



**CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
AGENDA
November 15, 2019
9:00 A.M.**

I. CALL TO ORDER

II. ROLL CALL

- A. _____ Steve Wright (Chairman)
- B. _____ Tom Rowland (Vice Chairman)
- C. _____ Verrill Norwood
- D. _____ Robbie Garrison
- E. _____ Ben Chandler

III. ACCEPTANCE OF MINUTES (September 20, 2019)

IV. UPDATES

- A. Director's Report (Mark Fidler)

- B. FBO Report (Contour Aviation)

V. UNFINISHED BUSINESS

VI. NEW BUSINESS

- A. Retro Motion to Authorizing the Chairman to sign a work order with PDC Consultant, LLC for the Rolling Hills 7th Year Monitoring (page 1)

VII. BOARD MEMBER REPORTS

- A. Steve Wright
- B. Tom Rowland
- C. Verrill Norwood
- D. Robbie Garrison
- E. Ben Chandler

VIII. ADJOURNMENT

Next Scheduled Meeting – January 17, 2020

Informational Attachments:

Authority Attendance Log (page 2)

CLEVELAND REGIONAL JETPORT

TAD PROJECT NO.: 06-555-0769-20

Work Authorization Number 19-35

It is agreed to undertake the following work in accordance with the provisions of the Professional Services Agreement currently in place with the Cleveland Municipal Airport Authority, Inc. (Owner) and PDC Consultants, LLC (Engineer) dated September 22, 2017.

Scope of Services:

Provide wetland vegetation monitoring at the Rolling Hills site to meet TDEC and USACE permit requirements. The work to be conducted is to provide tree survival monitoring in the airports 7th year. See attachment "A" for a detailed scope of services.

Time of Performance:

It is the intent of the OWNER to have this work performed as denoted in the attached scope of services.

Payment to ENGINEER:

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

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

OWNER:

PDC Consultants, LLC:

Name: *Steph [Signature]*

Name: *Tony Mancini*

Title: *Chairman*

Title: *PRESIDENT*

Date: *9/26/19*

Date: *9/27/19*



Municipal Airport Authority-Attendance Log

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2019	Location	Lynn DeVault	Verrill Norwood	Steve Wright	Robbie Garrison	Ben Chandler
01/18/19	Council Room	P	P	A	P	P
03/15/19	Council Room	P	P	P	P	A
07/19/19	Council Room	P	P	P	P	P
09/20/19	Council Room	P	P	P	P	P

**MINUTES
CITY OF CLEVELAND
MUNICIPAL AIRPORT AUTHORITY
SEPTEMBER 20, 2019
9:00 A.M.**



Be it recorded that the Cleveland Municipal Airport Authority met in a regular session on Friday, SEPTEMBER 20, 2019 at 9:00 a.m. in the Cleveland Municipal Council Room

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

MEMBERS ABSENT:

CITY STAFF: Mark Fidler (Airport Manager), Beverly Lindsey (Assistant to the City Manager), Melinda Carroll (Assistant City Manager, Operations) Laura Duncan (Recording Secretary)

FBO STAFF: Cheryl Balazi

CONSULTANTS:

GUESTS: Tom Rowland

MEDIA:

CALL TO ORDER

The meeting was called to order by the Chairman, Lynn DeVault, at 9:01 a.m.

ROLL CALL

Chairman DeVault called the roll and is recorded above as Members Present.

ACCEPTANCE OF MINUTES

Chairman DeVault called for a motion to accept the minutes from the July 19, 2019 meeting. Steve Wright so moved, seconded by Verrill Norwood and was unanimously passed.

UPDATES

Director's Report

Flagship Detroit Foundation DC-3 Event

Mark Reported that on Saturday, September 21 and Sunday, September 22, the Flagship Detroit Foundation's vintage DC-3 airliner will be visiting Cleveland's Jetport. Tours of the aircraft and airplane rides are available to the public. Flying is scheduled to commence at 0900 on Saturday and

shut down around 4 p.m. that afternoon. Sunday's flight schedule will be much the same, with flying beginning at 1000 and wrapping-up around 3:30 to 4:00 p.m. The schedule is fluid and can be modified to accommodate our guests. In addition to the DC-3, we will have a vintage Boeing Steerman on display and other assorted aircraft of various types. Saturday's activities will kick off with the Civil Air Patrol's monthly pancake breakfast and the Tennessee Fly-In event hosted by Contour Flight support. Aircraft from across our state will fly a circuit, visiting KRZR, Morristown, Greeneville, Crossville and Pigeon Forge. The CAP will offer hotdogs and Shane's BBQ will offer BBQ pork sandwiches. We hope to have a great turnout and look forward to showing off the Jetport to our visiting guest.

Director's Report

Airport Inspection and License

Mark reported on August 16, 2019, the Jetport was inspected by TDOT-AERO staff. Copies of the successful Inspection Report and our new license were handed out.

Director's Report

Hangar N-14 Construction:

Mark Reported construction is underway and progressing nicely on our newest hangar, number N-14. This is an 80x80' building, owned by Michael Quayle. The hangar should be completed in late October.

Director's Report

Alan Shuptrine Exhibit

Mark Reported several pieces of the Chattanooga artist Alan Shuptrine's work are currently on display in the terminal building. Mr. Shuptrine's work is very popular and we are honored to have it on display on the second floor of the terminal building. The second-floor lighting and expansive wall space make an excellent place for displaying art and other items of interest.

Director's Report

Runway Protection Zone Update

Mark reported that at the last meeting, he spoke of the forthcoming presentation of the revised Runway Protection Zone language in the Cleveland City ordinance. At that time, preparations were underway to present our case to the Cleveland Planning/Zoning Review Board for consideration. Mark is happy to report that the suggested revision to the existing ordinance as accepted unanimously with the recommendation for consideration by City Council. The proposed ordinance went before City Council on September 9th where it was again unanimously approved. The final reading by Council is scheduled to occur this coming Monday, September 23, 2019. It should be passed again and then codified as a standing ordinance. Our next step in the process will be to essentially do the same thing again, this time seeking Bradley County Commission approval of the revision to the County resolution. Like the City, the County Planning/Zoning Review Board will convene and consider the matter. Mark will go before them and present our case. After that, it will go before the County Commission for consideration and ratification as a County Resolution. The process will begin at the next County Planning Review Meeting on October 17, 2019.

FBO REPORT

Cheryl reported that the Wings of Eagles flight school has added 2 new aircraft to their fleet making a total of 4, for the demand of students. She also reported that fuel sales are steady, and they are hopeful with this weekend's event that they will sell another 1,000 gallons.

Chairman DeVault asked if she was keeping a running list of all the customers asking about and needing hanger space, so that when we see the time is right to either ask TDOT or look for a private partnership we have justification. Cheryl responded absolutely and that we have one new customer from Chattanooga that has already switched to purchasing fuel from us.

UNFINISHED BUSINESS

Mark updated about the Grounds Maintenance Grant has been finalized, he obtained quotes from John Deere and equipment should be ordered this week.

NEW BUSINESS

- A. Retro Motion Authorizing the Chairman to sign a re-assignment and operating agreement with the FBO. Steve Wright made a motion to accept, seconded by Verrill Norwood and was unanimously passed.
- B. Election of officers for the FY 2020 Cleveland Municipal Airport Authority
Chairman DeVault nominated Board Member Steve Wright as the next Chairman, seconded by Robbie Garrison and unanimously passed.
Board member Robbie Garrison nominated Tom Rowland (previously sworn in by Mayor Brooks as a member of the Airport Authority Board) as Vice-Chair, seconded by Ben Chandler and unanimously passed.
- C. Resignation of Chairman Lynn DeVault from the Cleveland Municipal Airport Authority
- D. Mayor Brooks previously swore in Tom Rowland as a member of the Cleveland Municipal Airport Authority. Mr. Rowland will take his seat as Vice-Chair at the next meeting
- E. Mark presented Lynn with flowers and announced that there was a treat to be served in her honor after the meeting. Mark said we would like to thank Lynn for her dedication and outstanding service to the Jetport and our community. Cleveland has been blessed to have Lynn working tirelessly on it's greatest asset, the Cleveland Municipal Jetport. We give our best wishes to Lynn in her retirement.

BOARD MEMBER REPORTS

Lynn DeVault – None

Verrill Norwood – None

Steve Wright – None

Robbie Garrison – None

Ben Chandler – None

Adjournment

The next monthly meeting is November 15, 2019, at 9:00 a.m. Since there was no further discussion, Chairman DeVault adjourned the meeting at 9:27 a.m.

Respectfully submitted,

Laura Duncan,
Recording Secretary

Handouts:

Monthly Revenue & Expense Reports

Hangar S-5 architect's drawing of the revised plan

Letters to and from Mr. Phillip Braden concerning the revision to Bradley County's Zoning Resolution.

Zoning Resolution to Limit Height of Objects around Cleveland Regional Airport

Copy of the desk review audit by TDOT

Information Attachments:

Authority Attendance Log

Payments