

November 9, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
November 9, 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
- Greg Altum, Tullahoma News

Visitors

Trev and Tamara Echols (Mid-Ten Aviation), Mike Loehle, Hilda Hand, Ralph Hand, Stephanie Hand Thompson (Public Comments) and Ron Fitzgerald (PDC).

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

**Meeting Minutes
November 9, 2010**

- 1. Meeting called to order at 5:27 pm.** Chairman Miller advised the meeting attendees that the late start was due to employee evaluation discussions during the work session prior to the meeting.
- 2. Minutes for the October 12, 2010 meeting were approved.**

3. **Public Comments** – Mike Loehle commented that the EAA fly-in went very well and had a good turnout on October 23, 2010. He invited everybody to attend the Christmas dinner at Cortner Mill on December 4, 2010. Hilda Hand, Ralph Hand and Stephanie Hand Thompson spoke to the Board about shooting deer at the Airport. They were concerned about stray bullets near their residence. Sam Crimm commented that the Airport and the Contractor who was hired to hunt the deer had insurance and were trained in which areas were safe for lines of fire. The Hand Family asked the Airport Authority to contact the Contractor and ask them not to shoot toward their residences in the future. Chairman Miller and Sam Crimm replied to them that this would be completed prior to the next scheduled shoot and thanked them for their concerns.
4. **FBO Report** – Tamara Echols presented the FBO report. She reported that fuel sales for the month of October were 11,958.5 gallons with an additional 1,253.8 from self-serve fuel. 5,600 gallons of fuel were sold for the Beechcraft Convention. The FBO has switched to Ascent Aviation Group for their fuel supplier which uses Conoco-Phillips aviation fuel. The fuel supplier will install a water sump system to the AVGAS tank at no charge. A fuel sample reclamation unit with an estimated cost of \$1,500 was also recommended to recover fuel used for testing each day. Jon Glass will prepare a check to Mid-Ten for the fuel filters as approved at the October Board meeting. Ascent Aviation will provide full lineman training for Mid-Ten employees once the change-over in suppliers is complete. A new Conoco-Phillips sign will be installed adjacent to the AVGAS tank and the jet fuel truck is due to arrive before Thanksgiving. Mrs. Echols set a goal of opening the snack bar after January 1, 2011. The 3rd quarter fuel receipts were submitted to the State and attached for Board member review. She reported that fuel sales were declining in November and they expected that trend to continue based on past history. The fuel flow fee on self-serve fuel will remain at zero cents per gallon until the Phillips credit card machine is received by the FBO. They asked the Board to consider decreasing the fuel flow fee to five cents per gallon for November to February. **A motion was made and approved** to reduce the fuel flow fee to five cents per gallon when fuel sales are below 5,000 gallons per month and ten cents per gallon for fuel sales above 5,000 gallons per month for the time period between November 2010 and February 2011.
5. **Treasurer's Report** – Buddy Chellstorp presented the Treasurer's report. He provided an update on the cash flow report and financial statements. Chairman Miller recommended changing the fuel flow amounts on the cash flow report. He also reported that American City Bank had paid the back rent due from Mickey Miller for hangar N310.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Richard Rinks submitted the final as-built drawings. TUB fixed the billing on the water meters and gave us a credit on the October bill for the previous month's bills. The video camera system is also available on the web. The following is a breakdown of final cost and money owed to Sain Construction.

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	Budget Amount	Final Cost	Amount Paid	Amount Owed
Architect and Engineering	\$51,500	\$44,035	\$44,035	0
Terminal Construction	\$634,965	\$638,055.94	\$638,055.94	0
Terminal Demolition	\$21,000	\$21,000	\$21,000	0
Vehicle Parking Lot	\$94,000 amended to \$99,846	\$99,401.77	\$93,929.77	\$5,472 from TAD

Note – An additional \$2,923 was needed for local share payment on the amendment for the vehicle parking lot and the terminal building construction exceeded the grant amount by \$3,090.94. The City made these two payments. Copy of letter to Sue Wilson attached for Board member review.

TAD Funding – Jon Glass reported earlier that Aeronautics Division funding would be restored this month. That was incorrect. The Airport currently has \$277,261 remaining in Vision 100 funding.

FBO – Karla Smith and Jon Glass completed an FBO inspection on 10/28/10. One item was noted; the afterhour's service number was not posted but corrected during the inspection. All other items were excellent.

Airport License – TAD issued the new airport license which is valid until 12/31/11 replacing the conditional license.

FODBOSS Demo – Todd Rushing with Sherwin Industries came to the Airport and demonstrated the FODBOSS on 10/27/10. They have a single and a duplex unit for \$7,030.00 and \$14,400.50. Jon Glass talked to Brian Caldwell and Vision 100 funding is not allowed for mobile equipment. When State funding is restored it is possible that 75/25 or 90/10 funding could be available for this item. We currently use a sweeper service at \$500.00 per month which is submitted on the maintenance contract for 50% reimbursement. Chairman Miller recommended action on this item be deferred until State funding was restored.

Self-Serve Fuel – The \$7,000 reimbursement has been received and deposited into the terminal building account.

Airfield Signage – Work will be delayed for about 30 to 45 days due to TAD grant expiration. Jim Currey and Marsha Dubin will write a new grant to cover the remaining work.

Runway 36 Threshold – The threshold markings were completed October 14 and the 1,000 foot markers were completed November 8th.

Runway 18/36 – Jon Glass installed all red lense covers on the two runway and 8 threshold lights prior to the relocated threshold of 800 feet on 36.

Drainage Repair – The 90/10 \$75,000 airfield drainage improvement project with Vision 100 funding has been approved and contracts have been received for signature. **A motion was made and approved** to request the \$7,500 local share for the drainage repair project and \$8,449.05 for the runway 36 threshold relocation work.

Wal-Mart Retaining Ponds – The project to relocate geese is on hold pending a revised agreement from Centro.

LPV Approaches – Re- scheduled for May 2011.

Tree Clearing – Work is complete and the \$1,800 reimbursement has been submitted to TAD.

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. Jim Currey advised that an estimated \$10,000 to \$15,000 will be returned to the airport because the 6/24 overlay project was under budget. These funds can be applied toward the local share on this project.

Lighting Inventory – Ron Fitzgerald provided an update on the lighting inventory. He reported that due to age the 18/36 lights would start to deteriorate. Their electrical engineer concluded that the south taxiway lights should be connected to the 14/32 taxiway light system to reduce loads on existing regulators and will be cheaper to accomplish. The signage project can proceed upon conclusion of the lighting inventory.

North Taxiway Drainage – A letter from Beverly Beckwith is attached. Rogers Group submitted a scope of work and estimated cost for the project for Board member review.

Abandoned Aircraft – Copy of letter sent to Jim Baron (N432U) is included for Board member review. He has been given a December deadline by Attorney Jeremy Bell to remove his airplane from the airport.

Airfield Poison Spraying – Poison spraying on taxiway and runways is complete for this year.

Annual Report – An annual report from Jon Glass was provided for Board member review.

Other – Chairman Miller and Jon Glass are on the Dream Tullahoma Committee. Information is provided to Board members on the airplane statues that are being ordered

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to be displayed in the City. Chairman Miller suggested waiting until the airplane statues arrive and can be viewed before a decision is made on placing one at Airport.

MAINTENANCE/NAVAID PROBLEMS

SDF – No problems or outages for August. Monitor working.

NDB – No problems or outages for August. Sam Crimm and Jon Glass are working on the monitor. Sam Crimm reported that a gentleman in Normandy was able to get a monitor to work from his home. Jon Glass reported that Elger Holland was searching his spare parts for a monitor.

VOR – No problems or outages for August. Monitor working.

AWOS – TUB continues to work on resolving the phone issues.

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

REILS AND PAPI – No problems or outages for PAPI's and REILS. PAPI's on 36 are turned off due to threshold relocation.

HANGAR RENT/INSURANCE

OVERDUE RENT – American City Bank paid \$4,489.20 in overdue rent and attorney fees for the former Mickey Miller hangar (N310).

EXPIRED INSURANCE CERTIFICATE

Notices were sent to Rodney Allison, Robert Graves, Jeff Long, Stan McNabb, Richard Raper/Al East and Gary Routh last month for expired insurance certificates.

Other – Letters were sent to Gary Routh, Chad Chellstorp and Joey Kemp regarding aircraft storage in their hangars. Mr. Chellstorp and Routh have responded (attached), Mr. Kemp had not responded as of 11/5/10. Letter was sent to Tom Perkins (attached) regarding hangar #S109. He had not responded as of 11/5/10.

LEASES

FBO CONTRACT COMPLIANCE

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

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>October 2009</i>	11,814.8	124	28
<i>October 2008</i>	15,672.1	226	23
<i>October 2007</i>	20,547.5	159	31

AIRPORT MARKETING/PRESENTATIONS – Jon Glass discussed completed airport projects at American City Bank luncheon in September with City business leaders and updated information for the Chamber Tullahoma magazine in October.

SUGGESTION BOX – None.

7. Old Business:

- A. **Wildlife Management Update** – Sam Crimm reiterated from the Public Comments agenda item discussion that the deer removal action is being taken for aircraft safety reasons. Karla Smith suggested that a letter be sent to the Hand family regarding the issue.
- B. **Vehicle Use Policy Changes** – Chairman Miller reported that a change had been requested in the vehicle use policy. A photo copy of the driver using the van will be obtained and the Airport Authority will be responsible for fuel and maintenance on the vehicle. **A motion was made and approved** to adopt the revisions.
- C. **Harton Hangar Tree Planting (Steve Worsham)** – Mr. Worsham reported that Daryl Welch requested some changes to the Agreement. The Agreement now states that the trees can be removed if the Harton WWII hangar is sold and the new owner requests their removal. He advised that 20 trees could be purchased for \$800 and Public Works could possibly plant the trees. **A motion was made and approved** to purchase the trees with funds from the terminal building donation account.

8. New Business:

- A. **Self-Serve Fuel Flow Fee** – This item was covered during the FBO report agenda item of the meeting.
- B. **CPI Adjustment for 2011** – Chairman Miller reported that the U.S. Bureau of Labor Statistics CPI increase for 2010 was +1.5%. **A motion was made and approved** to apply the +1.5% increase to the appropriate leases.
- C. **North Taxiway Drainage** – Beverly Beckwith submitted a letter regarding poor drainage on the taxiway in front of their hangar for Board member review. Chairman Miller reported that the TAD approved project for this item was \$19,000 and it is now anticipated that the repair work will cost approximately \$70,000. Sam Crimm suggested that the area between the property line and south hangars be included with the scope of work on the TAD approved project.

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D. Employee Evaluations – Chairman Miller made 3 recommendations from the work session employee evaluations discussions for Board approval. 1. **A motion was made and approved** on recommendation #1 (Crimm and Pozo abstained.) 2. **A motion was made and approved** for a salary adjustment for Jon Glass (Crimm and Pozo abstained). 3. **A motion was made and approved** for a salary adjustment for Michael Luckado.

E. Tamara Echols stated that Mid-Ten has ordered vinyl letters with call-out information for the doors. Trev Echols suggested that a sign be placed on the door that dogs are not allowed in the terminal building to which the Board concurred. Michael Luckado will make suggestions for a light source adjacent to the self-serve fuel terminal. Chairman Miller requested that it be a winter time project for Luckado.

9. Alderman Sandlin Comments – Alderman Sandlin reported that the Board of Mayor and Aldermen approved in a resolution submitting an application for State industrial money to provide water and sewer service for the Momentum Foundation project at the Airport. He reported that the local share on the project would be 16% or about \$45,000. Chairman Miller stated that a meeting was being planned to discuss the source of funds for the local share amount. Alderman Sandlin also reported that the Board of Mayor and Alderman discussed adding Airport employees and the new Economic Development Board employee to the City of Tullahoma employee benefits package. Chairman Miller thanked Alderman Sandlin for his effort on this item.

10. Meeting adjourned at 7:10 pm.

Submitted on 11/18/10

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting