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Airport Commission Meeting Agenda

Monday, August 19, 2019, 4:30 pm
Murfreesboro Municipal Airport
134 DeJarnette Lane, TDK Hangar Conference Room.

Prayer and Pledge of Allegiance:

- 1) Call the meeting to order
 - a) Listing of Airport Commission Members, Staff, and guests present
- 2) Consider approval of the April 8, 2019 Airport Commission meeting minutes
- 3) Consider approval of MTSU Terminal Transient Use Agreement
- 4) Consider approval of the Mike Jones Aircraft Sales Memorandum of Understanding
- 5) Airport Manager's report regarding the Terminal Project
- 6) Airport Manager's report regarding the South Terminal Development Project. (RFQ)
- 7) Airport Manager's report regarding the Taxiway F Development Final Design
- 8) Airport Manager's report regarding other projects.

Credit Card Processing Fee
Tennessee Aeronautics CIP Meeting Oct. 17 Smyrna Airport
Demand for apron and tie-downs

- 9) Consider any other business to come before the Airport Commission
- 10) Consider next date for Airport Commission meeting September 16, 2019, 4:30 pm
- 11) Adjournment

Tour TDK Hangar and Terminal construction area



Murfreesboro Municipal Airport

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Airport Commission Meeting Minutes
Monday, August 19, 2019, 4:30 pm
Murfreesboro Municipal Airport
134 DeJarnette Lane, TDK Hangar Conference Room.

Airport Commission Members in attendance:

Steve Waldron, Chair
George Huddleston, Jr., Vice Chair
Butch Jones
Bill Shacklett, City Council Rep.
Nickolas Lenczycki, Representing MTSU Dr. Beckman Ex-Officio

Airport Commission Members not in attendance:

John Polk
Gail Zlotky
Clay Cook

Also in attendance:

Ronnie Martin, City Council Member
Shelby Hunton, Customer
Mike Jones, Mike Jones Aircraft Sales
Sherry Jones, Mike Jones Aircraft Sales
Frank Stevenson, Customer
Mark Baker, Customer

City Staff in attendance:

Gary Whitaker, Assistant City Manager/Economic Development Director
David Ives, Assistant City Attorney
Greg McKnight, Director of Project Development
Chad Gehrke, Airport Manager
Jennifer Hodgdon, Airport Administrative Assistant

Prayer and Pledge

1) Meeting called to order

Chair, Mr. Steve Waldron welcomed everyone and called the meeting to order. He also thanked the Keach's for allowing the Airport Commission to meet in their beautiful, new facility.

2) Consider approval of the April 8, 2019 Airport Commission meeting minutes

Mr. Chad Gehrke presented the April 8, 2019 Airport Commission meeting minutes. George Huddleston moved to approve the minutes. Butch Jones seconded the motion and all voted in favor.

3) Consider approval of MTSU Terminal Transient Use Agreement

Mr. Chad Gehrke presented a Terminal Transient Use Agreement between Middle Tennessee State University and the City of Murfreesboro for the rental of 2,275 square feet in the south end of the Terminal Building. The rent is proposed to be \$48,000 per year, \$4,000 per month, with a term of five years.

Mr. Gehrke and Mr. Gary Whitaker discussed with the Airport Commission the details of the layout that the south end of the Terminal. How it will be constructed to create a large classroom for approximately 70 students, a waiting area, and one small office. They also discussed the fact that while there were several parties interested in smaller offices there was only one interested in renting the entire rentable space. MTSU was in desperate need for a large classroom until new facilities can be built on their Airport Campus. With over 1,000 students enrolled in the Aerospace Department this year, the program is in need of space now to accommodate these additional students. The Airport Commission Members discussed the auto parking concerns. Mr. Gary Whitaker discussed various auto parking improvements coming in the near future that will assist with the auto parking issues.

Mr. George Huddleston moved to approve the MTSU Terminal Transient Use Agreement as presented. Mr. Butch Jones seconded the motion and all voted in favor.

4) Consider approval of the Mike Jones Aircraft Sales Memorandum of Understanding

Mr. Chad Gehrke presented the Memorandum of Understanding between Mike Jones Aircraft Sales and the City of Murfreesboro regarding the construction of a new four bay hangar which includes offices, shop, and storage space. Mr. Gehrke reviewed the Economic Development Grant and City CIP as the funding sources for this project. Mr. Gehrke stated that Mr. Greg McKnight had developed an RFQ for a Design Build Project. Mr. Gehrke stated that by the first part of next year, hopefully, a firm will be selected to build this facility. Mr. Gehrke stated that it is difficult for either party to sign a Lease Agreement until we can see the dimensions of the building etc. Mr. Gehrke stated that Mr. David Ives had written up the Memorandum of Understanding as a first step that states Mikes Jones Aircraft Sales and the City of Murfreesboro agree to work together through the design build process to achieve the goal of building the new replacement to Hangar 1. Mr. Gehrke pointed out that a copy of a general Lease Agreement is included as an exhibit with the Memorandum of Understanding.

Mr. George Huddleston asked questions regarding the structure of the hangar. Mr. Gary Whitaker answered the question regarding the want to create as open of hangar spaces as much as possible and balance that with the fire suppression requirements. Mr. Whitaker reviewed with the Airport Commission some steps that were recently taken in the TDK Hangar to answer some similar issues that will occur at the Mike Jones hangar. Mr. Whitaker reviewed the design build process and how those types of questions will be answered through this process.

Mr. George Huddleston moved to approve the Memorandum of Understanding with Mike Jones Aircraft Sales. Mr. Butch Jones seconded the motion and all voted in favor.

5) Airport Manager's report regarding the Terminal Project

Chad Gehrke stated that the main water line is about 90% complete. He reported that the electrical connection went smoother than anticipated. MTSU did cancel their flights but took advantage of the day to conduct maintenance on their fuel truck and other items. Mr. Gehrke reported the plumbing and conduit as well as all of the footings are all in place. He stated that the next week the north end of the Terminal may get the concrete poured first. Mr. Greg McKnight stated that steel will be going up in the next two to three weeks. The Airport Commission discussed various aspects of the concrete pad along with other aspects of the building. Mr. Greg McKnight reported that despite three Change Orders the project is still on budget. Not all of the contingency had been used yet.

6) Airport Manager's report regarding the South Terminal Development Project. (RFQ)

Mr. Chad Gehrke informed the Airport Commission that he and Mr. Greg McKnight attended a meeting at the Tennessee Aeronautics Division with Mr. Chuck Hoskins, Mr. Darren Duckworth, and Mrs. Jenn Casterline of ATKINS to conduct a scoping meeting for the South Terminal Development Project. He stated that all came to agreement on the scope of work that ATKINS would be conducting for this project. He explained that ATKINS would be conducting a similar role that they did with the TDK Hangar. ATKINS would provide the Hangar 1 Design Build contractor with the specification and drawings for the apron expansion so that the area that the contractor builds meets all FAA standards and ties into the existing apron and drains properly. Mr. Gehrke stated that ATKINS would be designing a pad for the hangar and office area to be built on. The specifications and drawings will be presented to the two selected firms so that they can include the information in their cost estimates and construction schedule which will be part of their presentation to the Murfreesboro Build Authority. Mr. Chuck Hoskins has reviewed the proposed fees presented by ATKINS and have agreed that they are in order. Greg McKnight also reviewed the proposed fees and also agree that they are in order. Mr. Gehrke stated that the cost to provide this work is \$102,234.00. Mr. Gehrke reviewed the breakdown cost of the various tasks that ATKINS would be providing.

Mr. Gehrke recommended that the Airport Commission approve the Work Authorization with ATKINS not to exceed \$102,234.00. Council Member Mr. Bill Shacklett moved to approve the Work Authorization. Mr. George Huddleston seconded the motion and all voted in favor.

7) Airport Manager's report regarding the Taxiway F Development Final Design

Mr. Chad Gehrke stated that ATKINS owes the Airport a Work Authorization for this project. He will push to get that project under design especially now that the replacement to Hangar Project. Mr. Gehrke reported that the Grant has been signed and is in place.

8) Airport Manager's report regarding other projects.

Fuel Farm and Terminal Construction question

Mr. Chad Gehrke stated that there was a question regarding the area south of the Terminal where currently the fuel farm is located. He stated that on the plans Smith Design Build was proposing to erect some fence but also a six-foot tall wall to hide the fuel farm from the view of people on the landside of the Terminal. Mr. Gehrke stated his concern was that if the wall is placed where it currently is proposed to be placed there would be no room to expand the fuel farm specifically the installation of a 12,000 gallon Jet A tank. Mr. Gehrke provided a rough drawing of placing the wall and fence further west closer to the auto parking lot. Mr. Gehrke stated that this would allow the fuel farm to stay in its current location. He stated that to keep it in its current location the fuel farm exterior would have to be modified or updated to improve its appearance.

The Airport Commission discussed the fence and wall and whether they wanted to keep the wall at all at this point. The Airport Commission discussed the future location of the fuel farm. They agreed to defer any action but get some numbers from Smith Design Build if the wall is removed and what could be put in place for a period of three years while the location of the fuel farm is decided and then constructed.

Credit Card Processing Fee

Mr. Chad Gehrke reported that there have been several meetings with the City Accounting and Financing regarding how the Airport could assess a credit card processing fee. Mr. Gehrke explained the special arrangement that City Hall has with their bank that allows them to collect credit card fees. There were a number of state regulations and lawsuits that the City was considering as well dealing with how companies or agencies dealt with credit card fees and promoting certain payment programs. Mr. Gehrke stated that there was no way at the Airport to have the same agreement that City Hall has to process payments with no credit card processing fee. Titan Aviation Fuels and Multiservice would not agree to such a program and will charge a credit card processing fee on every transaction.

The Airport Commission discussed whether to move forward with the processing fees at this time for hangar rent or not. Mr. Whitaker stated that he will get with Mrs. Erin Tucker and Mr. Darren Gore to discuss this with them and the results would be reported back to the Airport Commission. Mr. Waldron explained to the Airport Commission that the topic is more complicated than what they ever thought it would be.

Tennessee Aeronautics CIP Meeting Oct. 17 Smyrna Airport

Mr. Chad Gehrke stated that at the State CIP meeting and the follow up meetings with the State he will be discussing what projects that we could apply for to be able to use NPE funds. He stated again this year around \$30,000 of Murfreesboro NPE funds was turned back into the State for other projects. He stated his frustration that while there are multi-million-dollar projects occurring here getting NPE funds included in these projects and managing those funds into these projects seems to be something we need to get a handle on.

Demand for apron and tie-downs

Mr. Gehrke reported that there is now a Waiting List for tie-downs. He also reported that MTSU will be purchasing some aircraft and will be bringing six new aircraft on tie-down. He also stated his concern that there is no empty apron area to relocate aircraft if we decide to do any apron repair.

9) Consider any other business to come before the Airport Commission

No other business was brought before the Airport Commission.

10) Consider next date for Airport Commission meeting September 16, 2019, 4:30 pm

11) Adjournment

Mr. Butch Jones moved to adjourn, Mr. George Huddleston seconded the motion, and all voted in favor.