



**CITY OF CLEVELAND  
MUNICIPAL AIRPORT AUTHORITY  
AGENDA  
January 18, 2019  
9:00 A.M.**

- I. CALL TO ORDER**
  
- II. ROLL CALL**
  - A. \_\_\_\_\_ Lynn DeVault (Chairman)
  - B. \_\_\_\_\_ Verrill Norwood (Vice Chairman)
  - C. \_\_\_\_\_ Steve Wright (Secretary/Treasurer)
  - D. \_\_\_\_\_ Robbie Garrison
  - E. \_\_\_\_\_ Ben Chandler
  
- III. SWEARING IN OF BEN CHANDLER**
  
- IV. ACCEPTANCE OF MINUTES (November 16, 2018)**
  
- V. UPDATES**
  - A. Director's Report (Mark Fidler)
  - B. FBO Report (Contour Aviation)
  
- VI. UNFINISHED BUSINESS**
  
- VII. NEW BUSINESS**
  - A. Retro Motion Authorizing the Secretary/Treasurer to Sign a Request for Funding in the Amount of \$98,600 to Repair the Runway and Taxiway (Pages 1-2)
  - B. Retro Motion Authorizing the Secretary/Treasurer to Sign a Request to Extend the North Property Development Contract for an Additional 12 Months (Page 3)
  - C. Discussion of Runway Protection Zone Easement

**VIII. BOARD MEMBER REPORTS**

- A. Lynn DeVault**
- B. Verrill Norwood**
- C. Steve Wright**
- D. Robbie Garrison**
- E. Ben Chandler**

**IX. ADJOURNMENT**

**Next Scheduled Meeting – March 15, 2019**

**Informational Attachments:**

**Authority Attendance Log (Page 4)**  
**Payments (Page 5)**

# CLEVELAND, TN

## REGIONAL JETPORT



251 Dry Valley Road NE, Cleveland TN 37312

(423) 472-4343

December 20, 2018

Michelle Frazier, Director  
TDOT Aeronautics Division  
607 Hangar Lane, Bldg. 4219  
Nashville, TN 37217

RE : Request for Funding for Runway and Taxiway Subsidence Repair

Dear Ms. Frazier,

Cleveland Municipal Airport Authority hereby requests financial assistance from the Tennessee Department of Transportation in the amount of \$98,600 (\$93,670 State and \$4,930 local) for a project at the Cleveland TN Regional Jetport. The requested project is for the following:

- Pavement settlement repair to runway and taxiway.

We have available the funds necessary for the local share of the repair project. 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,

A handwritten signature in black ink that reads 'Lynn DeVault for Lynn DeVault'. The signature is written in a cursive style.

Lynn DeVault  
Chairman  
Cleveland Municipal Airport Authority

cc: mf, file.




CLEVELAND REGIONAL JETPORT  
CLEVELAND, TENNESSEE

TAD No.: TBD  
PDC #: 10434  
DATE: 11/28/2018

**RUNWAY AND TAXIWAY SETTLEMENT SLAB LIFTING PROJECT**

**PRELIMINARY ESTIMATE**

Item Number	Item Description	Unit	Estimated Quantity	Unit Price	Extended Total
<b>SCHEDULE OF QUANTITIES</b>					
1	MOBILIZATION	LS	1	\$10,000.00	\$10,000.00
2	SAFETY DEVICES	LS	1	\$3,500.00	\$3,500.00
3	SLAB LIFTING (HIGH DENSITY FOAM)	LS	1	\$42,000.00	\$42,000.00
4	SURVEY AND LAYOUT	LS	1	\$2,500.00	\$2,500.00
5	DRAINAGE STRUCTURE INLET REPAIR	LS	1	\$10,000.00	\$10,000.00
SUB-TOTAL				\$68,000.00	
ENGINEERING				\$30,600.00	
<b>TOTAL</b>				<b>\$98,600.00</b>	

CLEVELAND, TII  
REGIONAL JETPORT 

251 Dry Valley Road NE, Cleveland TN 37312

(423) 472-4343

8 January, 2019

Ms. Michelle Frazier, Director  
Tennessee Department of Transportation  
Aeronautics Division  
P. O. Box 17326  
Nashville, Tennessee 37217

Dear Ms. Frazier:

The Cleveland Municipal Airport Authority hereby requests an extension of 12 months for a current contract that expires on March 1, 2019 with the Department of Transportation. The requested time extension is for the following project.

North Property Development  
TAD Project Number 06-555-0165-18  
TAD Contract Number AERO-18-230-00

An amendment request will be uploaded into Blackcat under the above reference project.

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,



Lynn DeVault, Chariman  
Cleveland Municipal Airport Authority

CC: File, MF



RP5040GL

♀  
Date: 1/10/2019  
1  
Time: 14:52  
GL6640  
User: CHRISTY

City of Cleveland  
Account Analysis  
December 2018

Page:  
Id:

Fund: 322-CAPITAL IMPROVEMENTS PROGRAM FUND

---Date---	Reference	Check#	Type	-----Description-----	-----Debit-----	-----Credit-----	-----Balance-----	
--Packet--								
5	52500-934			CLEVELAND REGIONAL JETPORT				ALP & EXHIBIT A
				Beginning Balance			48,250.00	
11/28/2018	10433-4	67648	CD	PDC CONSULTANTS, LLC	16,700.00		64,950.00	CD4890
12/17/2018	10433-5	67840	CD	PDC CONSULTANTS, LLC	6,680.00		71,630.00	CD4902
				Ending Balance	23,380.00		71,630.00	

52500-954				CLEVELAND REGIONAL JETPORT				RUNWAY EXT CONSTRUCTION
				Beginning Balance			5,500.00	
11/28/2018	10430-12	67648	CD	PDC CONSULTANTS, LLC	3,968.00		9,468.00	CD4890
12/19/2018	10430-13	67860	CD	PDC CONSULTANTS, LLC	7,367.00		16,835.00	CD4903
				Ending Balance	11,335.00		16,835.00	

52500-955				N PROPERTY DEVELOPMENT-DESIGN				
				Beginning Balance			5,540.00	
12/04/2018	10432-4	67709	CD	PDC CONSULTANTS, LLC	7,788.00		13,328.00	CD4894
				Ending Balance	7,788.00		13,328.00	

**MINUTES**  
**CITY OF CLEVELAND**  
**MUNICIPAL AIRPORT AUTHORITY**  
**November 16, 2018**  
**9:00 A.M.**



**Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, November 16, 2018, at 9:00 a.m. at the Cleveland Regional Jetport.**

**MEMBERS PRESENT:** Lynn DeVault, Steve Wright, Verrill Norwood, Ben Chandler and Robbie Garrison

**MEMBERS ABSENT:** None

**CITY STAFF:** Beverley Lindsey (Assistant to the City Manager), Mark Fidler (Airport Manager), Kristi Powers (Support Services Manager), Joe Fivas (City Manager) and Renea Brown (Recording Secretary)

**FBO STAFF:** Cheryl Balazi

**CONSULTANTS:** None

**GUESTS:** None

**MEDIA:**

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**CALL TO ORDER**

The meeting was called to order by the Chairman, Lynn DeVault, at 9:02 a.m.

**ROLL CALL**

Chairman DeVault called the roll and is recorded above as Members Present. Robbie Garrison arrived at 9:07 a.m.

**ACCEPTANCE OF MINUTES**

**Chairman DeVault called for a motion to accept the minutes from the September 21, 2018, meeting. Verrill Norwood so moved, seconded by Steve Wright and was unanimously passed.**

**ELECTION OF OFFICERS**

Steve Wright made a motion to retain the existing officers, seconded by Ben Chandler and was unanimously passed.



## UPDATES

### Director's Report

#### RPZ

In October, the FAA determined they found no incompatible land use issues associated with the RPZ that would present hazard to occupants or structures thereon; there are no occupants or structures on the land. They suggested the Authority continue efforts to secure the property from the Moore's. The current zoning is adequate, but they would like to see language referencing RPZs specifically. The Authority agrees to continue to secure the property and will put up signage warning vehicles along Lynn DeVault Parkway of proximity to overflying aircraft. The Authority will also assume financial responsibility should the FAA determine in the future that displaced thresholds are once again required.

Currently, he and PDC are researching zoning language for alternatives to the current language.

Yesterday, Central Seal Painting began removing the current runway markings. Guardian Electric is trenching for the new electric cables to support the PAPI's; as well as, preparing concrete pads for the REIL and PAPI lights. Runway threshold and side marking work is also underway.

Upon completion, the NOTAM's for runway closure will be removed and the Instrument Approach Procedures, currently listed as not authorized, will be authorized. At that time, we will have valid procedures for both runways utilizing the full length of the runway.

Chairman DeVault noted she was concerned about the April deadline given by the FAA. The likelihood of securing the property is slim, but we agreed to keep trying. The zoning needs to be secured by April or maybe we could possibly get some relief with the date. It should not be as difficult this time around.

She also didn't understand why Mark was so concerned with the timing of this and getting the instrument approaches back. Mark explained the FAA publication date was November 8<sup>th</sup> for approach procedures. Currently, we don't have valid approach procedures for Runway 21; without that, we lose significant capabilities at the Jetport. For us to have those valid procedures, we have to have this work completed.

As of now, we are published; there is just a NOTAM saying you can't use them.

### Director's Report

#### Preston/Luken Hangar Update

Additional concrete was poured on the 14<sup>th</sup> for the hangar section of the slab. Concrete for the office section has yet to be poured. Mr. Preston modified the building plan recently, which required changes to the foundation layout, causing an additional delay. Additionally, their request for parking on the runway was denied. It blocked visual from the downstairs area.

### FBO Report

Cheryl reported:

- Fuel sales are stable the last couple of months. The weather has not cooperated through the summer months; it has been very rainy and wet.
- They have partnered with the AOPA (Aircraft Owner & Pilot Association) and the Rusty Pilots Program. This will take place tomorrow morning with possibly eighteen coming in. This is a great opportunity to get pilots back in the air.
- The Pancake Breakfast will still happen tomorrow. They will be providing breakfast for the

Rusty Pilots attendees along with anyone else who walks in.

**UNFINISHED BUSINESS**

Discussion - Voice of Evangelism Fuel Flowage Fee

Chairman DeVault announced that Mayor Brooks spoke to the chief financial officer who was very dismayed about the nonpayment and immediately paid. He asked that he be billed directly in the future. As of now, this matter is considered closed.

**NEW BUSINESS**

(A) Retro Motion Authorizing the Chairman to Sign Hinkle Contracting Change Order #1 in the Amount of \$5,633.09 for the Adjustment of As Built Quantities for the Runway Extension Project

(B) Retro Motion Authorizing the Chairman to Sign PDC Addendum #2 in the Amount of \$6,153.00 for Professional Services in include Remarketing and Lighting for the Runway Extension Project

**Chairman DeVault called for a retro motion to approve both items A and B. Verrill Norwood so moved, seconded by Steve Wright and was unanimously passed.**

**Chairman DeVault called for a motion to approve Hinkle Contracting Change Order #2 in the amount of \$134,847.70. This includes items to remark and reconfigure the lights for the runway extension after approval from FAA and TAD. Verrill Norwood so moved, seconded by Steve Wright and was unanimously passed.**

**BOARD MEMBER REPORTS**

**Lynn DeVault** – None

**Verrill Norwood** – None

**Steve Wright** – I want to express what an asset Cheryl is. She called me the other night and wanted to know if I wanted to put our planes back in the hangar because we had been doing some work. They had been setting out, and it was going to rain. Thank you for looking out for us.

**Robbie Garrison** – None

**Ben Chandler** – I'm happy to be a part of this body and look forward to the next five years.

**Adjournment**

The next monthly meeting is January 18<sup>th</sup> at 9:00 a.m. Since there was no further discussion, Chairman DeVault adjourned the meeting at 9:22 a.m.

Respectfully submitted,

Renea Brown,  
Recording Secretary

Municipal Airport Authority  
November 16, 2018

**Handouts:**

None

**Information Attachments:**

Hinkle Contracting Change Order #1

PDC Addendum #2

Runway Extension Marking and Lighting Letter to Aeronautics

Runway Protection Zone Letter to Aeronautics

Authority Attendance Log

Payments