



**Tentative
Airport Commission Meeting Agenda**

Monday, May 4th, 2020, 10:00 am
Murfreesboro Municipal Airport
ZOOM Meeting and in person meeting

Prayer and Pledge of Allegiance: Conducted by George Huddleston

1) Call the meeting to order

- a) Listing of Airport Commission Members, Staff, and guests present**

Airport Commission Members in attendance

Steve Waldron, Chair

George Huddleston, Jr., Vice Chair

Clay Cook

John Polk

Butch Jones

Gail Zlotky

Bill Shacklett, City Council Representative

Dr. Wendy Beckman, MTSU Representative, Ex-Officio

Darren Gore, Assistant City Manager, Ex-Officio

Staff

Gary Whitaker, Assistant City Manager

Greg McKnight, City Planner, Project Development Services Director

David Ives, City Deputy Attorney

Katie Driver, City Staff Attorney

Chad Gehrke, Airport Manager

2) Consider approval of Airport Commission Meeting minutes from the November 2019, February 2020, and March 2020 meeting.

Bill Shacklett moved to approve all three sets of minutes. Butch Jones seconded the motion and all voted in favor.

3) Review and approve direction of Airport Economic Development Grant MTSU apron expansion and construction of Taxiway E coordinated with the final design of Taxiway F Development Area.

Chad Gehrke reviewed with the Airport Commission the description of the Airport Economic Development Grant for the MTSU expansion of their ramp along with the construction of Taxiway E. George

Huddleston asked about the area north of the expanded MTSU parking apron currently designated as an aircraft runup area. He asked if additional aircraft tie-down spaces could be included in that area allowing for another T-hangar to be built north of the MTSU Airport Campus where the plan calls for another area for multiple MTSU aircraft to tie-down. Darren Duckworth stated that in one of his original drawings he had shown that area being used for tie-downs. He stated though as they discussed MTSU flight training operations the need for sufficient engine run-up areas allowing a better flow of aircraft on Taxiway A and Runway 18/36. Mr. Duckworth stated that in his drawings he can show possible locations for additional tie-downs.

George Huddleston moved to approve the plans for the MTSU apron expansion and construction of Taxiway E. Clay Cook seconded the motion, and all voted in favor.

Mr. Gehrke continued to describe the second area of development on the north end of the airport that connects Taxiway F with Taxiway E. He described the current area that Darren Duckworth of ATKINS will be completing the final design. He stated that there is a taxiway connector that runs north and south and on the east side there will be two pads that will be designed for large sets of three box hangars. He described on the west side of the taxiway connector there is one pad that will be designed for the first T-hangar building.

George Huddleston was concerned that the current drawing was not taking advantage of the space and being most efficient with the space getting the largest number of T-hangars possible. He described several areas where he believed currently drawn hangars could be shifted in an attempt to create space for additional rows of T-hangars. He also discussed the possible need to build T-hangars where MTSU has identified in their recently approved Airport Campus development plan two long rows of aircraft tie-downs. Darren Duckworth, Steve Waldron, and Chad Gehrke discussed various aspects of the plan. Gary Whitaker stated that if and when the City is approved to change the park property to airport property large aspects of this plan might change again. Mr. Whitaker stated that the Chamber of Commerce had asked about a possible area to develop a large hangar. He stated if something like that should come around again and negotiations are successful plans will need to be changed again. It will be based on what funding is available at that time.

The Airport Commission agreed to have a separate work session or to recess the current meeting and discuss this plan further. Chuck Hoskins reviewed the term of the Grant stating that the work would need to be completed in 2021.

4) Review and approve direction of approach management phase 1 survey (NPE funding requested)

Chad Gehrke stated that he is requesting approval to use FAA Non-Primary Entitlement Funds to survey the approach south of the airport serving Runway 36. He stated that the survey would be conducted by Quantum Spacial for the cost around \$23,000. Mr. Gehrke stated that the State is tying project funding more to maintenance of approaches. He stated that instead of evaluating the approaches on a yearly basis, Mr. Gehrke stated that he would like to see data from this survey show a five-year outlook of tree growth. He stated that the data may prompt some difficult decisions, discussions with our neighbors, and use of our height ordinance for trees outside the aviation easement. He stated that the goal is to get ahead of the tree growth maintaining and ensuring a clear approach. Mr. Gehrke stated that he wants to see what the 20 to 1 and 34 to 1 look like. He stated that later when the Airport conducts an update of the Airport Layout Plan this data may be used to look at the location of the PAPI lights for Runway 36. He stated that we need to use or commit \$14,000 NPE money to a project and this project would more than cover that.

John Polk moved to approve the Airport Manager's recommendation. Butch Jones seconded the motion. All voted in favor.

5) Consider approval of new Fuel Farm layout

Chad Gehrke stated that he provided a copy of a proposed layout of the new proposed fuel farm located near the Taxiway C and apron intersection positioned near T-hangar A. He described the location and layout. He stated that there would be both Jet A and Avgas self-serve fueling available. He stated that the fuel farm would allow for two 12,000 gallon tanks. One for Avgas and one for Jet A. He stated that there would be room for a third 12,000 gallon Avgas tank if that is required in the future. He stated that the loading and off-loading of fuel would be on the south end of the fuel farm. He stated that the Airport is working with Griggs and Maloney on the design of the fuel farm and negotiating with Titan Aviation Fuels regarding equipping the fuel farm. Mr. Gehrke stated that a focus of the design is containment compliance. Mr. Gehrke stated that the design work will cost \$24,500 and would include all the electrical needs and placement of conduits into the concrete work, creating the specs and bid document.

The Airport Commission discussed the fuel farm. Mr. Huddleston asked about fueling more than one aircraft at a time? He also asked about how the Airport Staff would handle a transient wanting self-serve fuel? Mr. Gehrke stated that Airport Staff are hoping to communicate with the customer as they taxi in to establish what their needs are, tie-down fuel, etc. Full Service or self-serve. He stated that most customers already know that we have self-serve fuel available. He stated that most transients seem to be enjoying the full-service fuel

provided by the fuel truck service. Mr. Gehrke stated that the Airport Staff is trying to avoid towing aircraft minimizing our handling of aircraft. He did state that they would have to look at the cost of installing a self-serve system for both the Jet A and Avgas to be able to serve more than one aircraft at a time. Mr. Gehrke stated that with Life Flight and other customers on the field, self-serve Jet A would be a very welcome and approved service. Mr. Gehrke stated that with the fuel farm concrete pad and equipment the total cost of the project will be \$800,000 to \$900,000. Mr. Gehrke stated that the goal is to have the Airport pay for the concrete pad and then see what Titan Aviation Fuels would be able to provide or assist with some sort of payment plan to pay for the equipment.

George Huddleston moved to approve moving forward with the design of the fuel farm as proposed. Council Member Bill Shacklett seconded the motion. All voted in favor.

6) Consider approval to delay hangar rent adjustment decision until November 2020 Airport Commission meeting

Chad Gehrke stated that he proposed that given the uncertainty of the impact of the Covid 19 pandemic to not include the annual 3% rental rate adjustments in the T-hangar and tie-downs for our customers. He stated that the Commercial Operator Agreements would still continue as planned. Mr. Gehrke stated that he would like the Airport Commission's approval on this to request City Council's approval. He stated that this was in line with other City actions as it relates to budgets and the Covid 19 pandemic and the unknown impact it might have on everyone economically. He further recommended that the Airport Commission review the situation in November to see if the Airport Commission should continue to keep the rates as is or make an adjustment starting January 1.

Bill Shacklett moved to approve the recommendation to not adjust the T-hangar or tie-down rates for the individual customers as proposed by the Airport Manager. Butch Jones seconded the motion. All voted in favor.

7) Airport Manager's report regarding Care Act Airport Funding

Mr. Gehrke stated that he was informed that the Murfreesboro Municipal Airport would be receiving \$69,000 in federal Cares Act funding. He stated that he would be working with Chuck Hoskin of the Tennessee Aeronautics Division to receive those funds as quickly as possible.

8) Airport Manager's report of impact of Covid-19 pandemic and response

Chad Gehrke reported how the Covid 19 pandemic had impacted the airport. He stated that the Airport had reduced staff and hours. He stated that some are on paved leave, some are working from home. Mr. Gehrke stated that comparing this year to last in April the Airport

fuel sales were down 60%. He stated that that relates directly to MTSU shutting down their flight school operations which typically makes up 60%-70% of the annual fuel sales. He stated the he expected around a 51% decrease in Jet A sales. He stated that he was awaiting to hear when Murfreesboro Aviation and MTSU would be opening up their flight school operations again.

**9) Airport Manager's report regarding:
Terminal Project**

Mr. Gehrke gave a status report of the construction going on in the new Terminal.

Hangar 1 Replacement

Mr. Gehrke stated that meetings were being scheduled with Morgan Construction with new drawings and budget projections.

10) Any other business to come before the Airport Commission

Mr. Gehrke stated that there was no damage to any aircraft on the field from the storm that passed through during the night. He stated that one hangar door did get pushed back but did not hit the aircraft.

11) Next Airport Commission meeting June 1, 2020 4:30 pm

The Airport Commission agreed to recess with a date to be determined in the coming days.

The Airport Commission reconvened on May 18, 2020 at the MTSU Airport Campus temporary classroom.

Mr. Gehrke reviewed the development plans for the north end of the airport including the Taxiway F Development Area, Taxiway E and the associated ramp expansion associated with MTSU, and the development of various T-hangars, box hangars and large hangars between those areas. The discussion was regarding maximizing the number of T-hangars or creating space for future opportunities for more box and large (100' X 100') hangars.

The Airport Commission discussed the current plans showing the removal some of the proposed roads leading into the north hangar complex allowing a few more T-hangars units to be built at the west end of a couple of the buildings.

Steve Waldron discuss some of the limiting factors due to grade and drainage issues that Darren Duckworth and the ATKINS staff have worked around with the development of this plan. He showed how the placement of some of the drainage collection points and the attempt to maintain pavement grades to FAA standards have limited the ability of these hangars to be shifted much more than they already have been. The Airport Commission discussed how even if buildings are shifted the net result may or may not result in allowing an additional hangar to be built. They also discussed whether or not decreasing the distance between hangars, decreasing the width of ramp space between

hangars would be advisable discussing issues that may be created for aircraft taxiing between those hangars.

Mr. Gehrke described some of the short term and long-term construction plans. He stated that the Airport has been developing the north end of the field working with the Parks and Recreation Department. He stated that his concern has been that if the Airport were to want to build longer T-hangar buildings first the entire soccer complex would have to be fenced off leaving fields unusable for a long period of time before they were to be developed. This could put the Airport in a difficult position with the community. He stated that the fence had been moved currently to allow for the shorter hangar buildings to be built and still allow three of the six or so fields to be used in some form or fashion for recreational purposes until that land was needed for airport development.

Gary Whitaker and Steve Waldron discussed the fact that ATKINS would be providing an as-built drawing of the location of the three phase electric and communication lines showing exactly where they are located on the field and where they are in relationship to future built T-hangar buildings.

Chad Gehrke showed how the box hangar on the east side of the development could be moved west a distance and face the runway. The advantages of that possible construction plan would be to allow for more than one taxi-lane separating the larger aircraft going into the box hangar from the smaller aircraft going into the T-hangars. It may also relieve some of the issues getting sewer service into those hangars.

Mr. Gehrke stated that the importance of this plan is so that if someone comes in like a TDK and wants to lease land and build their own hangar the developer will be responsible for the installation of those critical drainage lines and utilities. Then when the City develops an area for T-hangars or box hangars the City will just be able to plug into and extend those drainage lines and utilities. Those types of improvements are part of the negotiations between the City and the developer.

The Airport Commission discussed the current location of the water line and the goal that in the future the water line would be extended and then connected to an existing water line to create an improved water flow through the hangar complex and even assisting the future growth of the MTSU Airport Campus. They discussed which hangars would possibly need to have a sprinkler system based on which hangars would be built for commercial use. Hangars designated for aircraft storage only would not require to be sprinkled.

Mr. Gehrke stated that the way that ATKINS had drawn the various T-hangar buildings allows for the Airport to determine which sized hangar would be best to build if that is 42' or 46' or 48' wide door units. The demand could then determine the size of those hangars.

Mr. Gehrke discussed the fact that the proceeds from the sale of the property at Memorial and Airport Road will go mainly toward the construction of the new fuel farm. While it was always hoped that those funds would be used to construct the first T-hangar building or box hangars, the reality is that the funds will need to be used for the fuel farm and wait for future funding or look into some sort of public private arrangement. Mr. Gehrke stated that the City has stopped all capital improvement projects unless there were state or federal funds or grants associated with that project. He stated that it might be a few years before funding will be available to build these hangars but the planning is still very important.

The Airport Commission discussed the aircraft wash pad and aircraft runup areas.

George Huddleston stated his concern about the 75 foot distance between hangars as it is drawn now. Mr. Huddleston stated that the ramp outside the G-hangars was way less than 75 feet and there have been no problems in all the years that it has existed. He asked what would happen if the area is developed with less than 75 feet between hangars? Steve Waldron stated that the distance between the ends of the T-hangar buildings as drawn is 75 feet. He stated that if one or two cars park their car at the ends of the building that taxi area, from the pilot's perspective feels very narrow. Mr. Gehrke also stated that when bringing the fuel truck through the T-hangar area to fuel a customer the 75 feet between hangars fills up quickly while that aircraft is being fueled. Mr. Huddleston stated that according to his calculations if the parking on the south side of the box hangars is eliminated and the distance between the T-hangars is reduced to 70 feet another row of T-hangars could be built. He stated that his concern was that future generations might look back and wonder why the hangars were built so far apart now allowing for the maximum number of units to be built. Mr. Walton discussed the concern of cramping too many facilities making it difficult to taxi through the complex. Mr. Waldron also brought up that the approximate five acres west of these fields, if brought into the airport, could provide additional room for more T-hangars. Mr. Huddleston stated that he had not heard that that was even a possibility.

Mr. Gehrke shared with the Airport Commission the development of the road behind Chick-fil-A and its future extension into McKnight Park and how that might impact future airport development. He showed how the Airport might develop the five or so acres and still maintain automobile access from one end of the airport to the other.

Gary Whitaker stated how important he feels the five acres could be for the future development of the airport. He shared with the Airport Commission the process to get that land released from federal funding. Mr. Whitaker stated that things are going to continue to change through time. Gary Whitaker stated that the Chamber had actually called regarding the possibility of bringing in a large 60,000 square foot hangar to the Murfreesboro Airport. He stated that just like TDK, there will be opportunities in the future that may require changes to this plan. He stated that through the years this plan may be required to be modified to meet the current demand.

The Airport Commission continued to discuss maximizing capacity and the proposed prospect of the timing of funding and construction. They discussed what decisions future Airport Commissions may discuss as to the development and layout of hangars. They said nothing at this time with the initial plan would bind future Airport Commission's from changing the layout or size of the buildings.

Mr. Gehrke summed up the work that ATKINS will be doing for around \$127,500 to create the final design for the Taxiway F Development Area. He stated that the plans would show us how we can develop a taxi lane from Taxiway F to future Taxiway E. It would show us the location of all drainage lines and utilities. It would describe for us the location and elevations of two long pads for the box hangars and one T-hangar building. He stated that this is just the design. It is not for construction. He stated that the plans will not show the installation of an aircraft wash area at this time. It will show an additional T-hangar unit where the wash area pad was originally proposed. He stated that the plan will also identify the location of all existing utilities as well as the location of temporary fence.

The Airport Commission continued to discuss the plan. The discussion focused on the north end of the area and a need to be flexible for different types of corporate activity. Mr. Gehrke described a possible need for large and small commercial operator hangars, charter or corporate hangar need with road access and parking. Mr. Waldron stated they are all just plans and may change in the future based on whatever demand there is at this time.

John Polk moved to approve the plan. Gail Zlotky seconded the motion all voted in favor and George Huddleston voted against. The motion passed.

George Huddleston stated that the only reason that he voted against it was that he was not in favor of including the one row of box hangars on the north end of the development.

Steve Waldron asked that signage for Taxiway F be changed now so that it is not so confusing as we continue to move forward with the development and planning of this area of the airfield.

Governing Body of the Year Award

Chad Gehrke presented to the Airport Commission the Tennessee Aeronautics Award of Excellence Governing Body of the Year Award. Due to the Covid pandemic the annual Tennessee Airports Conference was cancelled so the award was presented to the Mayor earlier the week before.

Fuel Farm Tour

Mr. Gehrke stated that a couple of staff members made a tour of a couple of recently completed fuel farm installations. He reported that they had learned a great deal about what to include and what not to include. He stated that from that tour they learned that they could cut back a great deal on the amount of concrete needed for this facility saving a great deal of money.

Crack filling bids

Steve Waldron asked that Mr. Gehrke get a couple of bids for crack filling mainly in the T-hangar area on the linear foot basis.

Hangar 1 (Mike Jones Hangar)

Mr. Gehrke stated that budget and design negotiations are continuing to get the project from \$4.6 to \$4.0. Final negotiations are under way.

Adjournment

The Airport Commission agreed to adjourn.