

**Macon County Airport Authority**  
**Minutes of the Meeting Held on February 27<sup>th</sup>, 2024**

The Macon County Airport Authority holds its regularly scheduled meeting at the Macon County Airport. All members with the exception of Member Horton are present. Member Horton is excused because he is attending a business meeting in another county. Also present are Greg Kershaw, Project Engineer; Lori Carpenter, Finance Director; Stuart Sloan, Legal Counsel; Sabrina Sloan, Airport Manager; Jim Rogers, Member of the Public; and Teresa McDowell, Clerk. Chair Schmitt welcomes all present and calls the meeting to order at 4:05 pm.

**APPROVAL OF THE MINUTES FOR THE MEETING HELD ON JANUARY 30<sup>TH</sup>, 2024:** After a brief discussion, Member Rhodes makes a motion to approve the minutes as forwarded. Member Shuler seconds the motion and it passes by unanimous consent.

**PUBLIC COMMENT SESSION:** Mr. Rogers states that he just wants to “check in” with the authority. He says he is a neighbor to the airport, in that his lands adjoin the airport property.

**APPROVAL FOR AUDIT CONTRACT FOR 2024:** For the sake of convenience, this agenda item is moved from “New Business”. Ms. Carpenter presents the contract with Martin Starnes for the purpose of auditing for the airport and authority. The cost of the contract is \$6,400.00 for 2024. This contract was put out for bids by Macon County, with Martin Starnes being the most qualified respondent. After a discussion, Member Shuler makes a motion to approve the contract as presented. Member Rhodes seconds the motion and it passes by unanimous consent.

**OLD BUSINESS:**

**ENGINEERS REPORT:** Mr. Kershaw continues to communicate with the DOA in connection to the Work Authorization #1 Permit Feasibility Study. The Division of Aviation has asked for some changes before the Work Authorization can be approved. Mr. Kershaw continues by stating that this permit feasibility study is needed in order to determine what needs to be done to satisfy the DOA’s requirements. Mr. Kershaw explains that the DOA would like to change wording and include a CATEX. Mr. Kershaw will continue to research this matter.

**FOLLOW UP ON HANGAR REPAIR FUNDING:** Member Horton has forwarded an e-mail stating that he has asked contractor Ronnie Beale to work up an estimate on the Old Hangar Space renovation. He also informs the authority that he has spoken with Corey Bartholomew with The Southwest Commission and that she will be administering the state grant that was obtained through Senator Corbin. He continues by stating that a meeting will be scheduled to discuss this matter soon, and that the amount of the grant was increased to \$100,000.00. Member Horton states that he has volunteered to be the contact for this funding. Ms. Carpenter informs the authority that she thinks an informal bid will be sufficient, and that there should not be any ads required. She continues by stating the specifications should be posted in The Franklin Press, the county web site and should be posted with the Historically under Utilized Business agency. No further action can be taken until Mr. Beale forwards the specifications.

**FOLLOW UP ON REPORT OF THE VIRTOWER SOFTWARE CONTRACT:** Mr. Sloan has reviewed the contract with VirTower and reports that there are no issues with the contract. He states that the contract can be terminated within 60 days' notice, and that there is an arbitration provision. VirTower will continue to own any equipment. The cost of the first year of the lease is \$6,000.00 with \$3,000.00 being reimbursed through the Division of Aviation on a yearly basis. The reimbursement will take place at the end of the fiscal year. Ms. McDowell is asked to contact the DOA to determine any other action needed in order to start the process.

**REPORT ON POTENTIAL PROPERTY CLEARANCE:** Member Haithcock reports that some detailed maps of the property, which needs to be cleared, has been discovered and that a scope of work based on this information needs to be developed. Mr. Kershaw has also provided a map via e-mail, which covers the area where tree removal is needed. Member Haithcock continues by stating that bids will need to be solicited.

**NEW BUSINESS:**

**APPROVAL OF AUDIT CONTRACT FOR FY2024:** See Above

**DISCUSSION OF USE OF 2021 DEFERRED FUNDS:** Mr. Kershaw states that the authority is not in any danger of losing these dollars at this time.

**OTHER BUSINESS:**

Ms. Crone reports that she is having the **runway lights repaired**. She states that it may just be bulbs that need to be replaced. There is a question as to why they stopped working, and some research may be necessary. Ms. Crone also states she will get quotes. Currently there are 5-taxiway lights out, 2-runway end lights out, and two runway sidelights are inoperable. The authority recommends Walker and Whiteside for repair, and recommend ETEC for the bi-annual check of the beacon light.

Ms. Crone states that Titan Fuels has suggested installing **an emergency shutoff at the fuel farm**.

Member Haithcock obtained a **Macon County flag** for the airport.

The Eastern Band of the Cherokees staff has contacted Ms. Crone regarding displaying **artifacts** at the airport. Further discussion is needed on this topic.

There being no further business to discuss, Member Rhodes makes a motion to adjourn the meeting. Member Haithcock seconds the motion and it passes by unanimous consent. The meeting is adjourned at 4:55 p.m.

Respectfully Submitted:

---

Pete Haithcock, Secretary