



To: Mayor Lloyd and Collegedale City Commissioners
From: Jon Holmes, City Manager
Date: 07/02/2026
RE: Airport Board Creation

Background:

An “ad hoc” airport board was created in 2022 to serve as an advisory body to the City Manager. This ad hoc committee has periodically met over the intervening years to discuss the airport and its operations.

Associated Documentation:

1. Proposed: Resolution #572 Creation of an Airport Board for the City of Collegedale

Discussion:

In looking at the state statutes, specifically T.C.A. 42-5-101-126, it clearly spells out how an Airport Board must be established. Since this was not the process followed for the formation of this ad hoc committee, there was concern about how that committee was functioning and then making recommendations to the City Manager, which in turn would come before the City Commission.

In order to be fully transparent, and to ensure that we are operating in full compliance with the Tennessee Sunshine Law, it is recommended that we follow the process outlined in TCA 42-5-103 to officially form an Airport Board for the City of Collegedale. Meetings of the this new Board would necessitate compliance with the Tennessee Sunshine Law such as: the proper public notices of Airport Board Meetings, posting of the Agendas for the public meetings, the keeping of minutes for those meetings and other required functions as set forth in the Tennessee Sunshine Law.

Conclusion and/or Recommendations:

It is recommended that the Commission approve Resolution #572