

February 9, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
February 9, 2010**

Members Present

- John Miller, Chairman
- Buddy Chellstorp
- Stephen Corda
- Jim Apple
- Karla Smith
- Ken Ward
- Steve Worsham

Other Officials Present

- Jon Glass, Executive Director
- Alderman Greg Sandlin
- Wayne Thomas, Tullahoma News

Visitors

Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Al Henninger and Sharon Tinkler (Public Comments) and Mike Rutherford and Kirk Neimiller (4th of July Celebration).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes
February 9, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the January 12, 2010 meeting and January 22, 2010 special called meeting were approved.**

3. **Public Comments** – Al Henninger inquired about the furniture in the old terminal building. Chairman Miller responded that Sain Construction would donate the furniture to the Sportsman Club so that it could be given to families in need. Sharon Tinkler reported that the Chandelle Airpark Homeowners Association would have a Board meeting the weekend of February 13th.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Mr. Chapman reported that January 2010 was the slowest month for fuel sales in recent history. An incident report regarding a Piper aircraft on January 9th was presented for Board member review. It was determined that the damage to the nose wheel did not occur from any actions of a Tullahoma Aviation employee and the owner is paying for the repairs. Mr. Passarello requested an extension of the utility abatement that was approved at the January 2010 Board meeting. He requested that it continue until the new terminal building was ready for occupancy. Chairman Miller referred to the three options from the January meeting: pay utility bills for Tullahoma Aviation until the lease expires in November 2010, early termination of the Tullahoma Aviation lease or allow a third party to buy Frank Passarello's majority share of Tullahoma Aviation. Jim Apple reported on an incident regarding a pilot that requested fuel at 6:30 pm on January 8th, 2010. The pilot was told that a \$50.00 call out fee would be applied to the fuel charge. Mr. Passarello and Mr. Chapman will talk to the employee involved. **A motion was made** to extend the utility abatement for February and March with a 60 day unilateral lease termination clause. **The motion died for the lack of a second. A motion was made and approved** to extend the utility abatement one month for a promise from Mr. Passarello and Mr. Chapman to improve employee customer service. Buddy Chellstorp voted nay on the motion.
5. **Treasurer's Report** – Ken Ward reported on the monthly payments, deposits, financial statements and cash flow report. Mr. Ward reported that the \$12,000 Coffee County appropriation was received in the past month.

6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Progress report #14 and 15 are provided for Board member review. He reported that the windows were almost completely installed and work crews would install the HVAC units next week.

Tractor Purchase – The bid was opened January 22nd and awarded to Brother's Implement in the amount of \$67,650. The City has submitted \$16,937.50 local share payment to TAA in exchange for our tractor. **A Motion was made and approved** to submit the \$16,937.50 local share amount to TAD for the tractor purchase. The tractor will be ready for delivery in about 4 weeks and TAD payment will be ready in about 8 weeks.

Terminal Building Fencing and Security System – Bids were opened January 22nd and awarded to BR Fence in the amount of \$22,772 and P&M Electric in the amount of

February 9, 2010

\$11,242.99. Jon Glass recommends that the \$3,600 local share amount be funded from terminal building donations. **A motion was made and approved** to submit the \$3,600 local share amount to TAD from the terminal building donation account.

Airfield Signage – Jim Currey notified Jon Glass that this project can be added to the open taxiway improvement project. PDC will submit an addendum and scope of work for this project.

Runway 36 Threshold – FAA Form 7480 for the runway modification has been submitted to Jim Currey. PDC is working on the specifications for the project.

Wal-Mart Retaining Ponds – Jon Glass will meet with Wayne Limbaugh for an update on this project.

LPV Approaches – The revised runway 6/24 elevations have been submitted to FAA. Publication dates for the LPV approaches is planned for late summer of this year. Hal Oliphant with TAD highly recommended that we decommission the SDF when the LPV approaches are published. Routine maintenance and Repair bills for the SDF equal about \$2,500 per year.

Old Terminal Building Demolition – The bid was opened January 22nd and awarded to Sain Construction in the amount of \$21,000. This project will be included in the terminal building construction project with 50/50 funding.

Tree Clearing – Contracts have been returned to TAD for approval. **A motion was made and approved** to submit the \$1,200 local share to TAD for this project.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Local share funding has not yet been determined.

9/27 Drainage Repair – Payment for this project (\$37,000) will be made when Rogers Group completes the work and the final inspection checklist. Sharon Tinkler reported that the runway was draining much better since work was completed.

North Taxiway Drainage – Contracts have been returned to TAD for approval. **A motion was made and approved** to submit the \$1,900 local share to TAD for this project.

FY 2009/2010 Maintenance Contract – The increase for the Airport from \$25,000 to \$36,000 at 50/50 funding remained in effect for this year. Jon Glass will prepare and submit a \$10,000 reimbursement for July 1, 2009 to December 31, 2009 this month.

Previous Projects – Final payments are being processed for the following projects: Apron Expansion project \$10,219.53, Taxiway Improvement \$15,924.75 and Ramp repair \$4,263.71. Funds for these payments will come from TAD and all projects were under

budget. Estimates for the TAD refund are around \$25,000 and can be applied to the current Ramp repair project.

Other – Jon Glass will prepare a draft budget request for FY 2010/2011. He suggested that the Board hold Officer elections during the March Board meeting.

MAINTENANCE/NAVAID PROBLEMS

SDF – 2 hours in January.

NDB – No problems or outages for January.

VOR – No problems or outages for January.

AWOS – No problems or outages for January.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January.

REILS AND PAPI – No problems or outages for January.

HANGAR RENT/INSURANCE

OVERDUE RENT – The following payments will give the Airport Authority 100% rent collection for 2009.

Mickey Miller - \$1,084.00

A letter was sent to Mickey Miller from James Conley on January 21 requesting back rent and insurance certificate before February 1, 2010. Mr. Miller has not responded. His total bill now due is \$1,716.00 with February rent included. **A motion was made and approved** to request Jim Conley to proceed and file suit for the overdue ground lease amount.

EXPIRED INSURANCE CERTIFICATE

Dr. Freeman, Tom Gast, Rodney Allison, Gary Meuer and Mickey Miller.

LEASES

John Stubbs scheduled and passed a hangar inspection with Dwayne Hicks on 2/8/10. **A motion was made and approved** to enter into a new lease agreement with John Stubbs for hangar #S111.

FBO CONTRACT COMPLIANCE

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>

February 9, 2010

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AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>Jan. 2009</i>	<i>4,673.6</i>	<i>72</i>	<i>26</i>
<i>Jan. 2008</i>	<i>5,344.2</i>	<i>47</i>	<i>13</i>
<i>Jan. 2007</i>	<i>4,259.9</i>	<i>99</i>	<i>19</i>

Fuel Price Comparisons for January 2010 are attached for Board member review.

AIRPORT MARKETING/PRESENTATIONS – Jon Glass participated in the Mayor’s Youth Council job shadow day and did an interview on the Tullahoma Grassroots TV show in January.

SUGGESTION BOX – No comments.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Update – As of Friday February 5th \$88,900 has been pledged to furnish the terminal building and other airport improvement items. In-Kind donors include Jack Daniels (rocking chairs), Lakeway (furnish conference room), Citizen’s Tri-County Bank (phone system), Mike Norris (50 inch plasma TV) TUB (installation services and 2 – 32 inch TV’s) ERPUD (fireplace) and Goodrich (Golf cart, Unicom radio and antenna). In-Kind donations total an estimated \$30,600.

MISCELLANEOUS ITEMS –**7. Old Business:**

- A. Terminal Building Update** – Chairman Miller provided an update on construction cost for the terminal building. Adding the old terminal building demolition to the project put the contingency fund at -\$2,500. Sue Wilson advised Jon Glass that an airport account with the City could be used toward the contingency fund for the terminal building. He advised that bids for terminal building furniture would be received on 2/19/10. If furniture bids come in lower than expected the Airport Authority will pursue using terminal donation funding for a utility vehicle and the local share amount for self service fuel project. The anticipated move in date is the first to the middle of April 2010.
- B. Tullahoma Aviation Towing Incident** – This item was covered during the FBO report portion of the meeting.

8. New Business:

A. 4th of July Celebration – Mike Rutherford and Kirk Neimiller with the Kiwanis Club requested permission to use the airport for their 4th of July firework show this year. The event will take place on July 2nd with a rain date scheduled for July 3rd. He reported that Murray King would not volunteer to be the airboss this year. They will start to search for an airboss and performers for the air show portion of the event. Chairman Miller suggested that Mr. Rutherford come back to the March Board meeting with potential performers and an airboss.

B. Bid Opening on 2/19/10 at 4pm / Special Meeting at 5pm on Furniture and Appliances – Chairman Miller reported that bids would be opened on Friday the 19th of February at 4 pm for the terminal building furniture. A special called meeting will be held at 5 pm following the bid opening to accept or reject the bids.

9. Alderman Sandlin Comments – Alderman Sandlin reported that the Board of Mayor and Alderman should look favorably on the request to hold the 4th of July firework and air show at the airport.

10. The Meeting was adjourned at 6:20 pm.

Submitted on 2/12/10

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting