

December 14, 2010



**Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance  
December 14, 2010**

**Members Present**

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

**Other Officials Present**

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

**Visitors**

Trev and Tamara Echols (Mid-Ten Aviation), John Parish and Wade McNabb (Beechcraft Heritage Museum).

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

**Meeting Minutes  
December 14, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the November 9, 2010 meeting were approved as written.**
- 3. Public Comments** – John Parish thanked the Airport Authority and Mid-Ten Aviation for their help and cooperation during the Beechcraft Convention in October. Mr. Parish also thanked Steve Worsham for being the founding Attorney and setting up the structure that served the Museum successfully for over 35 years. Mr. Parish presented a plaque to Mr. Worsham on behalf of the Beechcraft Heritage Museum Foundation. Wade

McNabb also thanked the Airport Authority for their work on behalf of the Aviation community and presented to the Airport a book titled "Barnstormer and the Lady" written by Walter Beech's daughter.

4. **FBO Report** – Tamara Echols presented the FBO report. A total of 6,250 gallons of fuel were sold during the month of November. Self-Serve fuel accounted for 533.6 gallons during the month. Customer feedback for the month of November was good. The monthly inspection noted that fuel inspection sheets were not completed for 4 days and the FBO opened 20 minutes late one morning. Fuel filters with Phillips 66 are on order for both tanks. The jet fuel truck was delivered on 11/27/10. The fuel provider will schedule a training class for employees in January. Tamara requested Board consideration to close the FBO during severe inclement weather. **A motion was made and approved** to allow closure of the FBO during inclement weather with prior permission from the Chairman or Vice-Chairman.
5. **Treasurer's Report** – Buddy Chellstorp presented the treasurer's report. He provided updates on the financial statements, cash flow report and terminal building account status.
6. **Jon Glass presented his Airport Manager Report:**

### ***CURRENT PROJECTS***

**Terminal Building** – The final payment of \$5,472 for the parking lot is being processed. TAD misplaced the paperwork for 3-4 months. A&R Glass is making repairs to the water leak in west vestibule. Sain Construction has been notified of damage to support columns in west vestibule. Southern Creations has been contacted to replace the dead shrubs on SW side of terminal building.

**TAD Funding** – Project requests are being accepted and the next scheduled Tennessee Aeronautics Commission meeting is scheduled for 2/10/11.

**Runway 6/24** – Last week we became aware from transient pilots that flight charts and the Airport Facility Directory show runway 6/24 not available for night operations. This runway was reopened in November 2008 after the overlay project was completed. Updates to the Airport Master Record (5010 Form) were not made at that time. Jon Glass contacted Paul Perry at TAD and the updates have been entered but it will take about 6 weeks to be published. This became a problem for jet traffic at night when runway 18/36 was shortened from 5,000 to 4,200 feet in October. NOTAMS have been issued that 6/24 has runway and taxiway lights, REIL's and PAPI's. Jon Glass is working with FAA in Atlanta to issue a NOTAM that the GPS and VOR approaches are available at night on 6/24.

**Momentum Foundation** – A 75/25 project has been submitted to TAD for a ramp expansion project with an estimated cost of \$275,000. Application for the 84/16 funded water/sewer infrastructure grant with estimated cost of \$295,500 to the TN Department of Economic and Community Development will be submitted on 12/15/10. Momentum Foundation submitted a Business Plan for the application on 12/10/10. Momentum agreed to pay the local match share for the ramp pavement through paid ahead rent payments.

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**2011 Air Show** – The Department of Defense 2535 Form has been submitted requesting the A-10 demo team for the 2011 July Air show/Fireworks event at the Airport. Still need the FAA air show waiver before it can be finalized.

**Fuel Prices** – A survey of fuel prices is included for Board member review.

**Airfield Signage** – Work will be delayed due to previous TAD grant expiration. Jim Currey and Marsha Dubin will write a new grant to cover the remaining work.

**Lighting Inventory** – The final review meeting is ready to be scheduled with TAD project manager as soon as Airfield Signage grant is executed.

**Drainage Repair** – Signed grant and \$7,500 local share have been returned to TAD for processing. Work can begin when Commissioner Nicely signs the grant which is estimated to occur around January 1, 2011.

**North Taxiway Drainage** – Jim Currey with TAD is processing a grant amendment to add money to this project. This project and the above Drainage Repair project will be combined into one project.

**Wal-Mart Retaining Ponds** – Contractor was scheduled to be here December 10 to remove the geese. This was delayed due to bad weather and rescheduled for 12/16/10.

**LPV Approaches** – Date for publication has been moved to June 30, 2011. FAA has submitted numerous forms to Jon Glass for completion regarding airfield and runways. This is a good indication that the June 30, 2011 date for publication will be met. Some of the forms are for amendments to approaches for runway 36 due to threshold relocation.

**Tree Clearing** – Work is complete and the \$2,000 reimbursement has been received from 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 once we receive them back.

**Abandoned Aircraft** – Jim Baron (Twin Beech N432U) requested more time to remove the aircraft from the airport. Letters from Mr. Baron and Mr. Bell were reviewed by Board members. Mr. Bell advised that no extension will be granted.

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

## ***MAINTENANCE/NAVAID PROBLEMS***

**SDF** – Inoperable twice in November - Jon Glass reset.

**NDB** – No problems or outages for November. Sam Crimm and Jon Glass are working to acquire a monitor.

**VOR** – No problems or outages for November. Jon Glass made some adjustments to power setting.

**AWOS** – The TAD AWOS maintenance technician, Kevin Angstadt, had his contract expired 10/31/10. It could be several more months before he or someone else is under contract to maintain the AWOS system in the State.

**RUNWAY AND TAXIWAY LIGHTS** – ODEL's out of service, Don Hall inspecting circuit boards.

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

## ***HANGAR RENT/INSURANCE***

### **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. Graves, McNabb, Raper, East and Routh submitted updated certificates. Notices will be mailed to Groff, Marvel and Harton Hangar Plaza.

**Other** – When leases for South hangar owners were renewed in 2007-2008, four hangar owners were offered two years of lease credits for improvements made to their hangars. Rodney Allison and Gary Meuer submitted and received TAA approval for the credits. Tom Perkins and Sam Crimm made the improvements but forgot that the credits were available. Tom Perkins recently replaced the door on his hangar and Sam Crimm will present documentation for work completed on his hangar for Board consideration of two year lease credits. No action was taken on the lease credits. Note: Sam Crimm stated at the meeting that he would not pursue credit for his work.

## **LEASES**

### ***FBO CONTRACT COMPLIANCE***

<b><i>DATE</i></b>	<b><i>TIME</i></b>	<b><i>ISSUE</i></b>
<b><i>11/18/10</i></b>		<b><i>Fuel inspection checks not completed the prior 4 days</i></b>
<b><i>11/30/10</i></b>	<b><i>7:30am terminal not opened until 7:50 and north hangar door open</i></b>	

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***AIRPORT TRAFFIC***

<b><i>DATE</i></b>	<b><i>FUEL (gallons)</i></b>	<b><i>SOLD</i></b>	<b><i>TRANSIENT AIRCRAFT</i></b>	<b><i>JET OR TURBOPROP</i></b>
<b><i>November 2009</i></b>	Missing			
<b><i>November 2008</i></b>	4,970.7		63	19
<b><i>November 2007</i></b>	Missing			

***AIRPORT MARKETING/PRESENTATIONS*** – Jon Glass and Karla Smith gave a tour of the ACB hangar to Loren Young who is interested in purchasing the hangar for aircraft maintenance purposes. Chairman Miller requested that Mr. Young get prior approval for the business and lease agreement with the Airport Authority before the sale is completed.

***SUGGESTION BOX*** – No comments as of 12/9/10.

**7. Old Business:**

- A. Signage and Landscaping (status of funds)** – Mr. Worsham reported that the purchase and planting of trees with an estimated cost of \$1,800 was approved at the November Board meeting. No action was taken since funding was approved at the November Board meeting. Chairman Miller reported that Industrial Board money set aside for Airport signage and landscaping has been redirected to the local match share for the Momentum Foundation project for water/sewer work.
- B. Glider and Parachute Operations Guidelines Review (Chairman Miller)** – Chairman Miller reported that the skydivers asked for a one-month delay in order to address the Board on the proposed parachute guidelines. Jon Glass advised they would be able to attend the January 2011 Board meeting. Chairman Miller reported that the glider pilots were in agreement with the guidelines. Approval action will be deferred until the January Board meeting.
- C. Tree Planting (Steve Worsham)** – Item covered in Signage and Landscaping item in Old Business.

**8. New Business:**

- A. Jim George Hangar Roof Replacement** – Chairman Miller reported that Dr. George replaced the roof on his hangar with a red metal roof. Prior Board approval for roof replacement and color was not obtained in accordance with the terms of the Lease Agreement. Chairman Miller outlined three options for Dr. George to satisfy the terms of his Lease: Board approval of the roof after the fact; assess a fine to Dr. George and leave roof as is; or require Dr. George to replace or paint the roof with a Board approved color. Board members agreed that a red roof is unacceptable and would not have received prior approval if it had been asked for. **A motion was**

**made and approved** to have airport attorney Jeremy Bell send a letter to Dr. George stating that the red roof was a violation of the terms of his Lease Agreement and must be corrected or his lease will be declared in default. Dr. George must get Board approval on the color prior to replacing or painting the roof.

**B. View Ch. 5 News Story on Airport Wildlife Issues** – A DVD copy of the story from Nashville Ch. 5 News that ran on 11/15/10 was shown to Board members. Board members concurred that it was a well balanced news story.

**C. Recycling Center and December 13 BOMA Meeting** – The Board of Mayor and Aldermen meeting was rescheduled for December 20 due to the weather.

**D. Other.** Chairman Miller presented a list of proposed new TAA accounting procedures from Pat Williams for Board review. **A motion was made and approved** to adopt the procedures.

**9. Alderman Sandlin Comments** – Alderman Sandlin made his comments at the start of the meeting so that he could depart for another meeting. He reported that the Board of Mayor and Aldermen meeting was canceled due to weather on December 13 and was rescheduled for December 20. Alderman Sandlin reported that he was leaning toward making a recommendation to the Board of Mayor and Aldermen that the Recycling Center application be sent back to the Planning Commission for further review. He also suggested that zoning around the Airport should be reviewed. Chairman Miller submitted a letter to the Board of Mayor and Aldermen on the subject and agreed that zoning around the Airport should be reviewed. Vice-Chairman Worsham asked for clarification on the meeting schedule. Alderman Sandlin reported that a vote would be taken on December 20, 2010 to approve or disapprove holding a public hearing on the Recycling Center application. If the public hearing is approved, it will be held on January 10, 2011.

**10. Meeting adjourned at 6:10 pm.**

Submitted on 12/21/10

<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**