

August 10, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
August 10, 2010**

Members Present

- John Miller, Chairman
- Buddy Chellstorp
- Rod Pozo
- Jim Apple
- Karla Smith
- Sam Crimm
- Steve Worsham

Other Officials Present

- Jon Glass, Airport Manager
- Alderman Greg Sandlin
- Wayne Thomas, Tullahoma News

Visitors

Frank Passarello (Tullahoma Aviation), Trev Echols (Mid-Ten Aviation), Mike Rutherford and Kirk Neimiller (Kiwanis) and Burt Wells (TWRA).

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

**Meeting Minutes
August 10, 2010**

- 1. Meeting called to order at 5:00 pm.** Chairman Miller welcomed Rod Pozo to the Airport Authority.
- 2. Minutes for the July 13, 2010 meeting were approved** with two grammatical corrections.

3. **Public Comments** – Sharon Tinkler reported that several Stearman aircraft will visit the Airport the week after Labor Day. Chris Rounds reported that about ten T-6's will visit the Airport the same weekend as the Beechcraft Convention in October.
 4. **FBO Report** – Frank Passarello presented the FBO report and reported on the monthly activities and payments. He requested the UNICOM radio be moved to another location. Buddy Chellstorp agreed to relocate the equipment. A new antenna has been ordered for the SDF and VOR. Jon Glass will check with the Coffee County communications center to see if they have a replacement antenna for the NDB.
 5. **Treasurer's Report** – Buddy Chellstorp reported that he met with Sue Wilson and Pat Williams from City Hall and Linda Bean from the auditing firm. He expressed concern with the utility bills for the new terminal building. Chairman Miller requested that Jon Glass and Buddy Chellstorp research the various utility bills for the past 12 months and present the results to the Board at the September meeting. Jon Glass presented the cash flow report and reported that the City may cut their appropriation by 5% for this fiscal year. He outlined a plan to reduce some TAA expenses and fund required projects over the next 12 months.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – The final inspection was held on August 5th and documentation was provided for Board review. The final Terminal building pay request (#10) for \$92,096.26 has been submitted to Tennessee Aeronautics Division (TAD) for processing. Sain Construction submitted 2 sets of building and warranty documentation. Jason Rinks will put the final blueprint “as-builts” on a CD in pdf format and submit to TAA next week. Jon Glass put all terminal building pictures on a memory stick and will add all terminal building donor pictures to it.

TAD Maintenance Contract Summary – The contract is a 50/50 reimbursement to the Airport that is capped at \$18,000 reimbursement from the State. Any amount we spend over \$36,000 is funded 100% by the Airport. No new increases by TAD to the contract amount are anticipated for 4 to 5 years based on past history. Over the past 3 years, the airport has spent: FY 07/08 - \$29,967.02; FY 08/09 - \$35,658.49; and FY 09/10 - \$30,972.68 for an average of \$32,199.40 per year. Fixed monthly costs include the VOR, SDF, NDB, PAPI and sweeper service contracts that total \$1,650 per month or \$19,800 per year. Other miscellaneous items included in the contract are tractor fuel, airfield lights, building and hangar repairs, fuel tank repairs and poison for the airfield. Copies of the last 3 years' reimbursements that have the category, contractor and dollar amount were provided for Board review.

Audit Information – All requested audit information for FY 09/10 has been submitted to the auditor Housholder and Artman.

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Landscape Bids – MLS is the low bidder at \$275 per month for one year or \$250 per month for 4 years. Service is eligible for 50% reimbursement on the maintenance contract.

Self-Service Fuel – Scheduled for installation the week of August 9th.

Airfield Signage – PDC was at the Airport on 8/6/10 working on the airfield electrical inventory.

Tractor Storage Area – Our project was not approved by TAD using Vision 100 funding. Jon Glass recommended TAA submit the project for 50/50 State funding when it is restored by TAD. Chairman Miller requested that Michael Luckado find temporary space for the tractor and Board members will be updated on TAD funding status at the Airport conference the week of August 16.

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 – Jody Baltz is waiting on confirmation from the property owners to award the contract to rid the ponds of geese.

LPV Approaches – Tulahoma is now scheduled for May 2011.

Tree Clearing – Jon Glass received 3 estimates to remove trees to comply with the recent TAD Airport inspection. Brown's Stump and Tree Service - \$1,125; Arbor - \$1,200; and Breece Tree Service - \$3,250. Both Brown's and Arbor are licensed and insured with good references. Jon Glass recommends approval of either of the 2 low bidders that can start and complete the work in the shortest amount of time from notification to begin work. **A motion was made and approved** to accept Brown's proposal.

Ramp Repair – TAD has approved a \$500,000 contract with 90/10 funding. Local share funding has not yet been sourced pending closure of open TAD contracts.

North Taxiway Drainage – PDC has not yet provided details and scope of work.

Airfield Poison Spraying – 18/36, ramp, UTSI ramp, north and midfield taxiways are complete. South ramp hangar area is 50% complete.

Terminal Glass Cleaning – Jon Glass presented 3 estimates for quarterly terminal building glass cleaning. McBride Window Cleaning - \$440 for interior and exterior, \$185 for exterior only. Glass Plus - \$475 for interior and exterior.

Street Light Replacement - TUB and Bill Stuart provided an estimate to replace the street light adjacent to main gate with a 13 foot concrete decorative light. Estimate from TUB is \$428.36 plus \$775.57 from Bill Stuart for trenching and parts for a total of \$1,203.93.

Monthly electric bill will increase \$21.00 per month for this light over the existing light. Action was deferred on this item and Mr. Pozo will check the electrical requirements for the light pole and research other alternatives.

Other – The TN Airports Conference will be held August 19 and 20 at the Nashville Airport Marriott. Registration forms and payments have been sent for John Miller, Jim Apple, Buddy Chellstorp, Sam Crimm, Karla Smith and Rod Pozo.

Jon Glass requested permission to make the \$22,772 final payment to B&R Fence for the terminal building fencing project. Payment from TAD has been processed and should arrive in the next 7 to 10 days. **A motion was made and approved** to make the \$22,772 payment to B&R Fence.

The Airport will have several C-130 operations Wednesday night, Aug 11, from 9:30 to 11:30 pm.

The Goodyear blimp is scheduled to be at the Airport on September 20 and 27.

Jon Glass would like to thank the CAP for picking up rocks on 9/27 last night.

MAINTENANCE/NAVAID PROBLEMS

SDF – No problems or outages for June.

NDB – No problems or outages for June.

VOR – No problems or outages for June.

AWOS – Repaired and operating properly. Still some phone issues with TUB.

RUNWAY AND TAXIWAY LIGHTS – ODEL's OTS, Don Hall was notified 7/9/10.

REILS AND PAPI – The flashing REIL lights on runway 24 are OTS due to lightning. Circuit board sent for repair on May 28.

Monitors – Don Hall is checking his inventory for replacement antennas for the NDB.

HANGAR RENT/INSURANCE

OVERDUE RENT – The following have not paid their 2009 rent:

Mickey Miller - \$3,796.00 (foreclosure action pending)

Richard Raper - \$150.00; and Al East - \$144.00. Both have been notified.

EXPIRED INSURANCE CERTIFICATE - Mickey Miller

FBO CONTRACT COMPLIANCE

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

August 10, 2010

AIRPORT TRAFFIC

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
July 2009	9,004.7	127	87
July 2008	7,033.5	79	19
July 2007	6,896.9	87	21

AIRPORT MARKETING/PRESENTATIONS – July 2nd Air Show/Fireworks event. Jon Glass nominated the new Terminal building for “Keep Coffee County Beautiful” and “Tulahoma Pride Committee” awards. The Tulahoma Pride Committee presented their award prior to the meeting.

SUGGESTION BOX – None.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Donation Update – Jon Glass presented an updated report on the terminal building donation account with the current balance and estimated payments due.

7. Old Business:

- A. FBO Contract Signing** – Trev Echols presented insurance and incorporation documents for Mid-Ten Aviation. Chairman Miller, Jim Apple and Jon Glass signed the FBO contract with Mid-Ten Aviation. Chairman Miller thanked Frank Passarello for his 29+ years of service to the Airport and providing quality flight instruction to so many people over the years.
- B. Mickey Miller Hangar Update** – Chairman Miller reported that ownership of the hangar will change in the next 7 to 10 days.
- C. Landscaping Bid Follow-Up** – Vice Chairman Worsham reported that he had followed up on the references for MLS and they checked out fine. Mr. Worsham will draft a simple agreement with MLS based on the RFP. **A motion was made and approved** to accept a one year maintenance contract with MLS for \$275.00 per month. Funds for the contract will come from the regular checking account and will be eligible for 50% reimbursement on the maintenance contract.
- D. Terminal Glass Cleaning Bid** – Jon Glass presented 2 estimates from contractors for terminal building glass cleaning for Board consideration. Board members deferred any further action on this item.
- E. Runway 9/27 Unsolicited Maintenance Bid** – Chairman Miller reported that based on our financial status, he did not see a need to pursue the unsolicited 9/27 bid presented at the July Board meeting. Board members concurred with this

assessment. Michael Luckado will roll the runway whenever the soil conditions are right.

F. Tree Removal Bids – This item was covered during the Airport Manager’s report.

8. New Business:

A. 2011 July 4th Fireworks/Air Show – Kiwanis representatives Mike Rutherford and Kirk Neimiller requested permission to use the Airport for the 2011 fireworks show. They will also seek support from AEDC to include AEDC as it will be AEDC’s 60 year anniversary. The event will be held on Friday, July 1, 2011, with a rain date of July 2. **A motion was made and approved** to hold the event at the Airport.

B. Assistant Treasurer Position – Karla Smith volunteered for the vacant Assistant Treasurer position. **A motion was made and approved** to appoint Karla Smith as the Assistant Treasurer.

C. October 5th Aeronautics Division CIP Meeting – Chairman Miller reported that the Aeronautics Division will hold a Capital Improvement Plan meeting at the terminal building on October 5. Jon Glass reported that approximately 25 people will attend the meeting and snacks are usually provided by the host. **A motion was made and approved** to host the meeting and appropriate up to \$200 towards food and beverages. Karla Smith and Jon Glass will coordinate hosting for TAA.

D. Other New Business – Burt Wells with TWRA suggested that the Airport Authority form a committee to address the deer, geese and turkey problems on the airfield. Steve Worsham, Sam Crimm, Jon Glass and Burt Wells were appointed to the committee and will develop a wildlife management plan. Sam Crimm reported that the Church of God of Prophecy had volunteered to complete 500 hours of community service work at the Airport. They will be able to pick up rocks and garbage around the Airport and Sam Crimm will coordinate the work. Jon Glass and Jim Apple will have a teleconference with the TAD staff on Aug 12 regarding the TDOT agreement.

9. Alderman Sandlin Comments – Alderman Sandlin reported that the City staff was close to reaching an agreement with the property owners regarding the geese problem. He reported that BOMA approved a budget on 1st reading with an across the board 4.1% budget cut. The Airport Authority has \$100,000 available in a City account for capital improvement projects.

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10. Meeting adjourned at 6:32 pm.

Submitted on 8/17/10

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting