



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
December 4, 2015
10:00 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 2015)**

- IV. UPDATES**
 - A. Construction
 - B. Director's Report (Mark Fidler)
 - C. Financial Report (Mark Fidler)
 - D. FBO Report (Taylor Newman)

- V. OLD BUSINESS**
 - A. Discuss RFP's From Work Session

- VI. NEW BUSINESS**
 - A. Parcel N-6 Lease Consideration – Tony Raspa

- VII. BOARD MEMBER REPORTS**
 - A. Lou Patten
 - B. Verrill Norwood
 - C. LeRoy Rymer, Jr.

Cleveland Municipal Airport Authority
December 4, 2015

D. Mike McCoy
E. Steve Wright

VIII. ADJOURNMENT

Next Scheduled Meeting – January 15, 2016

Informational Attachments:

Authority Attendance Log (Page 1)

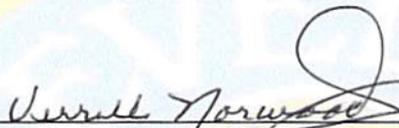
CLEVELAND MUNICIPAL AIRPORT AUTHORITY

- ROLL CALL -

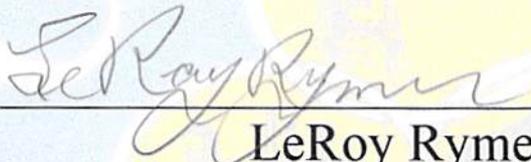
MEETING DATE: 12/4/15



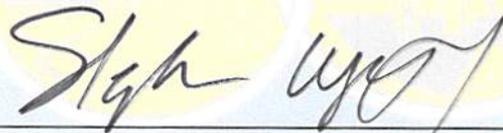
Lou Patten



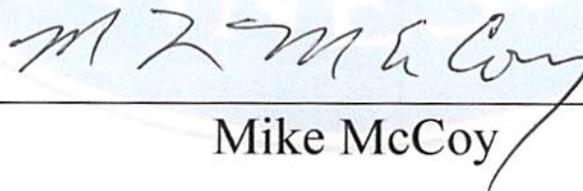
Verrill Norwood



LeRoy Rymer, Jr.



Steve Wright



Mike McCoy

CLEVELAND AIRPORT AUTHORITY

SIGN IN SHEET

MEETING DATE: Dec 4, 2015

Name & Company Name: (<u>PRINT</u>)	Address:	E-mail:
1 Taylor Newman Crystal Air Inc		
2 Steve Wright		
3 Russell Higgins		
4 Paul Wain		
5 Patrick Butler		
6 Sharon E Barry		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

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

Operating Revenues and Expenses

FY 2015: July 1, 2015 thru June 30, 2016

Revenue Sources as of 10/9/2015	October			Year to Date = 33.3% of FY 2016			YTD %'age of Budget	Budgeted	
	Quantity	\$ Amount	%'age	Quantity	\$ Amount	%'age		\$ Amount	%'age
Jet-A	15,161.00	\$ 42,901.65	66.6%	50,203.80	\$ 147,193.58	61.3%	16.6%	\$ 886,400.00	70.3%
100LL AVGAS	2,829.18	\$ 12,169.68	18.9%	10,557.42	\$ 47,970.39	20.0%	23.7%	\$ 202,500.00	16.0%
Total Fuel	17,990.18	\$ 55,071.33	85.5%	60,761.22	\$ 195,163.97	81.3%	17.9%	\$ 1,088,900.00	86.3%
4.5% Fuel Tax		\$ (2,478.20)	(3.8%)		\$ (8,782.37)	(3.7%)	17.9%	\$ (49,000.00)	(3.9)%
NET FUEL		52,593.13	81.7%		\$ 186,381.60	77.7%	17.9%	\$ 1,039,900.00	82.4%
Ramp Fees	17	\$ 1,275.00	2.0%	66	\$ 5,025.00	2.1%	31.4%	\$ 16,000.00	1.3%
Tie Downs	11	\$ 703.00	1.1%	56	\$ 2,891.70	1.2%	72.3%	\$ 4,000.00	0.3%
GPU Fees	3	\$ 75.00	0.1%	10	\$ 250.00	0.1%		\$ -	0.0%
Total Fees		\$ 2,053.00	3.2%		\$ 8,166.70	3.4%	40.8%	\$ 20,000.00	1.6%
Total Ramp Op's		\$ 54,646.13	84.9%		\$ 194,548.30	81.1%	18.4%	\$ 1,059,900.00	84.0%
T-Hangar Leases	18	\$ 5,025.00	7.8%	77	\$ 21,625.00	9.0%	21.5%	\$ 100,800.00	8.0%
Property Leases	9	\$ 4,661.18	7.2%	33	\$ 22,830.47	9.5%	35.1%	\$ 65,000.00	5.1%
Total Leases		\$ 9,686.18	15.0%		\$ 44,455.47	18.5%	26.8%	\$ 165,800.00	13.1%
FBO %'age Return		\$ 64.02	0.1%	3	\$ 284.31	0.1%	19.0%	\$ 1,500.00	0.2%
Facility (Room) rent				5	\$ 705.00	0.3%	9.4%	\$ 7,500.00	0.6%
Advertising								\$ 15,000.00	1.2%
Special Events								\$ 11,500.00	0.9%
Other		\$ -			\$ -			\$ -	0.0%
Other		\$ -			\$ -			\$ -	0.0%
Total Other Revenue		\$ 64.02	0.1%		\$ 989.31	0.4%	2.8%	\$ 35,500.00	2.9%
Total Ops Revenue		\$ 64,396.33	100%		\$ 239,993.08	100%	19.0%	\$ 1,261,200.00	100%
Budgeted Expenses - Prorated Retained		\$ 105,100.00 163.2%		\$ 420,400.00 175.2%		33.3%	\$ 1,261,200.00 100%		
		\$ (40,703.67) (63.2%)		\$ (180,406.92) (75.2%)					
Actual Posted Expen: 10/10/15 Retained		\$ 69,675.65 108.2%		\$ 228,869.54 95.4%		18.1%	\$ 1,261,200.00 100%		
		\$ (5,279.32) (8.2%)		\$ 11,123.54 4.6%					
Other:		\$ -		\$ -			\$ -	-	

Notes:

OCT. YTD EXP'S	228,869.54
SEP. YTD EXP'S	-159,193.89
ACT'L OCT. EXP'S	69,675.65
POSTED OCT. EXP'S	-68,640.35
DIFFERENCE	1,035.30
OCT. MTD EXP'S SHORT BY:	
① TELEPHONE	48.07
② CREDIT CARD	987.23
TOTAL MTD SHORT	1,035.30
ERR 11/8/15	

RP6635GL

City of Cleveland
Expenditure Report [TREASURER'S COPY]

Page:

Id:

♀
Date: 11/05/2015
1
Time: 08:53
GL6660
User: CHRISTY

October 2015

Monthly Comparative % 33.3333

Fund: 110-GENERAL FUND

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

	ANNUAL BUDGET	MTD EXPENSES	YTD EXPENSES	UNEXPENDED
52500-111 SALARIES	73,400.00	8,466.05	22,934.19	50,465.81
52500-119 CONTRACTED SERVICES-FBO	92,000.00	7,568.93	23,198.18	68,801.82
52500-133 SOLD VACATIONS	1,500.00			1,500.00
52500-134 CHRISTMAS BONUS	200.00			200.00
52500-140 DENTAL INSURANCE				
52500-141 SOCIAL SECURITY TAX	5,900.00	679.33	2,080.89	3,819.11
52500-142 HEALTH INSURANCE				
52500-143 RETIREMENT EXP	12,600.00	1,475.91	4,520.91	8,079.09
52500-144 LIFE & DISABILITY INS	900.00	70.10	280.40	619.60
52500-145 VISION INSURANCE				500.00
52500-149 WORKER'S COMP CLAIMS	500.00			500.00
52500-191 LAUNDRY & DRY CLEANING	600.00		13.90	486.10
52500-197 CLOTHING ALLOWANCE	400.00		350.00	50.00
52500-211 POSTAGE/SHIPPING EXP	300.00		43.56	256.44
52500-221 PRINTING EXP	500.00			500.00
52500-228 SERVICE AGREEMENT-CU				
52500-237 ADVERTISING	5,000.00	334.65	334.65	4,665.35
52500-239 SUBSCRIPTIONS/MEMBERSHIPS	1,000.00			1,000.00
52500-241 UTILITIES EXP	45,000.00	3,101.18	9,731.01	35,268.99
52500-245 TELEPHONE EXP	15,300.00	683.35	2,963.02	12,336.98
52500-251 CONTRACTED SVCS-SECURITY	1,000.00			1,000.00
52500-254 AIRPORT MASTERPLAN			955.65	5,044.35
52500-266 BUILDING MAINTENANCE	6,000.00		3,866.82	4,133.18
52500-267 GROUND MAINTENANCE	8,000.00	275.42	1,400.00	2,800.00
52500-282 CAR ALLOWANCE	4,200.00	350.00		3,000.00
52500-283 TRAVEL & TRAINING EXP	3,000.00			2,000.00
52500-288 WORK SESSION MEALS	2,000.00			2,000.00
52500-290 CREDIT CARD FEES	12,000.00		2,846.31	9,153.69
52500-291 LEASE AGREEMENT EXPENSE	30,000.00	2,500.00	7,500.00	22,500.00
52500-292 FUEL TRUCK LEASES (2)	12,000.00	1,000.00	4,000.00	8,000.00
52500-319 OFFICE SUPPLIES	1,200.00		29.97	1,170.03
52500-321 OPERATING EXPENSES	1,500.00			1,500.00
52500-324 JANITORIAL EXPENSES	2,000.00			2,000.00
52500-331 GASOLINE EXP	3,000.00	193.09	377.38	2,622.62
52500-332 REPAIRS & PARTS	5,000.00	45.70	60.86	4,939.14
52500-333 AVGAS & JETFUEL PURCHASES	900,000.00	29,749.94	129,002.20	770,997.80
52500-511 INS-BLDGS & CONTENTS	9,800.00	9,628.07	9,628.07	171.93
52500-512 INS-VEHICLES & EQUIPMENTS				
52500-513 INS-GENERAL LIABILITY	3,500.00			3,500.00
52500-599 MISCELLANEOUS	500.00	2,518.63	2,751.57	-2,251.57
52500-921 HARDWICK BLDG-JONES				
52500-930 MITIGATIONS @ ROLLINGS HILL	1,400.00			1,400.00
52500-942 SMALL EQUIPMENT				
TOTAL CLEVE REGIONAL JETPORT	1,261,200.00	68,640.35	228,869.54	1,032,230.46

CMAA - CLEVELAND REGIONAL JET PLT
 REVENUE & EXPENSE WORK SPREAD SHEET
 FY 2016 (7/1/15 THRU 6/30/16)
 TABULAR'S WORK SHEET

FY 2015 MONTHLY AVERAGE

SUM	35,355.00	-JET-	39,103.77
AVGAS	13,741.00	-AVGAS-	11,403.36
TOTAL	69,301.00	TOTAL	41,507.13

FY 2016 MONTHLY AVERAGE

SUM	34,764	SUM	36,798
AVGAS	1,934	AVGAS	11,993
TOTAL	46,698	TOTAL	48,791

REVENUE SOURCES AND TOTAL MIN'L EXPENSES	FY 2016 BUDGET	JULY			AUGUST			SEPTEMBER		OCTOBER		NOVEMBER		DECEMBER	
		MONTHLY REVENUE YTD	MONTHLY REVENUE	YEAR TO DATE	MONTHLY REVENUE	MONTHLY REVENUE	YEAR TO DATE								
JET - A	884,900 -	38,275.00	21,732.00	60,207.74	14,083.19	104,279.93	12,793.11	25,800.71	12,901.45	117,193.77					
AVGAS	208,500 -	11,810.70	11,195.86	22,806.76	5,777.94	11,009.74	5,777.94	11,009.74	12,169.58	47,970.77					
TOTAL FUEL (4.5% FUEL TAX)	1,088,700 -	47,386.70	33,127.94	83,214.70	5,777.94	11,009.74	11,009.74	11,009.74	12,169.58	175,163.77					
NET FUEL	1,039,700 -	47,249.10	31,637.18	79,779.04	5,450.73	13,378.87	13,378.87	13,378.87	12,595.13	136,321.11					
RAMP FEES	16,000 -	1,275 -	750 -	2,025 -	1,725 -	3,750 -	1,725 -	3,750 -	1,275 -	5,025 -					
TIE DOWNS	4,000 -	879.75	834.75	1,713.70	175 -	2,188.70	175 -	2,188.70	703 -	2,891.70					
GPU FEES		75 -	75 -	150 -	75 -	175 -	75 -	175 -	75 -	150 -					
TOTAL FEES	20,000 -	2,229.75	1,659.75	3,888.70	2,229.75	6,113.70	2,229.75	6,113.70	2,053 -	8,067.70					
TOTAL RAMP OPS	1,059,700 -	49,871.00	33,292.45	83,167.74	6,754.22	129,702.7	6,754.22	129,702.7	54,446.7	171,428.7					
T-1 AIRCRAFT LEASES	100,000 -	4,950 -	5,300 -	10,250 -	6,350 -	16,600 -	6,350 -	16,600 -	5,725 -	21,325 -					
T-2 AIRCRAFT LEASES	65,000 -	5,495.75	5,312.25	11,308.44	2,218.85	18,169.79	2,218.85	18,169.79	4,125 -	22,294.79					
TOTAL LEASES	165,000 -	10,445.75	10,612.25	21,558.44	8,568.85	34,770.79	8,568.85	34,770.79	9,850 -	43,620.79					
F30 AIRCRAFT	1,500 -		10,000 -	105.45	114.54	220.00	114.54	220.00	64.72	284.72					
ROOM RENTAL	7,500 -		275 -	375 -	330 -	705 -	330 -	705 -		705 -					
ADVERTISING	15,000 -														
SPECIAL EVENTS	11,500 -														
TOTAL OTHER	35,500 -			480.95	441.84	925.89	441.84	925.89	64.72	929.71					
TOTAL OPS REVENUE	1,261,200 -	60,317.34	44,889.89	105,106.43	7,039.12	175,572.75	7,039.12	175,572.75	64,376.23	239,799.79					
BUDGETED EXPENSES PROJECTIONS MONTHLY PROJECTIONS NET	1,261,200 -	105,100 -	105,100 -	210,200 -	165,100 -	315,300 -	165,100 -	315,300 -	165,100 -	420,400 -					
		(44,782.66)	(60,110.71)	(104,993.37)	(34,769.79)	(119,703.29)	(34,769.79)	(119,703.29)	(10,723.77)	(180,700.79)					
ACTUAL LISTED EXPENSES		46,775.34	30,730.50	83,705.90	7,548.99	119,193.17	7,548.99	119,193.17	69,475.25	202,869.74					
ACTUAL NET		13,541.66	7,958.78	21,500.23	(5,077.77)	16,407.20	(5,077.77)	16,407.20	(5,279.72)	11,929.26					
ACTUAL NET % BUDGET		107.2%	177.2%	207.2%	(72.2%)	92.2%	(72.2%)	92.2%	(82.2%)	46.2%					

Cleveland TN Regional Jetport

Monthly Fuel Quantity Report

October, 2015

	Jet Fuel	AvGas	Totals
As of 1 October, 2015			
Tank	10,355.00	7,600.00	13,355.00
Truck	<u>3,000.00</u> 13,355.00	<u>1,000.00</u> 8,600.00	<u>8,600.00</u> 21,955.00
Fuel Purchased:			
October 19, 2015	8,044.00		
		8,044.00	8,044.00
			8,044.00
As of 31 October 2015 and Purchases	<u>21,399.00</u>	<u>8,600.00</u>	<u>29,999.00</u>
Inventory at closing: 31 October, 2015			
Tank	3,264.00	4,675.00	7,939.00
Truck	<u>3,000.00</u>	<u>1,000.00</u>	<u>4,000.00</u>
	6,264.00	5,675.00	21,955.00
Estimated Fuel Sales from Farm	15,135.00	2,925.00	18,060.00
Metered Fuel Sold, October 2015	15,161.00	2,761.70	17,922.70
Self Serve Fuel Sold, October 2015	0.00	67.48	67.48
Total Metered Fuel Sold	<u>15,161.00</u>	<u>2,829.18</u>	<u>17,990.18</u>
Difference from Estimated Fuel Sold	-26.00	95.82	69.82
Percentage from Estimated	-0.4%	1.7%	0.3%

Fuel on hand readings are based on calibrated dip-stick findings. Inherent errors accumulate during the fuel storage and transfer process (temperature fluctuation, residual fuel in system and pipes, evaporation loss, etc).

CLEVELAND TN REGIONAL JETPORT (KRZR)
REQUEST FOR PROPOSAL(S)

The Cleveland Municipal Airport Authority solicits proposals from experienced and qualified businesses for the following operations at the Cleveland TN Regional Jetport:

- **Aircraft Maintenance Operator:**
To provide aircraft airframe and powerplant maintenance as defined in 14 CFR Part 43 for aircraft owned, leased or operated by others than the Maintenance Operator. Services include sales of parts and accessories.
- **Aircraft Charter Operator:**
Commercial operator to provide on-demand carriage of persons and/or property as defined in 14 CFR Part 135 or 14 CFR Part 125.
- **Aircraft Flight Training Operator:**
To provide commercial operations engaged in flight instruction to the general public including related ground school instruction as required for completion of written and flight examinations for obtaining pilots' licenses and ratings. Flight training operations are to be conducted in accordance with 14 CFR Parts 91 and/or 141.

Proposals For Services will be accepted until close of business on December ?, 2015 at the following address:

Cleveland Municipal Airport Authority
P. O. Box 1519
Cleveland, TN 37364-1519
Attention: Melinda Carrol

Questions may be directed to Mark Fidler, Airport Director, at 423-472-4343 or by email at mfidler@clevelandtn.gov.

Qualified applicants must be prepared to provide financial information and have established business operations of at least 5 years with adequate staff and capacity to meet applicable FAA requirements. Applicants must meet the Minimum Standards of the Cleveland Regional Jetport and provide at least 3 references with their proposal.

CLEVELAND TN REGIONAL JETPORT (KRZR)
REQUEST FOR PROPOSAL

The Cleveland Municipal Airport Authority solicits proposals from experienced and qualified businesses for the following operations at the Cleveland TN Regional Jetport:

- **Airport Fixed Base Operator:**
Engaged in the sale of products, services and facilities to aircraft operators including aviation fuels, ground services and support, tie-downs, hangars, parking, aircraft airframe and powerplant maintenance, aircraft charter, rental and flight training. FBO is additionally responsible for grounds and facilities maintenance including mowing and snow removal.
Applicant must have qualifications and capability to provide all aspects of customer support as a "Full Service" FBO.

Proposals For Services will be accepted until close of business on December ??, 2015 at the following address:

Cleveland Municipal Airport Authority
P. O. Box 1519
Cleveland, TN 37364-1519
Attention: Melinda Carrol

Questions may be directed to Mark Fidler, Airport Director, at 423-472-4343 or by email at mfidler@clevelandtn.gov.

Qualified applicants must be prepared to provide financial information and have established business operations of at least 5 years with adequate staff and capacity to meet applicable FAA requirements. Applicants must meet the Minimum Standards of the Cleveland Regional Jetport and provide at least 3 references with their proposal.

RFP Publication Information

Publication	Print Pub.	On-Line Pub.	Frequency	Submission Deadline	Fee	Listing Run Time	Notes
Trade-A-Plane	Yes	Yes	3 X per mo. 10th, 20th, 30th	Noon of publication date	\$49/4 lines \$9 @ add line	31 days	
Pro-Pilot	Yes	Yes	1 X per mo. Published on 4th Distributed on 9th	By 9th of preceding mo. 12/9/15 for publish on 1/4/16	\$1.00 per word	One mo.	
TnBAA	No		No Advertising				
TAA	No		No Advertising				
IFBOA	No	Yes	Web Mgr. will update w/ RFP sometime early next year		Free		
NBAA	N/A		Does not offer this type of service				

Community Hangar Lease Proposals

Community Hangar Specifics:

	Space in sq. ft.
Hangar aircraft storage space:	8400
Office space:	416
Parts storage space:	384
Shop space:	357
Total space available:	9557

Offering the hangar space in 1/3 or 2/3 parcels, as well as renting the offices, storage and shop area allows CMAA to offer transient customers hangar space and space to rent monthly to small aircraft. Based on market survey, two options follow:

Option I		Sq. Ft.	Cost / sq. ft.	Per Month
1/3 Hangar floor space	Enough for 3 C-182's	2800	\$0.1714	\$480 / mo.
Office space	Maintenance & Flight School ops	416	\$1.35	\$561.60/mo.
Parts room	Maintenance shop parts storage	384	\$0.67	\$257.28/mo.
Shop	Work area for offloading, assorted mx activity	<u>357</u>	<u>\$0.67</u>	<u>\$239.19/mo.</u>
			Monthly Lease Total:	\$1,538.07

Option II		Sq. Ft.	Cost / sq. ft.	Per Month
2/3 Hangar floor space	Enough for 6 C-182's	5600	\$0.1714	\$960 / mo.
Office space	Maintenance & Flight School ops	416	\$1.35	\$561.60/mo.
Parts room	Maintenance shop parts storage	384	\$0.67	\$257.28/mo.
Shop	Work area for offloading, assorted mx activity	357	\$0.67	\$239.19/mo.
			Monthly Lease Total:	\$2,018.07

***** Authority pays utilities (gas, water, electric, internet, telephone), provides heated hangar, moves aircraft to/from hangar (insurance risk) at no charge and all the other amenities associated with use of the airport. There is no charge for restrooms in calculation of the monthly lease. Lessor will conduct their business from the hangar; students and instructors can meet in the office and access aircraft from there 24/7. If additional space is required, the small office downstairs or conference room can be made available. This plan should work out efficiently for staff and students alike.**

Community Hangar Rate Comparison

Airport Location	Aircraft Mode	Cost per Month
Concord, NC	C-182	\$ 373.00
Chattanooga, TN	C-182	\$ 393.75
Knoxville, TN	C-182	\$ 625.00
KRZR	C-182	\$ 203.50
	C-152/162	\$ 165.00
Murfreesboro, TN	C-182	\$ 250.00
Millington, TN	C-182	\$ 500.00
Jackson, TN	C-182	\$ 209.00
Sevierville, TN	C-182	\$ 300.00
Marietta, GA	C-182	\$ 700.00
Anniston, AL	C-182	\$ 165.00
Rome, GA	C-182	\$ 264.00
Paulding Co., GA	C-182	\$ 400.00
Tuscaloosa, AL	C-182	\$ 300.00

Average monthly storage fee: \$346.30

MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
December 4, 2015
10:00 A.M.



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, December 4, 2015, at 10:00 a.m. in the Cleveland Municipal Council Room.

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

MEMBERS ABSENT: None

CITY STAFF: Kristi Powers (PW Support Services Manager), Mark Fidler (Airport Manager), Renea Brown (Recording Secretary), John Kimball (City Attorney), David Davis (City Reporter), Randall Higgins (City Reporter), Melinda Carroll (Assistant City Manager), Janice Casteel (City Manager), Cathy Long (Purchasing Assistant), Mayor Rowland and Shawn McKay (City Clerk)

FBO STAFF: Taylor Newman

CONSULTANTS: None

GUESTS: Patrick Butler (Jones Airways), Shaun Berry and Jenni Fidler (*not on sign-in sheet*)

MEDIA: Joyanna Love (Cleveland Banner) and Steve Crass (Cleveland Banner)

CALL TO ORDER

The meeting was called to order by the Chairman, Lou Patten, at 10:02 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 16, 2015, meeting. Verrill Norwood so moved, seconded by Mike McCoy and was unanimously passed.

UPDATES

Construction Update (and slide show presentation)

Mark Fidler reported the Southeast Jet Center pad will be poured this coming Tuesday. Their steel is in position on the field and the erection crew will start as soon as the pad is ready.

The MedTrans Erlanger Facility is coming along. The crew quarters area is enclosed now and almost ready for sheetrock. They are beginning to put the siding up on the hangar portion of the building. The utilities are installed. Electric, water, sewer and cable conduits were brought down to the site. Gas installation will come up from Dry Valley Road to the site, as well as, the Southeast Jet Center site. Our obligation was met to provide them with utilities by the 15th of the month. A fire hydrant was also installed as part of the utilities installation. Their helipad was poured about ten days ago.

The t-hangars arrived yesterday morning. The west building will be the first one to go up. They are inventorying parts today to make sure everything arrived. The insulation will be shipped in on Tuesday and erection could start as soon as today. The next set of t-hangars will arrive on December 16th.

Yesterday, the Duracell jet came into the Jetport bringing their corporate executives in for business.

The sale of the NDB property will be going before the City Council on the 14th. Once they have been given approval to sell it, the property can be marketed.

Chairman Patten asked for an update on the other private hangars currently under construction. Mark advised Alvin Calhoun's should have been finished yesterday. He should be moving in as soon as this afternoon.

Director's Report

Mark Fidler reported Southeast Jet Center purchased a Beechcraft Duke. It is presently at the Jetport and will reside in their hangar. It is a fairly rare aircraft.

Chairman Patten asked for updates on the Runway Extension and Customs. Mark said the letter of recommendation has been sent from TDOT Headquarters. Tom Burgess, Chief Engineer with TDOT, has sent a letter to Philip Braden, at the Memphis FAA ADO office, requesting his assistance and support in the project. They had to get a ruling from the FAA on the application of current or previous regulations pertaining to the runway protection zone at the distant end of the property. Philip has indicated that he supports us moving the project ahead using the old regulations which were in place when we built the facility. Even with the FAA's endorsement saying we can go ahead and do the project, there is still the financial issue of lack of support from the State. If the Federal approval coming out of Memphis does not support us doing the project under the old regulations, it would be a cost prohibited affair. We will not be able to afford to do it. It would require a relocation of Tasso Road and acquiring a lot of property on the north end of the field. Everything hinges on whether the old regulations can be applied to our situation. This is not the first example of this happening.

The Customs facility in New Orleans has not heard back from D.C. on their submission of Request for Consideration of making our airport a G.A. Customs facility.

Board Member Wright: Mark... 'do you know if there will be any effort made by any associations or anyone to run a bill or make a request...that with the budget surplus that everyone's grabbing for in the State...that the money that was truly, reasonably so in my opinion, given up to Federal Express...to keep them interested in our State...the revenue, that as we all know, handicaps airports like ours. You would think that would be...if there was an appropriate general fund transfer into aviation...that would be an appropriate thing to make up what they gave away...because in theory, the giveaway was in the best interest of the State as a whole for employment and...I mean, there's some good reasons for what they did; but they really should fix that somehow. You would think if we could get a couple years of

that funded through the budget surplus... would be an awful good opportunity, Mr. Mayor, for the TML to lobby for sir.' Chairman Patten said he is on the Aviation Task Force that was established when that was passed. He will bring what Mr. Wright said up at their meeting next week. If the Commissions of Economic Community and Development and Transportation will go along with it, they will make a recommendation on it. Mark Fidler said he is on the board of the Tennessee Aviation Association and they are trying to petition the government to somehow see clear to release additional funds that they are currently telling us are not available.

Mr. Wright asked if our representatives understand what has happened. Mark said he has spoken with Kevin Brooks about it extensively and he is very much aware of it. According to the Governor, a lot of the money is being allocated to roadway repair.

Financial Report

The financial reports for October have been distributed.

FBO Report

Taylor Newman reported the following:

- It was a wet November, but fuel sales are up. Approximately 8,000 more gallons of jet fuel were sold this November compared to last; and a couple hundred more of AVGAS.
- Typical operations for the month.
- One of their client's helicopters hovered over Lee University's soccer field last month for a couple of hours trying to dry it out before the first round of the NCAA tournament.
- There was a good turn out last month for the CAP breakfast.
- One private pilot and one sport pilot license was completed last month. There will be another sport pilot scheduled to be finished on Sunday.
- A ridge vent was broken in the community hangar. It has been fixed.

OLD BUSINESS

Discuss RFP's from Work Session

Chairman Patten: Mark handed out, this morning, some suggested RFP's. One is for aircraft maintenance operator, aircraft charter operator, and aircraft flight training operator; and the other one is for airport fixed base operator. Steve, when we talked about that in the work session...I know you felt like ...as good a paper as the Cleveland Daily Banner is, which is probably the best newspaper in the State of Tennessee...the ad we ran might not have provided enough coverage to get a response to those. So, you suggested to Mark several places to run RFP advertisements; and he has handed out a paper that shows the publication information, lead time...Trade-A-Plane, Pro-Pilot, Tennessee Business Aviation Association, and the TAA...which Mark is on the Board...it's the association of general aviation airports but apparently they don't have a way of advertising for items like that...the IFBOA (Independent FBO Operators Association)...they have a way to do that online; and the NBAA (National Business Aviation Association) and they don't offer that, so...we have these submission deadlines and these requests for proposal. I know we've had some differences of opinion as to whether the City should operate the airport or if we should have an FBO operate the airport. What I would like to suggest is maybe a compromise...the City operate the terminal building and the fuel sales and greeting of customers; and we get FBO proposals for aircraft maintenance, charter operator and flight training operator and due to the lead time of getting those done, that we go ahead and publish the RFPs and ask for the responses by April 1st so we can have those back by our April meeting...to make a decision on that and in the interim...we've terminated the contract with Crystal Air...and we have a contract with

Crystal Air from January 1st to provide those three areas of service for us until the RFP's can be reviewed by the Airport Authority; and go ahead and let Mark begin the staffing with the proposal he had given us back at the work session. So, that's what I propose that we do going forward.

Board Member Wright: I think I've been pretty clear how I feel about it. I cannot support the City managing the FBO process. I think we should go through the RFP process and extend...

Board Member Rymer: Are you talking about just the fuel sales and the terminal?

Board Member Wright: I think the airport should run exactly like it is today until the RFP process is completed...but that's just one member's opinion.

Board Member Rymer: You want an FBO to run the whole thing...is that what you're saying?

Board Member Wright: Yes sir.

Board Member Rymer: So, we don't need an airport manager...is that what you're saying?

Board Member Wright: It's a thought, but no I didn't say that.

Board Member Rymer: What are we going to do with Mark?

Board Member Wright: I haven't said anything about Mark, LeRoy.

Board Member Rymer: Well, you're saying you want an FBO to run the whole airport...that's what I think I hear you saying.

(inaudible - three members talking)

Chairman Patten: I made a suggestion about what we do going forward, so...

Board Member Rymer: Well, that's fine with me.

Board Member Wright: I mean I will put it in the form of a motion...I would move that we extend Crystal Air's contract until June 31, 2016. Is there a second?

Board Member Rymer: Council, can we extend a contract?

Chairman Patten: I don't know if we can extend that contract since it was terminated. We could do a new contract...

City Attorney Kimball: You don't have a contract as of December 31st...now if you want to enter into a new one for six months, you can do a new one.

Board Member Wright: I would amend my motion to make that a new contract for six months, based upon the proposal that Taylor issued last month, with the FBO labor out of it...I mean...exactly as he had...

City Attorney Kimball: Question would be is it the same contract for six months or different terms? In other words, identical terms beginning January 1st through June 1st ...is that what...

Board Member Wright: I would think that's a little bit out of order. We'd probably need to see if we want to go that way, then we'd have to ask Taylor what he'd be willing to do. He may tell us no.

City Attorney Kimball: That's true. All you can do is propose whatever you are proposing...it's just for clarity, I would suggest that you say 'we are proposing to do an agreement for six months...you have an agreement that was terminated...you know what those terms are...and if you want to do that for six months, you'd start a new agreement'. You'd basically change the term from January 1st to June 1st otherwise it would read the same. Now...that's a simple approach. If you want to propose different terms, then someone would need to know what those are for you all to be able to vote on them and/or incorporate them into a document.

Board Member Wright: Okay. I would prefer that it would be in a very reasonable conformity to the contract that we cancelled...subject to acceptance by Taylor.

Board Member McCoy: Second.

Chairman Patten: Alright...there's a motion and a second...any further discussion on that?

Board Member Rymer: I think that's a bad business model.

Chairman Patten: I agree. I think Mark's laid out a good staffing plan and a good way for the City to move forward operating the airport. It still allows us to have a private industry provide services that the City has no interest in providing including maintenance, aircraft charter and flight operations. It would also enhance the City's revenue by getting some additional funds for rental of the community hangar which is just minimal right now. I think the operations and service operations that the City would provide with Mark being Director and having a full staff there...that would be much more effective and provide better service for our customers.

Board Member Rymer: It's a level of organization that we don't need.

Chairman Patten: Any other discussion?

Board Member Wright: I call for the question.

Chairman Patten: Alright...all in favor of the motion say Aye... (*Chairman decided to do a vote by hands*)

Steve Wright – Yes

LeRoy Rymer – No

Lou Patten – No

Verrill Norwood – Yes

Mike McCoy – Yes

Chairman Patten: Yes...three. No...two. That motion has passed. So, I guess John would work on a contract for a six month period...

City Attorney Kimball: Somewhere we have...I suspect...we can find...the existing document in electronic format. What we would do is simply take the document and change the term to read from January 1st and end on June 1st; and the only other change I can think of off the top of my head, you would have is...the current agreement automatically renews unless terminated as you voted a couple of months ago...this one would simply say it ends on June 1, 2016...otherwise, it would read the same. That shouldn't be very difficult.

Chairman Patten: So it would just be set...it would basically be the same wording from the contract but it would be from January 1 - 30, 2016.

City Attorney Kimball: That's right. The only change that I can think of other than the dates is...you would need...by application on the motion, you would take the clause out that says it automatically renews beyond its termination date. That would be very simple to do.

Board Member McCoy: Question. Do we want it through June 1st or through the same fiscal year...

Chairman Patten: I think he meant the fiscal year...

City Attorney Kimball: I'm sorry...July 1st.

Chairman Patten: I think he meant the six months...it would put it on the same term as the City's fiscal year. Do you want us to go ahead and run these RFP's in the areas that you had asked Mark about?

Board Member Wright: I think we need to do the advertisement...I...since we last met, I've kinda read the minimum standards for the airport...and I'm not an airport operator, but I can't understand them very well. I would...just my personal preference would be...I'm willing to go along with the will of the Board of course...would be that we put together a group. I think it needs a corporate aviation member, a couple of people from the City...you know one from Public Works and one from City administration, a private aviation person...at least one person with FBO or maintenance experience to review the minimum standards... because if we are going to put out an FBO that requires adherence to the minimum standards, then the minimum standards need to be comprehensible. While I'm not an aviation expert, Patrick may be able to read them and understand them clearly; but they didn't mean much to me. There was a whole lot of... it looked like multiple copied cut and paste...

Chairman Patten: We had a consultant come in...we had several meetings going through those and basically took the consultants advise on that. I don't have a problem revising the minimum standards...

Board Member Wright: That would be my preference...to go through those to be sure we have something that professional people can live with in our minimum standards...and then review the...it looks like a very well written RFP compared to my complaints of last time...and issue that no later than the first of March. Take about a month and clean the minimum standards up and have the minimum standards and the RFPs back to this Board for approval by the February meeting...then you could issue the RFP...

Chairman Patten: We could do it...do it by the March meeting...yes, the February meeting...

Board Member Wright: ...by the February meeting, then advertise the entire month of March or whatever the appropriate time is...then that would give us the month of April to make a decision; and then a month to contract with someone should they be the proponent or that would give the airport director plenty of time to get a crew together to start doing the work...if that's the appropriate method.

Chairman Patten: Alright, do you want me to appoint the committee?

Board Member Wright: Sure.

Chairman Patten: I'm going to make you chairman of it.

Board Member Wright: No, I didn't say that.

Chairman Patten: You brought it up, so you're going to be chairman...I'm going to put Mark on there and Taylor...Patrick would you be willing to serve on that? (*audio was inaudible*) You would? And possibly somebody from the City...Shawn? Would you be willing? Alright...Steve Wright, Mark Fidler, Taylor Newman, Patrick Butler and Shawn McKay. You all will be the committee to review the minimum standards.

NEW BUSINESS

Parcel N-6 Lease Consideration – Tony Raspa

Board Member Wright: Tony is not here. He had sent me a text message...and I had spoken to Mr. Fidler about this a week or so ago...he would like an opportunity to complete his case in front of the Authority for an extension of the time on his lease. He is flying today, so he couldn't be here today...the text that he sent me a day or two ago. I don't know enough about this to have an intelligent comment; other than as I understand it, we've got a guy paying rent for a hangar spot that he hasn't built a hangar on...which would be a wonderful thing really if everyone would do that...but he hasn't yet built the hangar. He says he's going to, but he had a family medical emergency last year...he's not willing to do it with borrowed money. I don't see anything wrong with at least letting him get in front of us to tell his story...as long as he's paying his bills...is someone else wanting...Mr. Fidler, is anyone else actually wanting that piece of property at the moment?

Airport Manager Fidler: I've not marketed it because it's been obligated.

Board Member Wright: Is it the last piece of that size?

Airport Manager Fidler: It is.

Chairman Patten: We've had some people come in and look...we are really limited in our spaces now...I don't know. LeRoy or Mark could probably give you all the details. I know when we have the leases, people are supposed to begin construction within a year. I know he didn't do it the first year. I think we extended it...

Board Member Wright: All I did was say I would represent his side.

Chairman Patten: I'm just trying to tell you what I think is the situation...I think we extended it for a year; then we extended it again to the end of this year...that was like a year and four months beyond the contract extension.

Board Member Rymer: I got that text message...it came to me and he threw my name out several times that I had said yes, yes, yes...Leroy said this, LeRoy said that...that's not true. I told him one time that we could maybe give him a couple of months and that was it. That was the only thing I said to him. I know Tony. I shared a cockpit with Tony. I like Tony; but a contract is a contract. When I sign a contract, I'm obligated to it...another person is...and I try to do that...things come up, I understand that. We've given him a year and four months beyond the contract. Is he going to wait until all of his kids are out of college to build this hangar? We've got...we are setting precedence here, unfortunately... and we need to stop this precedence of letting people go on and on and on...and that's my feelings about the thing. In the contract now, we gave him until the end of the year...that's two years and almost four months. I like Tony, but are we going to wait another two years...I say 'No' end it right now.

Board Member Wright: It's my understanding that's the action of the Board right now, isn't it?

Chairman Patten: Yes.

Board Member Wright: All I'm doing is saying the guy would like an opportunity to pitch his case.

Chairman Patten: He can certainly do...

Board Member Wright: ...and I can't do it very well for him.

Board Member Rymer: He may be flying again next month.

Chairman Patten: I'm going to say the situation is it terminates the end of this month, I guess. If he wants to come to us in January and plead his case and ask for an extension...I think that would be fine. We meet just about every month.

Board Member Rymer: Actually the contract is already over and done with. He's just had a letter from the Board or what or... saying we'll give you this, we'll give you this, we'll give you this...does that mean the contract is still in effect?

City Attorney Kimball: When did you give him the extension?

Board Member Rymer: Did you send him a letter Mark?

Airport Manager Fidler: Yes. It's in that...

Board Member Rymer: Is that legal?

Chairman Patten: It's in where?

Airport Manager Fidler: LeRoy's got the information. (*LeRoy gave the files back to Mark to locate the correct information*) His contract was signed on September 24, 2013, which obligated him to commence construction by that date of 2014. So, September 24, 2014 was his obligation to commence construction. On June 25, 2015, I corresponded with Mr. Raspa and brought out these terms of his lease in a letter and email to him; and informed him he was to be...to have...to move ahead with that

construction. July 1, 2015, I informed Mr. Raspa that we've consulted...the members have discussed this and this was the letter I sent to him by certified mail stating that you had extended his time to construct until December 31st of this year; and that he was responsible to provide the Authority genuine evidence of construction in the form of building and site plans, architectural renderings, City of Cleveland permits and so forth...otherwise the Authority would revoke the termination per the...evoke termination per the provisions of the lease. Again in October, I sent him a note by mail and by email both saying...asking him to update us...have not heard anything until last week. That's when he came forward and said he didn't have any plans or any concrete evidence of him moving forward with this structure.

Chairman Patten: Is he current on his rent?

Airport Manager Fidler: He is.

Chairman Patten: Through December...the end of the year...end of the month.

Airport Manager Fidler: Through December.

Chairman Patten: Well, since he wasn't able to be here today, why don't we...don't terminate it and tell him that he should be here in January to appeal his case; otherwise, the terms of the lease would apply.

City Attorney Kimball: For clarity here's what you should do. It sounds like, from what Mark just said, that his lease is going to terminate December 31st...cause you've already given him notice. Is that correct Mr. Wright?

Board Member Wright: Yes sir. He believes that he no longer has a lease January 1st.

City Attorney Kimball: Alright, the reason I'm asking is because you've talked with the man...and so he believes his lease expires at the end of the month and that's what it sounds like. For clarity, why don't you do this...why don't you send him a letter that says 'at our next January meeting, we need you to appear because your lease has expired December 31st'; and before we market this property to somebody else, we want to know whether to let you do a new lease or whether we should market it to somebody else'...because you are not going to know how you feel about that until he comes in here and tells you what his plan is. So, if he's expecting it to end...I think, in fairness, you should confirm that you're right...yes it ends December 31st...but please come to our January meeting before we start marketing it to somebody else and present your case to us so we will know whether to enter into a new lease with you...for whatever time you deem appropriate for him to get started or you don't and you could market it to somebody else...that way you won't have confusion and you won't be having to deal with two parties at the same time.

Board Member Rymer: I'll go with that, but I'm tired of being a welfare agent. We are trying to run an airport here.

City Attorney Kimball: I understand that Mr. Rymer; but in all fairness, if the man's not here, you don't want to create confusion when you can get that clarified within less than thirty days.

Board Member Rymer: I said I would go along with what you said Council. I agree with...

Board Member Wright: Mr. Fidler, I think you should be marketing the property...myself. If you've got another lease holder, bring them here.

Airport Manager Fidler: We've discussed this several times with Tony in the terminal when he's been there to pay his bill or stop by...asking where he's at with the building...never any concrete answers and then when all of this came up recently I said 'Tony, you don't even have an airplane. Why are we even having this discussion?' He said 'Well, I'm gonna have an airplane someday.' We've got other people that would be interested in the property.

Chairman Patten: Send him a letter with the suggestion that John made about the wording for it and do it over my signature...and I'll sign it and send it to him.

City Attorney Kimball: I would confirm what he already understands...that his lease ends in December, but that you will allow him to come...it's a public meeting...come on January 15th...give him the date and time...and that way before you...basically then you are only going to have fifteen days where it will be sitting there and then in the interim...on January 10th, you may have someone else that wants to come and make a proposal to you about the same lease...and you may decide to lease it to that other person. Who knows...

Airport Manager Fidler: If he wants a place to store an airplane, I can put him in a t-hangar or he can move to...when we have future property development out there...he also has that opportunity.

Chairman Patten: All of that is fine, but he's not here...so let's do this...lets send him a letter using the letter that John suggested and do it over my signature...I will sign it and then if he is not here at the January meeting, then the lease terminated December 31st...we will be marketing the property.

BOARD MEMBER REPORTS

Lou Patten – None

Verrill Norwood – None

LeRoy Rymer, Jr. – I'm going to do the financial reports for November and December. I will finish the calendar year, but I'm resigning my position as Treasurer here. So, you guys will have to find someone else. **Verrill Norwood:** As Treasurer or as a member? **LeRoy Rymer:** As Treasurer.

Chairman Patten: We will vote for a new Treasurer then in January.

Mike McCoy –None

Steve Wright – One thing...Mark the taxiway...parallel taxiway that comes from the south towards the ramp...at the end of it...I'm not the most attentive pilot in the world...is there any way we can put a chevron sign or something up there...in the night...at dark it's kind of hard to see the end of that. I'm afraid I'm going to be the first one to run off in the grass. **Mark Fidler:** If you will show me where it is you're talking about, we can look into it. **Steve Wright:** If you drive straight up the taxiway and don't turn...where the taxiway comes onto the ramp...it doesn't line up with the ramp. You can run off in the grass right there. **Mark Fidler:** That was by design. **Steve Wright:** ...right straight down the centerline of the south taxiway extended to the grass. **Mark Fidler:** Right...that intersection...ninety degree turn...is a required design element. That would be a non-standard marking to do that, but we can

look into it. **Chairman Patten:** Can you put some reflectors up at the end or something? **Mark Fidler:** I'll look into it. I'll be happy to do that with you.

Steve Wright: I had one more issue I want to discuss with the Authority. I guess since we've already got emotions up and feelings hurt and everything else, this is the appropriate time to do it. Given that the Regional Jetport is moving from its formative years of the tremendous construction contracts and all the work to a more mature airport...I would think that we need to take a look as an Authority at the structure of our professional staff...whether we need to change based upon...if we are going to run an FBO...take a look at that entire process and review the scope of work. When I read the engagement letter for the Airport Director, it doesn't look like the job that I hear being done today. I would think it would be a good thing...sometime in an appropriate and professional setting to take a look at how we structure that and if...especially if we go to an FBO process to where the City runs it...I think that job changes dramatically also. I think we need to take a good, hard look at that from top to bottom.

Chairman Patten: I think that's appropriate. I was going to suggest after...if we'd gone with the plan I had...we would update the job description for the Director and also for the other staff. I think we should do that sometime this Spring. **Steve Wright:** That's all I have.

Adjournment

The next scheduled meeting is Friday, January 15th at 9:00 a.m. Since there was no further discussion, Chairman Patten adjourned the meeting at 10:51 a.m.

Respectfully submitted,

Renea Brown,
Recording Secretary

Attachments and Handouts:

Financial Report
RFPs and Publication Information
Community Hangar Lease Proposals & Rate Comparison

Information Attachments:

1. Authority Attendance Log