

**Millington Airport Authority  
Board of Commissioners  
8182 Hornet Avenue  
Tuesday, September 15, 2020**

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The Millington Airport Authority Board meeting was called to order by Ms. Tanya Bowley, Interim Chairman, at 3:30 p.m., on Tuesday, September 15, 2020 via conference call.

**Determine Quorum:** Ms. Leavitt proceeds with Roll Call:

**Present:**

Mr. Norvell - Yes  
Mr. Scott - Yes  
Mr. Wilson - Yes  
Mr. McGhee-Yes  
Mr. Evans – Yes  
Mr. Thomas-Yes

**Absent:**

Mr. Dupree  
Mr. Green  
Mr. Bufalino  
Mr. Perales

**Approve the Minutes of MAA Board Meeting on 08/18/2020.**

Motion to approve the meeting minutes held on 08/18/2020, made by Mr. Scott, seconded by Mr. Wilson.

Vote to approve previous meeting minutes by roll call: Roll call voting was unanimous, minutes approved.

**Budget Report:**

In Mr. Dupree's absence, Mr. Remington briefs the Board on the August 2020 Financial Statements, assets, profit/loss, income, operating expenses, and current grant receivables, etc.

**Projects:**

- **Entrance Road** – On August 25, 2020 the work associated with connecting City water to the barrel hangar was completed. Ensco, the primary contractor has completed 2 of 6 punch list items. Mr. Remington discusses the process that changed the power grid distribution and the cost break down between the City/IDB and the Airport. Barge Designs compiled a break out containing each responsible party and their electrical work cost. The City & IDB portion of the work was the Astoria Road Trunk and the Navy Water Well at a cost of \$98,742.00. The Airport portion covers the South Electric Feed, new feed to Hangar N-7 and a new Airfield feed costing \$130,890. Mr. Remington requests approval from the Board to pay the expense for the entrance road electrical work of \$130,890. A motion was made by Mr. Norvell, seconded by Mr. Evans to approve. Roll call voting was unanimous in favor.
- **Runway Design** – On August 26, 2020 a progress meeting was held with Standard Construction, the primary contractor for the rehabilitation of Runway 4/22. Standard reports the preparation work that needed to be done for the local asphalt plant has been completed and the transformer that is needed for the airfield electrical portion of the project has a 42 week lead time.
- **Utility Conversion** – On September 4, 2020 Standard Construction as a sub to VuCon returned to repair a portion of the parking lot asphalt as part of the warrantee work from the utility conversion project.
- **N-126** – Mr. Remington reports on September 7, 2020 the flight testing of the WheelTug nose wheel was successfully completed and the 737-800 aircraft departed back to Memphis on September 9, 2020. The second phase of N-126 rehabilitation is in design and a 90% design meeting is scheduled for September 16, 2020.
- **MAP Phase II** – A progress project meeting was held August 26 and on September 9, 2020. At that time it marked 147 of the 150 construction calendar days. An adjustment was made to the finger gate at the main outflow ditch south of the Airport. Some of the individual fingers underneath the gate were not long enough and the contractor is currently working to make changes. The drainage area west of the airfield has been graded and now needs an inlet and drainage pipe put in. Mr. Remington reports the base stone is down at the new corporate taxi lane but to move forward MLGW needs to install the electric feed. Communication service for the corporate campus is part of the project bringing internet service and the ability to monitor corporate hangars for fire. Ritter Communications has provided a break down quote of cost to install fiber optics in the amount of \$13,459. After

discussion, a motion was made by Mr. Scott to approve the expense for the fiber installation to serve the corporate campus, seconded by Mr. Wilson. Roll call voting was unanimous in favor.

**FAA Part 139-** Mr. Remington reports on August 21, 2020 the close out letter from the FAA Part 139 inspection was received stating there were no discrepancies.

**Procurement Policy –** Mr. Remington discussed TDOT's grant monitoring division that periodically reviews the grants that have been issued. Two of last year's grant recently went under such review. On August 24, 2020 a letter of was received from TDOT and one of the recommendations as a result of the review is that the Authority should adopt a Procurement Policy for the federally funded projects identifying the following areas:

1. No Conflict of Interest
2. No Quid Pro Quo
3. No Unnecessary Items
4. Most Economical
5. Qualified Bidder
6. Graphic Preference
7. Technical Description
8. No Brand Name
9. Disciplinary Action

Mr. Remington discusses each area addressing the baseline requirements that such a policy would have and recommends the Board accept and approve the Procurement Policy that has been prepared. A motion is made by Mr. McGhee in favor of, seconded by Mr. Evans. Roll call voting was unanimous in favor.

**Hornet Sod –** Mr. Remington discusses the need to lay additional sod down along Hornet Avenue at the conclusion of the utility conversion work that has been completed. Mr. Remington identifies the areas and presents to the Board bid proposals from 3 contractor to do the work. 1. Woods Construction at \$4,886, which includes additional corner sod. 2. VuCon Construction bid at \$6,063.

3. Encor Construction bid at \$6,000. After much discussion Mr. Remington recommends accepting bid from Woods Construction at \$4,886. A motion was made by Mr. Evans to approve the expense, seconded by Mr. Norvell. Roll call voting was unanimous in favor.

#### **Business Development:**

- **International Paper –** Mr. Remington reports International Paper has a corporate flight department based in the area. On August 18, 2020 they used the Airport to conduct their flight currency training and again on August 31, 2020 to complete the training.
- **EMS-** On August 24, 2020 a utility meeting was held to coordinate site development undertaken by Mr. Ben Smith for the corporate utility installment. The site is primarily graded and the contractor has started the process of setting the forms for concrete.
- **Yates –** On September 1, 2020 the base stone was delivered for the hangar being constructed by Alex Teague. Concrete forms were completed on September 14, 2020 and the contractor will begin pouring concrete for the foundation of his hangar.
- **FTA –** On September 10, 2020 Flight Test Aerospace was notified that they had been selected as the Memphis subsidiary responsible for installing the WheelTug product. They were also selected to fabricate avionics trays for the system.

#### **Upcoming Items:**

- **TDOT Round Table –** On September 17, 2020 Mr. Remington and Ms. Leavitt will participate in virtual TDOT Roundtable meeting to discuss future capital improvement projects with project managers and TDOT staff.
- **Runway 4/22 –** On September 30, 2020 there is a status meeting scheduled for the runway reconstruction project. Mr. Remington will turn in a grant application requesting the remainder of funds for the project.
- **Hagerty –** On October 3, 2020 a campaign event will be held for the republican nominee for Senate from TN Mr. Bill Hagerty.

#### **Other Business:**

With no additional business, a motion to adjourn was made by Mr. Wilson, seconded by Mr. Scott. Vote to adjourn by roll call was unanimous in favor.

Meeting adjourned at 4:33 p.m.

Next Meeting: Tuesday 10/20/2020

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Roy Remington". The signature is written in black ink and is positioned above a horizontal line.

Roy Remington, Executive Director

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Tanya Bowley, Interim Chairman