

AIRPORT COMMISSION MEETING
Monday, November 19, 2018 at 4:30 pm
Murfreesboro Municipal Airport
Terminal /Administration Bldg.
1930 Memorial Blvd. Murfreesboro, TN 37129

MEETING MINUTES

IN ATTENDANCE:

COMMISSION MEMBERS:

Steve Waldron, Chair	George Huddleston Jr., Vice Chair	Clay Cook
Bill Shacklett, Council Rep.	Gail Zlotky	Butch Jones
Nick Lenczycki, MTSU Aerospace Department- Ex Officio		
Darren Gore, Assistant City Manager- Ex-Officio		

GUESTS:

Jim Gardner, Murfreesboro Aviation
Frank Stephenson, Based Customer
Mark Baker, Based Customer
Shelby Hunton, Based Customer
Mike Jones, Mike Jones Aircraft Sales
Darren Duckworth, ATKINS North America
Mason Marshman, Based Customer

STAFF:

Gary Whitaker, Assistant City Manager
David Ives, Assistant City Attorney
Chad Gehrke, Airport Manager
Jennifer Hodgdon, Airport Administrative Assistant

Prayer and Pledge of Allegiance lead by Commission Member Gail Zlotky.

1. CALL THE MEETING TO ORDER:

Steve Waldron called meeting to order.

2. CONSIDER APPROVAL OF August and October 2018 AIRPORT COMMISSION MEETING MINUTES: Clay Cook moved to approve the August and October 2018 Airport Commission meeting minutes. Gail Zlotky seconded the motion and all voted in favor.

Darren Gore, Assistant Manager, Director of Enterprise Utilities was introduced to the Airport Commission. Darren Gore discussed his focus in the coming months on the budget and the airport and moving forward. He said that he is looking forward in learning more about the Airport, the public transportation portion of the airport vs the business enterprise portion. He stated that he was going to review an airport economic impact study that was completed a few years ago. Steve Waldron thanked Mr. Gore for coming and stated that he was always invited to attend the Airport Commission meetings. Steve Waldron informed the Airport Commission that Mr. Gore was one of the panel members reviewing all ten of the applications from the Terminal design build teams and helped in the selection process.

3. Review the Conceptual Plans for the new Terminal provided by Smith Design Build:

Chad Gehrke reviewed the Terminal Design Build process with the Airport Commission. He noted that the Murfreesboro Building Authority represented the Airport Commission very well. He stated that the members of the Building Authority came prepared to the meeting with pages of notes and many difficult questions in hand. Mr. Gehrke stated that after all of the presentations and the question and answer period there was one clear standout candidate, Smith Design Build.

Mr. Gehrke reviewed the plans prepared by Smith Design Build and architect Jim Lowen paying specific attention to the floor plans. He stated that the floor plans if built the Airport Commission would be very proud of the facilities but there are some things that can be further improved. Mr. Gehrke reviewed the plans to exchange the location of the Pilot's lounge area with the small executive meeting room. Mr. Gehrke stated the only change that this change creates is that there is only one individual resting room. The restroom with a shower still exists.

Mr. Gehrke reviewed the Catering Kitchen and what types of equipment will be included in it.

Mr. Gehrke reviewed the lobby which includes the second-floor observation area and outdoor patio.

Mr. Gehrke reviewed the "Airport Admin pod" with all of the various offices which includes a breakroom copy room.

Next was the south wing of the building which includes the lease space and a small flight planning area.

He stated that the plans include screening of the fuel farm and plans for a sign out on Memorial Boulevard.

Mr. Gehrke reviewed the design of the lobby with installing two aircraft attached to the walls.

Mr. Gehrke reviewed the number and types of restrooms and where they are located. The locations allow for various wings of the building being closed off and one wing still open and active with restroom facilities still available.

Mr. Gehrke shared a concept with removing one of the staircases in the lobby area and building a front desk there where our Airport Ops and Service staff can assist customers while still being able to view the airfield.

Mr. Gehrke showed with these plans how additional storage could be built into an area across the hall from the large business center conference room.

Mr. Gehrke and the Airport Commission discussed various aspects of the plans.

Steve Waldron reviewed with the Airport Commission how the Airport Manager at the Clarksville Airport had shared with the tour group the expense of cleaning the aircraft that hangs over their lobby area. He stated that the large fan in the ceiling is very aeronautical in appearance.

The Airport Commission continued their discussion of the various rooms, uses, and the proposed plan changes.

Mr. Gary Whitaker stated that most likely the building will need to keep the sprinkler system. He stated that there is a savings in taking out one set of stairs to the raised observation area and part of the mezzanine.

Mr. Huddleston stated his concern about the location of the Terminal and how far back behind Hangar 2 and the fuel farm. Mr. Gehrke stated that they are discussing moving the Terminal closer to the apron. The Airport Commission reviewed the airside elevations of the Terminal which shows the building much closer to the apron than what the floor plans show.

The Airport Commission discussed whether or not it would be best to swap the north wing with the south wing especially as it relates to auto parking. The Airport Commission discussed the need for additional parking. Mr. Gehrke reviewed some conflicts with the future hangar construction south of the Terminal building that exist with these plans right now. Mr. Gehrke stated that he hopes to build some drive-in parking spots in front of Hangar 3.

Mr. Huddleston asked about a bump out window for the operations area. Mr. Whitaker stated that his concern was the cost of what a bump out would be to the building. The Airport Commission discussed the daily operations and how staff would serve the public and lobby and monitor the apron.

Mr. Waldron stated that he hopes that these proposed changes can be incorporated in the plans and then the plans be brought back to the Airport Commission for approval.

Mr. Whitaker went over the remaining process before the contract with Smith Design Build can be approved. He stated that a complete budget with all costs, furniture, signage, data drops, security cameras, access controls, etc. have to be researched and calculated along with the cost of some of these changes and it has to be within the established budget. He shared with them that they are trying to get this building built as quickly as possible because time is money to the contractor, locking the price of the steel and concrete.

The Airport Commission continued discussions covering various aspects of the building.

4. Consider approval of the ACIP plan to be sent to the Tennessee Aeronautics:

Chad Gehrke stated that the deadline with the Tennessee Aeronautics Commission for the Capital Improvement Plan is December 1st. Mr. Gehrke stated that the State is pushing for airports to use its Non-Primary Entitlement.

Mr. Gehrke stated that a major financial factor for financing some of our projects such as the Terminal was the revenues gained from the sale of the property at Memorial and Airport Road. Mr. Gehrke reported the status of the approval process was with the FAA still waiting for their determination.

Mr. Gehrke stated that after the Terminal Project is under construction Phase 2 would begin. Phase 2 is the expansion of the apron south of the Terminal, construction of a large four bay hangar with offices and a shop and storage area. After the construction of that hangar the Quonset Hut/Hangar 1 would be removed and the apron expansion completed.

Mr. Gehrke stated that the next project requiring funding this coming year was the removal a several trees on the south end of the airport. He stated that he would be asking for State funding on that project.

Mr. Gehrke stated that he would be asking for the NPE funds going toward the South Terminal Development engineering and design work. Mr. Gehrke shared with the Airport Commission the proforma spreadsheet the financial model for the term required to pay back the loan and what future rents will have to be to retire the debt service. He stated that there were many questions as to the assumed state funding levels that were part of the calculations and if the City would agree with this plan. Mr. Gehrke stated that Mr. Darren Duckworth had provided a detailed schedule and cost estimate for the South Terminal Project. Mr. Gehrke asked if the Airport Commission would rather the NPE funds go toward steel and asphalt.

Mr. Waldron discussed some of the estimates provided by ATKINS for the South Terminal Project. He was concerned of some of the figures seemed very high. Mr. Waldron had some specific questions regarding some of the cost items regarding borrowed soils etc. Mr. Duckworth explained some of the aspects to his thoughts and concerns to justify his estimates. He reviewed some of the elevations that would need to be achieved for drainage and to meet FAA pavement and slope specifications. They further discussed what the apron pavement profile might be. They also discussed disposal fees. Mr. Huddleston stated that the plans have many cost saving efforts built into it that will hopefully appear in the bid process but for now the estimates cover some worst-case scenarios.

Mr. Gehrke asked the Airport Commission to consider the CIP plan to take it to the State.

The Airport Commission discussed how the NPE funds were proposed to be used with these projects which currently is toward metal and asphalt. Mr. Huddleston suggested it would be better to use the NPE plans toward design work so that we make sure it is used within the timeframe dictated by the State and FAA.

Clay Cook moved to use NPE funds for the design work on the South Terminal Project and approve the CIP plan as presented. Butch Jones seconded the motion. All voted to approve the motion.

5. Airport Manager's update of TDK Hangar Project and installation of utilities in the the Taxiway F Development Area:

Mr. Gehrke stated that the Taxiway work is being completed including the removal of the 80 feet of the existing taxiway. A gas line easement is being worked on so that the line can be installed as soon as possible. That is that last utility that the City agreed to provide. Progress is being made on the exterior and interior of the facility. Mr. Gehrke reminded them that a future water line will be installed that will feed the rest of the future hangars. That will be installed by TDK as part of our Lease Agreement.

The Airport Commission discussed moving the tree and bushes along the taxiway. Darren Duckworth stated that the Bat Study is no longer required.

6. Airport Manager's report regarding sale of surplus property and federal land release:

Mr. Gehrke had already covered the status of the FAA's approval in previous item. Mr. Whitaker stated that there is an interested party in the property.

7. Airport Manager's report of the status of various projects:

Mr. Gehrke stated that he had covered all other projects in the previous discussions. The Airport Commission agreed to meet on the 10th and 17th of December.

8. Consider any other business to come before the Airport Commission:

Mr. Waldron stated his concern the long waiting that occurs on Taxiway A as aircraft conduct their run ups at the end of the taxiway. He stated his concern that as the airport moves to be more of a mixed-use airport with more business aircraft. Several in the meeting shared various experiences with this. Mark Baker stated his concern regarding "runway incursions." Mr. Waldron stated that Mr. Gehrke has set up a meeting with both MTSU and Murfreesboro Aviation to see how this may be addressed to keep traffic moving on the taxiway and runway for more efficiency. Mr. Cook stated that he thought it would be good to have everyone complete all engine run-ups and all pre-take off checks at the run up areas.

9. Consider next date for Airport Commission meeting:

The Airport Commission agreed to meet December 10th and 17th.

10. Adjournment

The Airport Commission adjourned.