

**Millington Airport Authority  
Board of Commissioners  
8182 Hornet Avenue  
Tuesday, July 18, 2023**

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The Millington Airport Authority Board meeting was called to order by Mr. Jason Dupree, Chairman, at 3:30 p.m., on Tuesday, July 18, 2023.

**Prayer and Pledge of Allegiance**

**Determine Quorum:** Candace Ward proceeds with Roll Call:

**Present:**

Ms. Bowley  
Mr. Evans  
Mr. McGhee  
Mr. Wilson  
Mr. Ashcraft  
Mr. Scott  
Mr. Dupree  
Mr. Norvell (arrived 4:08 pm)

**Absent:**

Mr. Green  
Mr. Evans  
Mr. Bufalino

**Approve the Minutes of MAA Board Meeting**

Motion to approve the regular meeting minutes held on 6/20/2023 and special meeting minutes held on 6/30/23 made by Mr. Wilson, seconded by Mr. Ashcraft. Vote to approve both sets of previous meeting minutes by roll call. Roll call voting was unanimous in favor, minutes approved.

**Budget Report:**

Mr. Scott briefs the Board the annual audit is scheduled for August and that all storm damage from June 25, 2023 will revert to the previous budget year. He reported the following: two new purchases on the airfield, the truck for the Director and a new zero turn mower for maintenance, and indicated if any board members would like a copy of last year's audit completed by Watkins and Uberall, there are copies available.

Mr. Gill, Interim Director reported four t-hangar leases and one land lease is delinquent. Mr. Scott reported the attorney is handling the lease issues with Jet It.

**Discussion Items:**

**Board Meeting Updates:**

- **Engineer RFQ Recommendation** – Mr. Gill reported four vendors returned a Summary of Qualifications in response to the Request for Qualification for Engineering Services. Mr. Gill indicated we followed the FAA AC which gives guidance on how to select an engineer. The selection committee was comprised of two board members, two staff members and the City of Millington Engineer. Mr. Gill recommended Barge Design for approval as the vendor for engineer services. Motion to approve Barge as the Engineer or Record for the next five years was made by Mr. McGhee, seconded by Mr. Scott. Roll call voting was unanimous in favor.

**Personnel:**

- **New Positions** – Mr. Gill reported Mr. Rodolfo Carrera is the new Wildlife Hazard Program Manager and Mr. Chris Curtis is the new Shop Supervisor.
- **Employee of the Month** – Mr. Gill recognized the contributions of staff member Rodolfo Carrera and thanked him for his service. Mr. Dupree presented Mr. Carrera with a gift certificate in appreciation for his service.

Mr. Dupree acknowledged Mr. Gills implementation of the Employee of the Month recognition.

- **Staff Appreciation** – Mr. Gill reported there the airport firefighters are part time, and that they are firefighters full time elsewhere. With that the firefighters that worked the July 4<sup>th</sup> holiday were treated to a waterslide for their families to come out to the airport and spend time together.

Mr. Dupree acknowledges the Millington Airport Authority is in favor of providing these types of efforts to show our appreciation of staff. Mr. McGhee agreed and noted it is important especially when it impacts families. Mr. Carrera acknowledged Mr. Gill's leadership abilities and he is appreciated by the staff.

#### **Operations:**

- **Shadeport/Awning** – Mr. Gill reported on the opportunity to purchase a shadeport awning. This piece of equipment is currently owned by CTI and the unassembled awning is on site. The purchase price of the shadeport is \$10,000, which is reported to be below market value. Mr. Randy Hudgings with Barge confirmed the value and addressed installation costs. Mr. Gill recommended the shadeport awning be purchased for \$10,000 and up to \$20,000 in installation costs. Motion by Mr. Wilson. Second by Ms. Bowley. Roll call voting was unanimous in favor.
- **Borrow Pit / Approach of Runway 22** – Mr. Gill reported since 2007 there has been an agreement with a contractor to maintain the borrow pit. He reported the agreement in 2007 was for fifty cents per yard of dirt and current rates are in a range of \$5 to \$15 per yard. The contractor is responsible for maintaining requirements through TDEC, such as a SWIP, as well as maintaining insurance. Mr. Hudgings reported there needs to be a survey and control on access. Mr. Gill recommends putting out a Request for Proposals for contractors to bid on running the borrow pit and get a better rate for the dirt. Motion by Mr. McGhee, second by Mr. Scott. Roll call voting was unanimous in favor. Mr. Norvell arrived but declined to vote due to not hearing entire discussion on borrow pit.
- **Storm Damage/FEMA** – Mr. Gill updated a previous report on the Barrel Hangar (N126). The correction is there was damage to the roof. Mr. Gill also reported the electrical issues on the airfield from the storm, including the tower air compressor. Due to the impending tower project, two portable units were put in the tower to cool it.

Mr. Gill attended a FEMA meeting since the last board meeting, and he confirmed the damages not covered by insurance will give consideration to being covered by FEMA, including deductibles. Gill reported N798 building is not fit for occupancy, and insurance will cover rental revenue losses. The current plan is to replace the roof and all of the insurance. Tenants have relocated. Southern Helicopter has relocated their parts to the hangar already under another lease.

A request from Southern Helicopter is to obtain a five-year lease upon the condition of installing an HVAC system. No vote requested. Mr. McGhee suggested the Lease Committee discuss and present a recommendation.

#### **Projects:**

- **Runway 4/22** – Mr. Gill introduces Randy Hudgings with Barge Design. Mr. Hudgings reports there were some advances on punch list. Pipework area on northwest side cleared up, taxiway Delta grading and cleaned up and on the end of the runway. Remaining items are bare areas need grass and in RSA where grading was completed, the weather washed away some hydroseeding and caused erosion. Preliminary discussions on sodding based on budget. Recent pot marks on runway were repaired. Hudgings also indicated the aerial imagery has been flown and completed the survey.

#### **Business Development:**

- **AerSale** – Mr. Gill reported is Aersale is acquiring all the subcontractors to begin the work on facility improvements. The current plan is to make improvements in three phases.
- **Jet It** – Mr. Gill reported Attorney Mike Marshall with Evans and Petree is reviewing the lease issues with Jet It, and reported all pertinent legal proceedings are underway.

- **Blue Oval** - Mr. Dupree reported a consideration for a charging station on the airport property and in that process reached out to local connections to meet with Blue Oval executives. A meeting took place for introductions and discussion with the assistance of IDB Board Member Cary Vaughn. Mr. Dupree reported it was a strong, productive and helpful meeting that presented opportunities for the airport. Ms. Bowley reported Blue Oval is very open to the airport making a presentation on the amenities the airport can offer.

**Customer Service and Marketing:**

- **Hangar Waitlist Communications** – Ms. Ward reported contacting the hangar tenants via email and the 105 individuals on hangar waitlist via phone call or email. The waitlist reduced by than more than 40 individuals with reasons being due to moves out of the area and selling aircraft. Ward also reported many of those contacted expressed appreciation for the open communication.

**Upcoming Items:**

- **Employee Handbook** – Mr. Gill reported Ms. Ward is working on an Employee Handbook. Ms. Ward reiterated the need for a comprehensive, updated employee handbook and onboarding process. She is researching and assembling a handbook for the approval at a future meeting.
- **Board Committees** – Mr. Dupree deferred committee selection and announcement to the next meeting.


Motion to adjourn by Mr. Scott. Seconded by Ms. Bowley.

Meeting adjourned at 4:57 p.m.

Next Meeting: Tuesday 9/19/2023

Respectfully Submitted,

  
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Mike Gill, Interim Executive Director

  
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Jason Dupree, Chairman