



**CITY OF CLEVELAND  
MUNICIPAL AIRPORT AUTHORITY  
AGENDA  
February 20, 2015  
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 (November 2014)**

**IV. PRESENTATIONS**

- A. Hixson Museum of Flight (Andreas Montgomery – Discussion of Property Lease for Museum Site)

**V. UPDATES**

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

**VI. NEW BUSINESS**

- A. Discussion and Approval of Contract for the Chattanooga Region Sports Car Club of America "SOLO" Driving Event
- B. Retro Motion to Approve the Chairman to Sign a Request for Funding in the Amount of \$152,000 for the Engineering Portion of the 700' Runway Extension and Taxiway Improvement Project (pages 1-2)
- C. Retro Motion to Approve the Chairman to Sign PDC Work Authorization No. 14-27 in the Amount of \$44,965 for the Short Form Environmental Assessment for the 700' Runway Extension (page 3)

- D. Retro Motion to Approve the Chairman to Sign an Amendment Request for the Sewer Construction Grant in the Amount of \$37,904.00 (page 4)**
- E. Retro Motion to Approve the Chairman to Sign a Request for Funding in the Amount of \$48,000 for the Construction of a Road Sign (page 5)**

**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 – March 20, 2015**

**Informational Attachments:**

**Authority Attendance Log (Page 6)**  
**Payments (Page 7)**

# CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

MEETING DATE: 2/20/15

*L Patten*

Lou Patten

*Verrill Norwood*

Verrill Norwood

*LeRoy Rymer*

LeRoy Rymer, Jr.

- absent -

Steve Wright

*Mike McCoy*

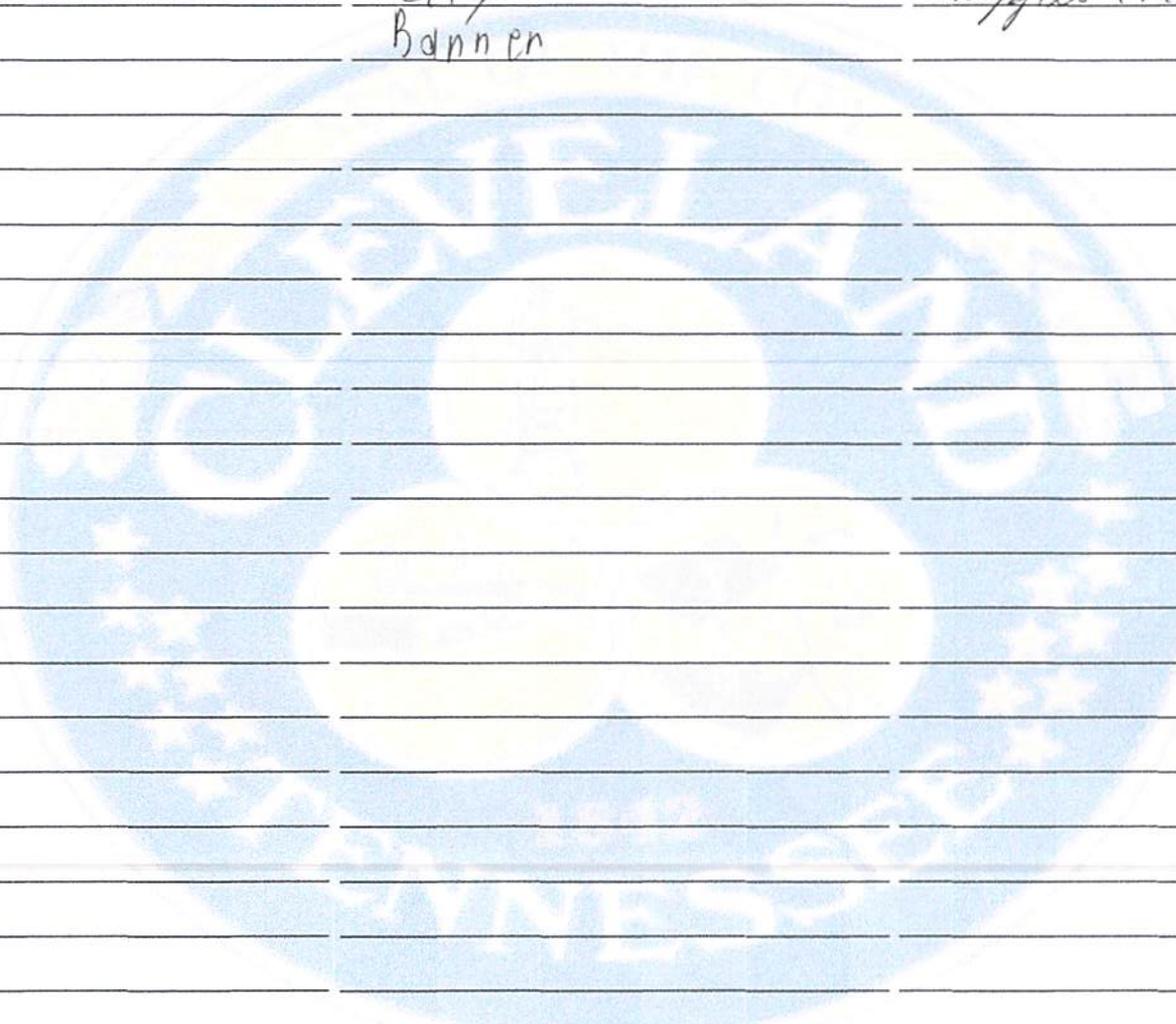
Mike McCoy

# CLEVELAND AIRPORT AUTHORITY

## SIGN IN SHEET

MEETING DATE: 2/20/15

Name & Company Name: ( <b><u>PRINT</u></b> )	Address:	E-mail:
1 <u>Rowda H Higgins</u>	<u>city</u>	<u>rhiggins@clevelandtx.gov</u>
2 <u>Joyanna Love</u>	<u>Banner</u>	<u>rhiggins1947@icloud.com</u>
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CLEVELAND, TN  
REGIONAL JETPORT

251 Dry Valley Road NE, Cleveland TN 37312

(423) 472-4343

**Tennessee's "Airport of the Year: 2014"**

January 9, 2015

Lou Patten, Chairman  
Verrill Norwood, Vice Chairman  
LeRoy Rymer, Secretary/Treasurer  
Mike McCoy  
Steve Wright

Mr. William B. Orellana, Director  
Tennessee Department of Transportation  
Aeronautics Division  
P.O. Box 17326  
Nashville, TN 37217

Dear Mr. Orellana:

The Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$152,000 for improvements at the Cleveland TN Regional Jetport. The requested funding is for engineering associated with the:

- 1) 700' runway and taxiway extension project. (See Attached for Project Detail)

We have available the necessary funds for the local share of this project and I am authorized to provide additional information or assurances associated with this request.

Please let me know if you have any questions or need additional information.

Sincerely,

  
Lou Patten, Chairman  
Cleveland Municipal Airport Authority

**CLEVELAND REGIONAL JETPORT  
PROJECT: RUNWAY EXTENSION**

**PROJECT DESCRIPTION:** This project is to consist of constructing a seven hundred foot runway extension to runway 21 end along with extending the parallel taxiway. The pavement is to be concrete. The runway safety area beyond the runway end is to be improved. Edge lighting, associated navalds, and perimeter sub drains are to be included with the extension along with associated pavement markings. Work is to include design, surveying, geotechnical investigation and bid phase services. Preliminary construction estimate is \$2,060,000.

Description of engineering work items and associated costs:

1. Provide a field run topographic survey on one foot contours of the approximate 20 acre area is to be provided. A profile of the existing runway centerline from runway 21 end back 1,000 feet at 50 foot stations is to be provided. Set a bench mark to be used during construction. Cost = \$5,000
  
2. Provide a subsurface investigation to meet FAA standards. Work is to include borings, laboratory testing, and providing a geotechnical report summarizing all findings and results along with recommendations for earthwork and paving. Cost = \$8,000
  
3. Provide design phase services for the purposes of obtaining competitive bids. Work is to include preparation of detailed drawings, plans and cross-sections to show the character and scope of the work to be performed by contractors on the project, preparation an Engineer's Report, construction cost estimates, construction management plan, storm water pollution prevention plan, preparation of bidding documents, and preparation of technical specifications. Cost = \$140,000
  
4. Provide bid phase services to include assisting the OWNER in securing bids. Work is to include providing sufficient copies of the approved plans and specifications to permit advertising and bidding, conduct a pre-bid conference, answer questions raised during the bidding process, issue addenda as required, attend the bid opening, tabulate and analyze bids, evaluate bidders and furnish recommendations on the award of contracts, prepare all executed contract documents necessary for the project. Cost = \$7,000

**TOTAL COST: \$160,000**



## ATTACHMENT "B" COMPENSATION

The Engineer shall be compensated for performance of work as noted below:

B.1 The ENGINEER shall be compensated for performance of work for providing a Short Form Environmental Assessment; said total compensation to be on a lump sum basis with a not to exceed, without the owners prior approval, budget of:

\$ 25,365.00

(Twenty Five Thousand Three Hundred and Sixty Five Dollars )

B.2 The ENGINEER shall be compensated for performance of work for providing a Phase I Environmental Site Assessment; said total compensation to be on a lump sum basis with a not to exceed, without the owners prior approval, budget of:

\$ 3,850.00

( Three Thousand Eight Hundred and Fifty Dollars )

B.3 The ENGINEER shall be compensated for performance of work for providing Natural Resource Evaluation, said total compensation to be on a time required, hourly rate basis with a not to exceed (without the Owner's prior approval) budget of:

\$ 6,000.00

(Six Thousand Dollars )

B.4 The ENGINEER shall be compensated for performance of work for providing Cultural Resource Evaluation (if necessary), said total compensation to be on a time required, hourly rate basis with a not to exceed (without the Owner's prior approval) budget of:

\$ 9,750.00

(Nine Thousand Seven Hundred and Fifty Dollars )

TOTAL COST: \$44,965
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 <h2 style="text-align: center;">GRANT AMENDMENT</h2>					
Agency Tracking # 40100-77212	Edison ID 25857	Contract # AERO-12-241-02	Amendment # 3		
Contractor Legal Entity Name Cleveland Municipal Airport Authority				Edison Vendor ID 4052	
Amendment Purpose & Effect(s) Design for Sewer System (amended for outstanding invoices)					
Amendment Changes Contract End Date: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			End Date: 06/29/2016		
TOTAL Contract Amount INCREASE per this Amendment (zero if N/A):					<b>\$37,904.00</b>
Funding —					
FY	State	Federal	Interdepartmental	Other	TOTAL Contract Amount
2012	\$35,000.00			\$35,000.00	\$70,000.00
2012	\$50,000.00			\$50,000.00	\$100,000.00
2013	\$30,000.00			\$30,000.00	\$60,000.00
2014	18,952.00			\$18,952.00	\$37,904.00
TOTAL:	<b>\$133,952.00</b>			<b>\$133,952.00</b>	<b>\$267,904.00</b>
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) TX00106975	Account Code (optional) 71304				

Address ID: 5

REQUEST FOR STATE FUNDING  
FOR AIRPORT IMPROVEMENT

5

**Airport:** Cleveland TN Regional Jetport  
**Project Title:** Airport Roadsign Sign  
**Project Description:** Airport owners seeks funding assistance with costs associated with design, construction and installation of a roadside sign identifying airport facility to public. Sign should be prominent dimensionally and characteristically, reflecting the aesthetic design features of the Jetport terminal building.

**UPIN:** BCG0002085  
**Submitted By:** Kristi Powers  
**Date Submitted:** 1/14/2015 4:10:13PM  
**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:** The Jetport needs a road side sign which will identify the facility in a conspicuous manner. Present signage does not provide ample notification of drivers that they are approaching the facility nor does it allow public to be advised of pertinent information of events relevant to the Jetport and our community.

**Estimated Cost:**

<b>Fiscal Year:</b>	2015	
<b>Federal:</b>	\$0	0.0%
<b>State:</b>	\$33,600	70.0%
<b>Local:</b>	\$14,400	30.0%
<b>Other:</b>	\$0	0.0%
<b>Total:</b>	<u>\$48,000</u>	100%

**Matching Funds Available?:** Yes

**Comments:**

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**TDOT USE ONLY:**

### Payments

TDOT Finance	Sewer Const Amend	50% Local Match (Amend)	\$ 18,952.00
TDOT Finance	T-Hangar Construction	5% Local Match	\$ 41,667.00
Merit Construction	T Hangar Construction	Inv. 6 (Partial/Final Payment)	\$ 4,941.44
PDC Consultants	Southside Development	Inv. 9	\$ 671.00
PDC Consultants	Southside Development	Inv. 10	\$ 15,207.00
PDC Consultants	Southside Development	Inv. 11	\$ 19,619.00
PDC Consultants	Long Term Monitoring	Inv. 1	\$ 18,943.00
PDC Consultants	Long Term Monitoring	Inv. 2	\$ 5,084.00
PDC Consultants	Runway Ext Justification Study	Inv. 1	\$ 7,596.00
PDC Consultants	Runway Ext Justification Study	Inv. 2	\$ 7,596.00
PDC Consultants	Airfield Lighting	Inv. 8	\$ 3,000.00



# Jetport FY15

Fund #	Dept #	Acct #	Account Title	Current Budget	Revised Budget	Increase (Decrease)
110	52500	119	Contracted Services - FBO	90,000	96,300	6,300
110	52500	241	Utilities	46,900	42,900	(4,000)
110	52500	245	Telephone Expense	7,500	14,500	7,000
110	52500	266	Building Maintenance	3,000	5,700	2,700
110	52500	267	Ground Maintenance	1,200	5,400	4,200
110	52500	288	Work Session Meals	1,300	1,000	(300)
110	52500	332	Repairs & Parts	5,700	6,700	1,000
110	52500	511	Ins-Buildings & Contents	8,500	9,800	1,300
110	52500	513	Ins-General Liability	3,000	3,500	500
Total				167,100	185,800	18,700
				<u>-\$18,700.00</u>		

Impact on fund balance: \$18,700

Contracted Services - Assuming FBO will bill at maximum \$9,000/mo for remainder of fiscal year and to also cover labor for special events.  
 Fixing remaining items that were under budgeted for FY15.

Director: \_\_\_\_\_

Entered by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

1/30/2015

# Revenue and Expenses Worksheet - CMAA

	Dec. 2014	January 2015		February 2015		March 2015	
	Year - to- Date	Monthly	Year-to-Date	Monthly	Year-to-Date	Monthly	Year-to-Date
<b>REVENUE SOURCES</b>							
100LL AvGas	89,717.22	17,486.82	107,204.04				
Jet-A	345,213.71	45,498.70	390,712.41				
<b>Total Fuel:</b>	434,930.93	62,985.52	497,916.45	0.00		0.00	
Ramp Fees	4,725.00	975.00	5,700.00				
Tie Downs	2,118.00	135.00	2,253.00				
GPU Fees	200.00	0.00	200.00				
<b>Total Fees:</b>	7,043.00	1,110.00	8,153.00	0.00		0.00	
<b>Total Ramp Ops:</b>	441,973.93	64,095.52	506,069.45	0.00		0.00	
T-Hangar Leases	34,875.00	5,300.00	40,175.00				
Property Leases	31,404.63	5,495.78	36,900.41				
<b>Total Leases:</b>	66,279.63	10,795.78	77,075.41	0.00		0.00	
FBO %'age Return	271.15	0.00	271.15				
Facility (room) rent	3,870.00	200.00	4,070.00				
Advertising	10,000.00	0.00	10,000.00				
Special Events	8,808.00	0.00	8,808.00				
Other (city hangar)	150.00	0.00	150.00				
Other	0.00	0.00	0.00				
<b>Total Other Revenue:</b>	22,828.00	200.00	23,028.00	0.00		0.00	
<b>Total Operations Revenue:</b>	531,352.71	75,091.30	606,444.01	0.00		0.00	
Budgeted Expenses Prorated Monthly	554,517.96	92,419.66	646,937.62				
Prorate retained	(23,165.25)	(17,328.36)	(40,493.61)	0.00		0.00	
Actual Posted Expenses	487,949.22	40,595.11	528,544.33				
Actual Retained	43,403.49	34,496.19	77,899.68	0.00		0.00	

STAPLES

REVENUE AND EXPENSE RECONCILIATION - CMAA  
 1<sup>ST</sup> SIX MONTHS FY 2015 (7/1/14 THRU 12/31/14)  
 L. RYMER TREAS. CMAA 1/16/15

Prepared By: \_\_\_\_\_ Initials: \_\_\_\_\_ Date: \_\_\_\_\_  
 Approved By: \_\_\_\_\_

	AUGUST		SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
	YEAR TO DATE	MONTHLY REVENUE	YEAR TO DATE	MONTHLY REVENUE	YEAR TO DATE	MONTHLY REVENUE	YEAR TO DATE	MONTHLY REVENUE	YEAR TO DATE	
100LL AVGAS	37782 <sup>07</sup>	12202 <sup>16</sup>	49984 <sup>23</sup>	20960 <sup>80</sup>	70945 <sup>03</sup>	9382 <sup>65</sup>	20327 <sup>68</sup>	9389 <sup>54</sup>	89717 <sup>22</sup>	
JBT-A	138397 <sup>82</sup>	56835 <sup>76</sup>	195233 <sup>58</sup>	65909 <sup>55</sup>	261143 <sup>13</sup>	37772 <sup>89</sup>	298916 <sup>02</sup>	46297 <sup>69</sup>	345213 <sup>71</sup>	
TOTAL FUEL	176179 <sup>89</sup>	69037 <sup>92</sup>	245217 <sup>81</sup>	86870 <sup>35</sup>	332088 <sup>16</sup>	47155 <sup>54</sup>	579243 <sup>70</sup>	55687 <sup>23</sup>	434930 <sup>93</sup>	
RAMP FEES	1650-	525-	2175-	750-	2925-	525-	3450-	1275-	4725-	
TIE DOWNS	596-	215-	811-	104-	715-	968-	1883-	235-	2118-	
GPU FEES	75-	50-	125-	-	125-	-	125-	75-	200-	
TOTAL FEES	2321-	790-	3111-	854-	3765-	1493-	5458-	1585-	7043-	
TOTAL RAMP OP'S	178500 <sup>89</sup>	69827 <sup>92</sup>	248328 <sup>81</sup>	87724 <sup>35</sup>	336053 <sup>16</sup>	48648 <sup>54</sup>	384701 <sup>70</sup>	57272 <sup>23</sup>	441973 <sup>93</sup>	
T-HANGAR LEASES	11300-	6625-	17925-	5650-	23575-	5300-	28875-	6000-	34875-	
PROPERTY LEASES	7889 <sup>22</sup>	7074 <sup>55</sup>	14963 <sup>77</sup>	5449 <sup>36</sup>	20413 <sup>13</sup>	5495 <sup>75</sup>	25908 <sup>88</sup>	5495 <sup>75</sup>	31404 <sup>63</sup>	
TOTAL LEASES	19189 <sup>22</sup>	13699 <sup>55</sup>	32888 <sup>77</sup>	11099 <sup>36</sup>	43988 <sup>13</sup>	10795 <sup>75</sup>	54783 <sup>88</sup>	11495 <sup>75</sup>	66279 <sup>63</sup>	
FBO %AGE RETURN	1914	26 <sup>47</sup>	217 <sup>81</sup>	17 <sup>83</sup>	235 <sup>64</sup>	17 <sup>37</sup>	253 <sup>01</sup>	18 <sup>14</sup>	271 <sup>15</sup>	
FACILITY (ROOM) RENT	750-	1350-	2100-	-	2100-	1750-	3850-	20-	3870-	
ADVERTISING	-	5000-	5000-	5000-	10000-	-	10000-	-	10000-	
SPECIAL EVENTS	2200-	2200-	4400-	2200-	6600-	2208-	8808-	-	8808-	
OTHER (CITY HANGAR)	-	-	-	-	-	150-	150-	-	150-	
OTHER	-	-	-	-	-	-	-	-	-	
TOTAL OTHER REVENUE	2950-	8550-	11500-	7200-	18700-	4108-	22808-	20-	22828-	
TOTAL OPERATIONS REVENUE	200831 <sup>25</sup>	92104 <sup>14</sup>	292935 <sup>39</sup>	106041 <sup>54</sup>	398976 <sup>93</sup>	63569 <sup>66</sup>	462546 <sup>59</sup>	68806 <sup>12</sup>	531352 <sup>71</sup>	
BUDGETED EXPENSES PRORATED MONTHLY	181383 <sup>32</sup>	90691 <sup>66</sup>	272074 <sup>98</sup>	90691 <sup>66</sup>	362766 <sup>64</sup>	90691 <sup>66</sup>	453458 <sup>30</sup>	90691 <sup>66</sup>	544149 <sup>96</sup>	
PRORATED RETAINED	19447 <sup>93</sup>	1412 <sup>48</sup>	20860 <sup>41</sup>	15349 <sup>88</sup>	36210 <sup>29</sup>	(27122-)	9088 <sup>29</sup>	(21885 <sup>54</sup> )	(12797 <sup>20</sup> )	
ACTUAL POSTED EXP'S	164710 <sup>07</sup>	82355 <sup>04</sup>	247065 <sup>11</sup>	96021 <sup>81</sup>	343086 <sup>92</sup>	76435 <sup>33</sup>	419522 <sup>25</sup>	68426 <sup>97</sup>	487949 <sup>28</sup>	
ACTUAL RETAINED	36121 <sup>18</sup>	9749 <sup>10</sup>	45870 <sup>28</sup>	10019 <sup>93</sup>	55890 <sup>01</sup>	(12865 <sup>67</sup> )	43024 <sup>34</sup>	379 <sup>15</sup>	43403 <sup>49</sup>	
			EXP. WORKBACK		1 <sup>ST</sup> TIME EXP'S					
					CLOSE AT END OF MTH					
	ACTUAL EXP'S FOR OCT, NOV & DEC ARE FROM CITY PRINT OUT WITH CLOSING AT END OF MTH.									

U.S. Department of Homeland Security  
U.S. Customs and Border Protection  
423 Canal Street  
New Orleans, LA 70130



U.S. Customs and  
Border Protection

January 7, 2015

The Honorable Tom Rowland  
Mayor, City of Cleveland, TN  
Cleveland Municipal Building  
190 Church Street, N.E.  
P.O. Box 1519  
Cleveland, Tennessee 37364

Dear Mayor Rowland:

This is to acknowledge that we are in receipt of your letter requesting that the Chattanooga, TN Port of Entry boundary be changed to include adjacent Bradley County, TN and specifically the Cleveland TN Regional Jetport. This request is being taken under consideration.

However, we would like to take this opportunity to advise you that in addition to expanding the port boundaries, there are additional elements to consider and requirements that must be met before Customs and Border Protection (CBP) would be able to process the direct arrival of foreign aircraft into the Cleveland TN Regional Jetport. For example, the federal rulemaking process applies to boundary expansions, and this process can be quite lengthy. CBP requires an approved General Aviation Facility (GAF) in which to process direct foreign arrivals. In addition to the facility, CBP must consider the staffing and operational requirements in Chattanooga in order to determine our ability to support processing aircraft in Cleveland.

We are available to further discuss these concerns and timelines and requirement/costs associated with a GAF. If you would like to provide a point of contact from your office, Assistant Director, Field Operations Kim Hynes of my staff would be happy to coordinate further discussion with your office, or a member of your staff may contact Ms. Hynes directly at (504) 670-2280.

We look forward to a continuing dialogue with your office.

Sincerely,

A handwritten signature in cursive script that reads "Reginald Manning".

Reginald Manning  
Director, Field Operations  
New Orleans Field Office  
U.S. Customs and Border Protection

WARM UP THE OIL AND CHARGE THOSE BATTERIES!!!  
OLD MAN WINTER IS GONE AND ITS TIME FOR FUN...  
SO JOIN US FOR THE 1ST ANNUAL SOUTHEAST TENNESSEE

## ***POKER RUN!!!***

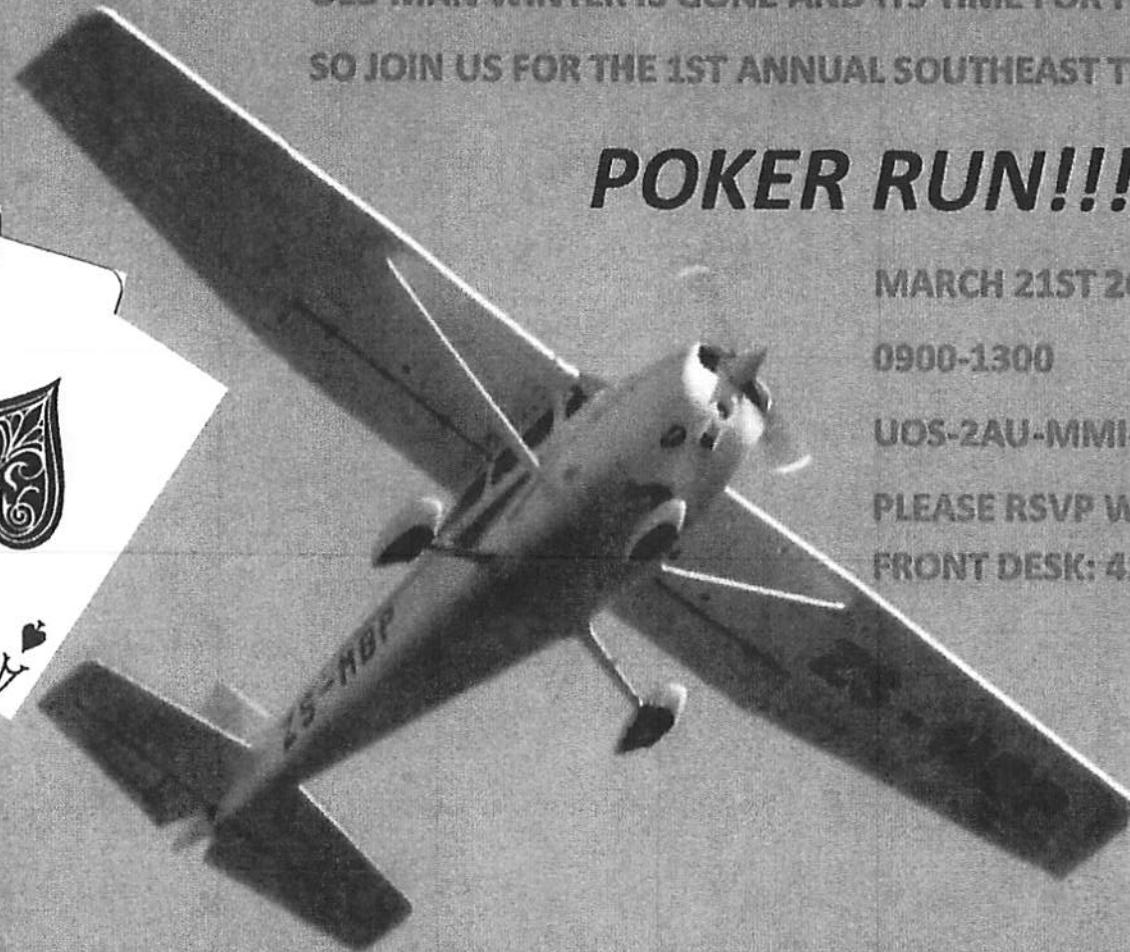
MARCH 21ST 2015

0900-1300

UOS-2AU-MMI-FGU-RZR

PLEASE RSVP WITH RZR

FRONT DESK: 423-472-4343



**\$10 ENTRY WITH 1 CARD AWARDED AT EACH STOP AND 2 CARDS AT FINAL STOP (RZR). BEST POKER HAND OF 5 CARDS WINS THE POT. VISIT EACH BASE IN ANY ORDER. PRIZES AND FREE LUNCH PROVIDED AT THE FINAL STOP WHICH IS THE NEW CLEVELAND REGIONAL JETPORT RZR AT 1300. GUARANTEED TO BE A GREAT TIME SO COME ON OUT AND ENJOY THE SPRING SKIES. IN CASE OF RAIN THE DATE WILL MOVE TO MARCH 28TH 2015.**

# POKER RUN

## RULES AND REGULATIONS

- DATE
  - MARCH 21<sup>ST</sup> 2015
- TIME
  - STARTING AT 0900 EDT ENDING AT RZR AT 1300 EDT
- LOCATIONS
  - UOS- FRANKLIN COUNTY AIRPORT SEWANEE TN
  - 2AO- MARK ANTONE AIRPORT DAYTON TN
  - MMI- MCMINN COUNTY AIRPORT ATHENS TN
  - FGU- COLLEGDAL MUNICIPAL AIRPORT COLLEGDAL TN
  - RZR- CLEVELAND REGIONAL JETPORT CLEVELAND TN
- PRICE
  - \$10.00 PER ENTRY
  - ALL MONEY GOES TOWARD WINNING HAND
- RULES
  - ALL APPLICANTS MUST REGISTER WITH THE FRONT DESK AT RZR NO LATER THAN 1700 EDT ON MARCH 20<sup>TH</sup> 2015 BY CALLING 423-472-4343.
  - MONEY WILL BE COLLECTED AT THE FINAL STOP WHICH IS RZR CLEVELAND REGIONAL JETPORT
  - WINNER WITH THE BEST POKER HAND OF 5 CARDS WINS ALL THE ENTRY FEES
  - YOU MAY STOP AT EACH LOCATION IN ANY ORDER HOWEVER YOUR LAST STOP SHOULD BE RZR
  - YOU WILL BE GIVEN 1 PLAYING CARD AT EACH LOCATION AND 2 CARDS AT THE FINAL LOCATION (RZR) WITH A TOTAL OF 6 CARDS AT THE END OF THE EVENT
  - MAKE THE BEST POKER HAND OF 5 CARDS TO WIN
  - NO CHEATING EVERYTHING IS ON THE HONOR SYSTEM
- WHAT ELSE IS GOING ON?
  - FREE LUNCH STARTING AT 1300 EDT AT RZR
  - GIVEAWAYS
  - FUN FUN FUN!!!

**MINUTES**  
**CITY OF CLEVELAND**  
**MUNICIPAL AIRPORT AUTHORITY**  
**February 20, 2015**  
**9:00 A.M.**



**Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, February 20, 2015, 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), John Kimball (City Attorney), and Shawn McKay (City Clerk)

**FBO STAFF:** None

**CONSULTANTS:** None

**GUESTS:** None

**MEDIA:** Joyanna Love (Cleveland Daily Banner)

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**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**

**The Chairman called for a motion to accept the minutes from the November 21, 2014, meeting. Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.**

**PRESENTATIONS**

Peter O'Hare (Board of Directors' Member) with the Hixson Museum of Flight introduced himself, as well as Christine Lewis (Manager of the Museum) and Andreas Montgomery (Board Member). He is one of the members working to find a location for the museum.

Mr. O'Hare explained that from their perspective, they are in a smaller hangar in Hixson, TN. They were looking at a hangar at Chattanooga and were ready to move in when the City purchased the FBO;

and the agreement fell through. Currently, they are in Rome, GA, and Hixson, TN, and are on the hunt for a 120 x 120 hangar. All of their general aviation aircraft have historical significance to them.

They are members of the National Naval Aviation Museum and house two of their aircraft. They have applied and are working on an agreement with the Smithsonian Institute; and just recently received their first donation. Their main objective is finding one central location.

Board Member Rymer mentioned from the last presentation, that it was said they were interested in two hangars; one for maintenance and one for display/storage; however, he couldn't remember what size they needed. Mr. O'Hare said it depends on growth. Right now they have a 120 x 120 and are doing their work and display at the same time. The initial hangar they are looking at would also be a 120 x 120 museum quality hangar which would be partitioned as part maintenance and part display. Originally, the Board's ten year plan included a single hangar, and their twenty year plan included additional out buildings and potentially some aircraft housed outside.

Chairman Patten advised the Authority was receptive to the Museum's plan; however, a written set of details and a plan will need to be provided to the Airport Director. He will, in-turn, work with Board Member Rymer to see how things will best fit in with our site and plans. Andreas Montgomery said he had not yet gotten that information from the museum board. *(parts of remaining response are inaudible)*

Board Member Rymer said the northeast corner of the property would be ideal for what they are wanting. Mark said it will take some work to get it useable but it is possible.

Mr. O'Hare asked if email correspondence would suffice when answering the questions the Authority has presented. Chairman Patten said yes.

Mr. O'Hare said currently they are privately funded. They receive loans and donations from the public and National Naval Aviation Museum. They will also be receiving item donations from the Smithsonian. He brought this up because there is public grant money available. He asked how they would need to go about soliciting those grants. City Attorney John Kimball said his first thought would be to go before the agency that would provide the grant and say something to the effect of 'we are looking at a spot at a publically owned airport. Does the applicant need to be the Airport Authority or can it be a tenant or both.' He thinks that would be a question for whoever provides the grant. Chairman Patten feels the Authority needs to see their proposal; and if all works out, his thinking is the Authority would lease to them a portion of property to put the museum. They would then be responsible for the facility and maintaining the portion of property they are leasing.

Mark Fidler asked if they are a 501-C3 corporation. Mr. O'Hare said yes. Mark doesn't feel that the Authority would be involved with their funding mechanisms per se. Chairman Patten agreed, but there will need to be an agreement and a site in order for them to apply for grants.

Mr. O'Hare would like the opportunity to present to the Authority what they are doing and what they have. This will ensure there is a symbiotic relationship between what would be going on at the museum, and the goals of the airport and community. For example, they are on the strike board for a fly-in and strike on-site CH-46's and Harriers Q4 2017. These kinds of things would need to be presented to the airport because of their facilitation of the arrival of a Harrier landing which tends to do some damage to some of the facilities when it comes in vertically. He only brings this up, because this is "bigger than a

bread box". He wants to make sure they go through all the correct chains of command and boards to make sure they are tied in.

To sum things up, Chairman Patten asked for a proposal in writing that can be reviewed and responded to.

Mark Fidler asked what the Museum's current standing is with Hixson and Rome. Mr. O'Hare said they have a very good relationship with Rome and presented a similar proposal to them. Actually, they are trying to make an agreement with them. The problem is they have not come back to them with a contract. The Museum is looking for something long term and it may not mesh with what the airport or community wants to see. In Hixson, they are renting two hangars from them. They have tried desperately to get a building permit to build a hangar, but the County does not want a hangar of that size. It just didn't map to the community there.

## **UPDATES**

### Construction Updates

#### Southside Development Project

Mark Fidler advised the Southside Development project is currently under a Stop Work Order which was issued to Hinkle a little over a month ago. Seeding, a smooth finish of the topsoil, putting down the sod and the dressing are all that really remain. They should resume work in mid-April.

### Construction Update

#### T-Hangar Project

The pre-bid meeting was held yesterday at the Jetport. There were three general contractors in attendance with two sub-contractors. Consideration was given to rescheduling another pre-bid meeting due to the inclement weather impacting much of the state. This meeting has been scheduled for next Thursday, February 26<sup>th</sup> at 2:00 p.m. at the Jetport. The bid closure has been adjusted to March 11<sup>th</sup> at the Municipal Building.

### Construction Updates

#### Runway Extension Project

The ACIP, the Runway Justification Study, and the Environmental Analysis are all complete. On March 5<sup>th</sup>, he will be attending a TAC meeting in Nashville to request funds for the engineering portion of the contract. These funds are designated for the design, geotechnical, pre-bid and bid expenses. Soon thereafter, there will be a scoping meeting in Nashville to cover the specifics of the project. He spoke with Lawson yesterday regarding having the scoping meeting as soon as possible. Lawson felt it could be done right after the TAC meeting.

Board Member Rymer asked if the Authority has been awarded funding for this or is it in the works. Mark said they have given us the go-ahead on the project but have not put it in writing. The process now is you have to ask for money in increments instead of receiving it all at one time.

### Director's Report

#### Customs and Border Protection Service

Mark Fidler received a letter from Customs and Border Protection regarding Customs Service at the Jetport. He has moved ahead and initiated contact with the Assistant Field Director, Kim Hines, in the New Orleans Customs and Border Protection Field Office. They are beginning to develop a dialog as to what is needed to move forward with the customs implementation at the Jetport. This is a lengthy

process but they will be helping by laying out the necessary steps.

Chairman Patten said he would like to send the letter to Senator Corker's office to see if they could help move this along. Mark thinks that would be a good idea.

#### Director's Report

##### Sign Request

Our funding assistance request for a roadside sign has been turned down. Things are getting tight at TDOT due to TAC's income from fuel taxes being down. Most discretionary funding requests are being rejected. He will continue to look for ways to find funding.

#### Director's Report

##### Chattanooga Region Sports Car Club of America

The Chattanooga Region Sports Car Club of America Solo Driving event is scheduled to resume on March 1<sup>st</sup> after being weather delayed. There are eleven events scheduled for 2015. The events will take place on Sunday afternoons and will continue to be catered by the Boy Scouts and Civil Air Patrol.

#### Director's Report

##### Southeast Jetport Hangar

The building plans have been submitted and it was determined that the structure, as originally presented with a combination of metal framing for the hangar superstructure and wooden framing for the office and attached parts of the building, would need to be sprinkled. They have since redesigned their plans making the studs all metal which will not require a sprinkler system. The plans have been approved and the hangar is ready to be shipped.

They have been paying on their ground lease since October.

#### Director's Report

##### Shell Fuel School

Next week, he and Brian Janish will be traveling to Tunica, Mississippi, where Shell's Fuel School will be held. By attending, it will maintain their status with Shell Oil as a qualified vendor. With completion of the course, he and Brian will be positioned to teach line personnel the best practices in fuel storage, delivery and handling.

#### Director's Report

##### Poker Run

On March 21<sup>st</sup>, the Jetport will host a Poker Run. Participants will fly to Collegedale, Sewanee, Athens, Dayton and conclude at the Jetport. At each scheduled location, they will receive a card; when they arrive at the Jetport, they will receive two cards. Whoever ends up with the best hand of cards at the conclusion of the event will win the pot. There is a \$10 entry fee for each participant and Shell Oil has donated fuel for us to offer.

#### Director's Report

##### Other

The Tennessee Aeronautics Association Conference is March 18<sup>th</sup> through 20<sup>th</sup>. It will be held at the Murfreesboro Embassy Suits Conference Center.

There is a foreign developer visiting the area with the Chamber of Commerce. After the tour, they will

be having lunch and a question and answer session at the Jetport.

#### Financial Report

Due to the weather, it has been a slow couple of months. Fuel sales are on target for our annual expectations, but below our monthly target.

There is a revision to the FY15 budget where some items were amended. This \$18,700 net revision will carry us through June 30<sup>th</sup>.

#### FBO Report

There is not a report from the FBO.

#### **NEW BUSINESS**

##### Discussion and Approval of Contract for the Chattanooga Region Sports Car Club of America SOLO Driving Event

Chairman Patten advised John Kimball has reviewed the contract which is almost identical to the one from last year. One exception is they did ask to pay \$1,800 per event instead of \$2,200 due to a decrease in their funding. Considering the number of events to be held, he felt this would be okay.

**Chairman Patten called for a motion to accept the contract with the Chattanooga Region Sports Car Club. Verrill Norwood so moved, seconded by LeRoy Rymer and was unanimously passed.**

##### Retro Motion to Approve the Chairman to Sign a Request for Funding in the Amount of \$152,000 for the Engineering Portion of the 700' Runway Extension and Taxiway Improvement Project

**Chairman Patten called for a retro motion to approve him to sign a request for funding in the amount of \$152,000 for the engineering portion of the 700' Runway Extension and Taxiway Improvement Project. LeRoy Rymer so moved, seconded by Verrill Norwood and was unanimously passed.**

##### Retro Motion to Approve the Chairman to Sign PDC Work Authorization No. 14-27 in the Amount of \$44,965 for the Short Form Environmental Assessment for the 700' Runway Extension

**Chairman Patten called for a retro motion to approve him to sign PDC Work Authorization No. 14-27 in the amount of \$44,965 for the Short Form Environmental Assessment for the 700' Runway Extension. Mike McCoy so moved, seconded by Verrill Norwood and was unanimously passed.**

##### Retro Motion to Approve the Chairman to Sign an Amendment Request for the Sewer Construction Grant in the Amount of \$37,904

**Chairman Patten called for a retro motion to sign an amendment to the sewer grant in the amount of \$37,904. Board Member Rymer asked what this was for. Mark said it was the terminal building and the last of the additional work needed. This should close it out. LeRoy Rymer so moved, seconded by Mike McCoy and was unanimously passed.**

##### Retro Motion to Approve the Chairman to Sign a Request for Funding in the Amount of \$48,000 for the Construction of a Road Sign

This is for the road sign the State asked us to submit and then denied. We need to approve that we asked for it, even though we are not getting the money. **Chairman Patten called for a retro motion to approve him to sign a request for funding in the amount of \$48,000 for the construction of a road**

**sign. Mike McCoy so moved, seconded by Verrill Norwood and was unanimously passed.**

**BOARD MEMBER REPORTS**

**Lou Patten** – None

**Verrill Norwood** – None

**LeRoy Rymer, Jr.** – None

**Mike McCoy** – He would like a detailed list of all of the Jetport’s expenses. Chairman Patten advised it should be in the approved budget. Mr. Rymer had a copy on hand he received from Mark Fidler. Mr. McCoy wants this information distributed to the entire Authority; not just one or two members. Mr. Rymer said Mark sends it to him because he is the Treasurer. Mr. McCoy feels the entire Authority is responsible for looking and maintaining. Chairman Patten asked for this information to be emailed to each member.

**Steve Wright** – Absent

**Adjournment**

The next scheduled meeting has been set to Friday, March 27<sup>th</sup> at 9:00 a.m. due to the TAA Conference. Since there was no further discussion, Chairman Patten adjourned the meeting at 9:34 a.m.

Respectfully submitted,

Renea Brown,  
Recording Secretary

**Attachments and Handouts:**

1. Request for Funding – Engineering Portion of 700’ Runway Extension and Taxiway Improvement Project
2. PDC Work Authorization for Short Form Environmental Assessment for the 700’ Runway Extension
3. Amendment Request for the Sewer Construction Grant
4. Request for Funding for Construction of a Road Sign

**Information Attachments:**

1. Authority Attendance Log
2. Payments
3. Revenue and Expense Report
4. U.S. Custom and Border Protection Letter
5. 1<sup>st</sup> Annual Southeast Tennessee Poker Run