. He is now able to review daily customer accounts and send notices to those who are late with their payments insuring their compliance with the terms of their lease.

Mark recapped last month's activity at the Jetport:

- October 5th - Chattanooga Sports Car Club of America Solo Driving Event. There were approximately seventy attendees and food was provided by the boy scouts.
- October 14th - TDOT's Airport Capital Improvement Meeting. Approximately forty-five representatives were in attendance. TDOT sent a thank you letter to the Jetport expressing appreciation for hosting the event and providing food. During this meeting, Mark modified the funding request for the runway extension to include the lighting system modification and the GPS/WOS instrument approach survey and implementation. He also added the ODALS Lighting System Installation and an additional 12,000 gallon jet fuel tank for consideration. Presently, we are not eligible for NPE funding for projects for another three fiscal years following our pay ahead by TDOT for the t-hangar project.
- October 18th - Jetport Open House. Approximately 350-400 guests were in attendance. Door prizes were donated by Jones Airways, Village Bake Shop and Mark & Jenny Fidler; gifts for the kids were donated by Eastern Aviation Fuels. Crystal Air offered introductory flights on the Intrepid.
- October 22nd - Chamber of Commerce's Annual Board Retreat. The event lasted most of the day.

In addition, on October 23rd, he and Taylor attended the Cleveland Chamber of Commerce's Business Expo at the Omega Center. They were able to set up a booth to show off services that Crystal Air and the Jetport offer.

Chairman Patten asked Mark to regarding a letter he received. Mark said initially he had been given instructions by the Chattanooga Port Director on how to proceed; but their instructions were wrong. So, we had a letter written and the Governor also followed through with a letter endorsing our solicitation of having the Cleveland Jetport considered a customs...at that time we were seeking a "user fee" type of facility. It turns out a user fee facility is not what we would be best served by. After some discussion

with the Tactical Director out of the Memphis Customs Office, we were told the best way to approach this would be to get the Chattanooga Port to extend its boundaries to include the Jetport. At the present time, the extension of their area of authority is limited to Hamilton County. Customs wants us to proceed in the direction of allowing them to operate in Bradley County in order for us to be eligible as a port of entry. A letter has been sent out with copies going to Senator Corker, the Governor, the Custom's Director and the Ports in Chattanooga, Memphis and New Orleans.

Board Member Rymer assumes they would need a twenty-four hour notice of arrival. Mark said the Chattanooga Port would put together a set of guidelines of what we need to be able to do to comply with their needs in order for them to be able service us.

Chairman Patten said it will take some time to get through all this, but hopefully they will expand the boundary for Hamilton County to include us. If we have an international flight coming or departing, then we can utilize those services. Whoever utilizes those services will actually pay for the charges.

Financial Report

Board Member Rymer thanked Kristi Powers for her help. The report now shows closing dates. Previously, the budget was an estimated guess. In keeping with this report, we will have a better idea of what our numbers are. He plans on getting together with Kristi to do some adjusting on the remainder of the budget before the budget meeting in January.

He also thanked Mark for his help on the revenue side. With Mark's report, you have a better idea of where we are and how the performance is going. According to the year-to-date line at the bottom for operations only, we are almost \$56,000 ahead. He doesn't feel there are any airports in the immediate area with this type of figure.

Mark said sales for the month were pretty average with fuel sales depressed due to Jones Airways being down one aircraft. Their Challenger 600 is currently wrapping up the pre-purchase inspection. Fuel prices are also at record lows which mean more people will be able to fly recreationally. The industry, as a whole, is doing better than in the past several years.

FBO Report

Chairman Patten reported the following activity via Taylor Newman's email:

- Operations are normal and cold weather is rearing its head.
- There was one Private Pilot license completion and one student solo.
- Student instruction is steady.
- 13,505 gallons of jet fuel and almost 3,816 gallons of AVGAS were sold in October. Base customers consumed 9,296 gallons of jet fuel or just under 70% of fuel pumped.
- The maintenance department has been slow over the past month, but it does look like they will have increased activity in the coming months, both in house and retail business.
- They are planning a couple of winter and spring events, including a safety seminar (possibly in February), a private pilot ground school (in January), a spring poker flight and cookout and several other items.

UNFINISHED BUSINESS

Discussion and Motion to Approve Weather Operations Plan

Chairman Patten called for a motion to approve the Weather Operations Plan Mark Fidler had

previously presented to the Authority. **Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.**

Mark advised the City purchased a blade which will mount to the existing Public Works snow trucks. The blade can be retro-fitted to meet the needs of the Jetport by simply removing the black steel part at the very bottom and replacing it with a polycarbonate blade safe for the runway. It also can be retro-fitted with a set of castors instead of skids to provide better control.

FBO Contract Renewal

Several months ago, Lynn DeVault was asked to work with Taylor and Mark because of discrepancies in the FBO duties. When the contract was drafted, there were things put into place but we really didn't know what would be best for operations. When Lynn left, LeRoy took over. He has been working with them on sorting through the logistics of the contract that would more accurately fit what they are doing.

Board Member McCoy questioned the issues that Taylor indicated the City should address. Mark said Taylor means the Authority when he refers to the City. Board Member Rymer said there are four areas which need attention. One really didn't need to change and the billing area has already been taken care of. He has added one line of wording into the "Extra Events" section because Taylor wanted to be paid the month after the event happened. He didn't see any problem with this. The grounds maintenance is the biggest thing. He needs to meet with both Taylor and Mark at the same time in order to get this worked out.

Board Member McCoy said he wasn't trying to be picky, but what areas are considered the inner area and where does it change over to the outer area that has to be bush hogged instead of mowed? Board Member Rymer said according to his conversation with Mark yesterday, if you stand at the front of the terminal looking toward the roadway, there are two fences. Just inside the fence area and the little patches in front of the terminal building are the FBO's. They have the guys there and it should only take a hand mower or small tractor to mow that area. The rest we want to take over.

Board Member McCoy wanted to know how far to the west from the runway. Board Member Rymer didn't know the answer to that. Mr. McCoy wanted to know if Mark could provide something reflecting this so it doesn't come up again later. Mark said it wasn't a factor anymore for Crystal Air. If we essentially take the grass cutting and the grounds keeping out of their responsibility, all they will be responsible for is the area LeRoy specified which is in front of and behind the terminal building. The rest of it will be under his direction. There were other areas in question that were not in the original contract such as the property on the north end of the runway. Crystal Air will not be doing it anyway.

Board Member Rymer said the other thing was he wanted to add an amendment to the back of the contract saying what the changes are. He doesn't want to change any caps right now; he wants to leave them like they are.

Chairman Patten said Mr. Rymer has been working hard on this trying to make sure what the contract says is actually taking place with a few adjustments that have taken place and agreed upon by Mark and Taylor. The agreement should be ready by the next meeting or shortly thereafter.

Board Member Norwood wanted to thank Mark for the work completed along the fence row. It looks really nice now. Also, going south from the airport at the stop street in the southeast corner, he asked Mark to check and see what our obligation is for that area. He knows it is not to be intruded upon or

mowed because it's an environmental area. He also knows there are some restrictions there, but he's not sure of the specifics. Mark said he was unaware of not being able to mow, but he does know there is a lot of trash there now. Board Member Rymer asked why the trash could not be disposed of. Mr. Norwood advised they wanted to go through it to see if any of it was historic. We ended up spending a lot of money sorting through the bricks, dirt, etc. on the house that was taken down in the southwest corner for the same reason.

NEW BUSINESS

Retro Motion Authorizing Chairman to Sign PDC Work Authorization for the T-Hangar and Apron Construction in the Amount of \$223,665.

The Chairman called for a retro motion authorizing him to sign a PDC Work Authorization for the t-hangar and apron construction in the amount of \$223,665. Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.

BOARD MEMBER REPORTS

Lou Patten – None

Verrill Norwood – None

LeRoy Rymer, Jr. – None

Mike McCoy – None

Steve Wright – Absent

Adjournment

The next scheduled meeting is Friday, December 19th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:45 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Attachments and Handouts:

1. PDC Work Authorization for T-Hangar & Apron Construction (\$223,665)

Information Attachments:

1. Authority Attendance Log
2. Payments
3. Thank you letter from TDOT
4. Revenue and Expense Report