

**Millington Airport Authority
Board of Commissioners
8182 Hornet Avenue
Tuesday, December 17, 2019**

The Millington Airport Authority Board meeting was called to order by Ms. Tanya Bowley, Interim Chairman, at 3:30 p.m., on Tuesday, December 17, 2019.

Determine Quorum: Ms. Bowley proceeds with Roll Call:

Present:

Mr. Dupree
Mr. Evans
Mr. Scott
Mr. Wilson
Mr. McGhee
Mr. Norvell

Absent:

Mr. Green
Mr. Perales
Mr. Thomas
Mr. McGovern

Approve the Minutes of MAA Board Meeting on 11/19/2019.

Motion to approve the meeting minutes held on 11/19/2019, made by Mr. Norvell, seconded by Mr. Wilson. Voting to approve previous meeting minutes was unanimous in favor.

Budget Report:

Mr. Dupree's briefs the Board on the November 2019 Financial Statements, assets, profit/loss, income, operating expenses, and current grant receivables, etc.

Discussion Items:

Projects:

- **Utility Conversion-** Mr. Remington reports on November 20, 2019 the manholes on Hornet have been repaved. A construction project meeting was held earlier today, marking day 202 of 204. MLGW is to finish pulling the electrical wire, conduit underground has been completed. There are 3 remaining punch list items.
- **RSA Survey-** The design agreement with Barge regarding the RSA survey was executed on November 26, 2019. They are moving forward with the runway safety area as a tie in to the runway rehabilitation project. The FAA has indicated this project must be completed in March 2020 and the work is on track to meet the deadline.
- **MAP Phase II-** On December 4, 2019 Barge finalized the design plans for the work to be done with the MAP Phase II projects. They are still in the process of finishing the specifications. This project will be advertised on January 10, 2020 with a 21 day waiting period. The bids will be accepted the beginning of February 2020.
- **Hangar N126-** Mr. Remington reports that on December 12, 2019 the contractor of the N126 rehabilitation project finished Change Order 4 with custom doors installed on the southwest wing. Also on December 12, 2019 Change Order 5 was executed which is to upgrade the obstruction and hazard lights on the building.
- **Entrance Road-** Mr. Remington reports paving beyond the initial 550 ft. began December 12, 2019 continuing on Astoria to the Attu intersection. Today a construction progress meeting was held, marking day 219 of 237. Mr. Remington explains the drainage swells have been converted to retention basins to be able to handle the peak rain flows for future business development.

Business Developments

Gulfstream: Mr. Remington continues to work with the chief pilot for the individual who wants to base his Gulfstream 5 in Millington. They originally wanted to construct a 150X150 ft. hangar but now they want to increase the size of the hangar to 200X150 ft. This will accommodate a 25 ft. lean-to on each side of the building for additional storage space.

Redstone Aviation: Redstone Aviation contacted Mr. Remington on December 6, 2019 regarding their interest in hangar N126. Redstone is a military maintenance provider out of Huntsville AL. They are still interested in bringing the C130 maintenance under contract to Millington. They are requesting a time to inspect the building.

FedEx: FedEx is donating a MD10-10 to the Airport and will be utilized by ARFF personnel training. The expected delivery of the aircraft was scheduled for December 2019. Mr. Remington offered FedEx an opportunity to coordinate

delivery of aircraft during the 2020 Air Show. This will be an opportunity for the program to be recognized as well as giving back to the community recognition. FedEx will also benefit from good publicity, which will include a fly in with a voice over narration about the program and the role that it plays in Millington. The Fire Department will perform a water cannon salute to formally retire the aircraft from service. FedEx has agreed to delay delivery until the Air Show. As a result, FedEx has re-engaged on sponsorship for the Air Show.

Other Items:

Governor Lee: Mr. Remington reports on December 9, 2019 Tennessee Governor Lee flew the State's King Air into the Airport to meet with Shelby County school Board in the terminal conference room.

Blue Angels: On December 9, 2019 Mr. Remington and Commissioner Dupree met with the #7 Blue Angel to confirm that the Millington-Memphis Airport will have an Air Show this year. They were able to express how important they are to this community being a Navy community. Mr. Remington was able to secure Air Show bookings. The website has launched, the logo is developed with ownership of the domain and a contact account has been open to access email addresses. All social media is being utilized and ticketing is through Event Brite. Mr. Remington is working to involve two charitable organizations in the Airshow

Personnel: Mr. Remington states he has met with the Personnel Committee prior to this meeting regarding performance evaluations of the 4 full time airport employees and 8 part time fire fighters as a way of contributions that are made for the past year and other issues that may need addressing. Mr. Remington has given the personnel committee his recommendations for cost of living increases. Mr. Remington turns the time over to Ms. Bowley to discuss the recommendations. After a brief discussion, Ms. Bowley asks Mr. Remington and Ms. Leavitt to step out for a closed discussion. The Personnel Committee recommends pay increases for full time employees are as follows:

Mr. Remington 5%, Chief Gill 5 %, Ms. Leavitt 4.5% and Mr. Wherry 4%. The recommendation for the ARFF part-time employees is a 1.8% average increase and will be determined by Chief Gill from evaluating each employee. Ms. Bowley makes a motion in behalf of the personnel committee to accept the recommendation for pay increase for Airport and Fire staff as discussed, seconded by Mr. McGhee. There were 5 commissioners voting yay and 1 commissioner voting nay. Motion passes. Mr. Remington discusses an end of year supplement for the full time employees. The recommendation is \$200.00 at net for employees with 5 years employment or less and \$400.00 for employees 5 years employment or more. Mr. Scott makes a motion to approve end of year bonuses, seconded by Mr. Norvell. Voting was unanimous in favor.

Upcoming Items:

- **Pre-Season Visit** – On Friday December 20, 2019 at 11:00am the pre-season visit is scheduled with the Blue Angels. The #7 jet will be flying from Pensacola to Millington with the #7 and #8 pilots. This visit has been opened up to the community and advertised through social media. At 11:30am a press briefing is scheduled. At 12:00pm there will be a pre-season briefing with all critical responding personnel, Navy recruiting representative, Airshow personnel and Airport personnel.
- **Millington Chamber** – On January 7, 2020 at 11:30am Mr. Remington will be presenting a State of the State address at the Millington Chamber weekly luncheon.
- **MAP Phase II** – On January 10, 2020 advertising for bids for the MAP Phase II project will go out.

New Committee Assignments:

Personnel – Mr. McGhee

Marketing- Mr. Thomas, not present, but Ms. Leavitt will send him an invitation to serve on this committee.

Other Business: Ms. Bryan of CTI is present and requesting permission to sub-lease a room in N7 to accommodate a King Air simulator. Ms. Bowley would like the request in writing and permission will be granted.

With no additional business, a motion to adjourn was made by Mr. Dupree, seconded by Mr. McGhee.
Meeting adjourned at 4:22 p.m.

Next Meeting: Tuesday 01/21/2020

Respectfully Submitted,

Roy Remington, Executive Director

Tanya Bowley, Interim Chairman