

**Tullahoma Municipal Airport Authority**  
P.O. Box 1584 – Tullahoma, TN 37388



**Meeting Attendance**  
September 13, 2011

**Members Present**

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Sharon Tinkler
<input type="checkbox"/>	Dennis Hyde
<input checked="" type="checkbox"/>	Jim Apple
<input checked="" type="checkbox"/>	Karla Smith
<input checked="" type="checkbox"/>	Sam Crimm
<input checked="" type="checkbox"/>	Steve Worsham

**Other Officials Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Wayne Thomas, Tullahoma News (regular meeting only)

**Meeting Minutes - Closed Work Session**  
September 13, 2011

A work session was called to order at 4:15 pm to discuss a sensitive employee issue. Jon Glass discussed the situation, answered questions and made a recommendation to the Board for consideration at the regular meeting. The session was closed to the public. The meeting was adjourned at 4:50 pm.

**Regular Meeting Minutes**  
September 13, 2011

**Visitors**

Mayor Lane Curlee (Agenda Item #2), Bill Stuart, Jeff Osting, Chuck Armstrong, Steve Tudor, Jason Waller and Chris Rounds (North Hangar Proposals).

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

1. **Meeting called to order at 5:03 pm.**
2. **Mayor Curlee** - Mayor Curlee thanked Board members for their service to the City. He reported that his goals as Mayor was to promote residential development, support the 775 local businesses, recruit new industry and promote tourism.
3. **Minutes for the August 9, 2011 meeting were approved** with the following corrections. **A motion was made and approved** to include page numbers and to change Alderman Norris as present for the meeting to Alderman Sandlin.
4. **Public Comments** - Chuck Armstrong suggested that the Airport acquire red carpets for arriving aircraft.
5. **Treasurer's Report** - Karla Smith presented the Treasurer's report. She provided updates on the financial statements, cash flow report and terminal building account status. She reported that all fuel invoices were current with the City and Eastern Aviation. The Coffee County Commission cut the \$12,000 appropriation to the Airport Authority. The Airport Authority has acquired a credit card and fuel man cards.
6. **Jon Glass presented his Airport Manager Report:**

### ***CURRENT PROJECTS***

**Terminal Building** - Replacement of the outdoor fan blades is still an open item and the Contractor has been reminded.

**36 Threshold Markings** - Paul Perry with TAD completed the annual Airport inspection on September 8, 2011 and noted the threshold markings on runway 36 and 24. He will ask Steve Upshaw and Brian Caldwell to visit the Airport and examine the current markings.

**Consultant 5 Year Agreement** - Our current 5 year Agreement with PDC/Hanson will expire September 2011. Advertisements will run starting in the 9/14/11 edition of the Tennessean newspaper. A special called meeting will be held on 9/28/11 to select a Consultant.

**CIP Plan** - A copy of the current plan was provided for Board Member review. Board members made several changes to the plan to be submitted to TAD.

**Momentum Foundation Ramp Expansion Project** - The request for construction funding in the amount of \$405,000 with 90/10 funding will be on the agenda for the September 22, 2011 TAC meeting.

**Runway 6/24 Approach Lighting** - The request for approach lighting for runway 6 in the amount of \$320,000 with 90/10 funding will be on the agenda for the September 22, 2011 TAC meeting.

**NW Airfield Utility Project** - Chairman Miller reported that the City will be selecting an Engineer to design the project and signed contracts have been returned from the State.

**Airfield Signage/Lighting Inventory** - PDC is scheduling the Electrical Engineer to return to the Airport and complete his work.

**Taxiway Drainage Repair** - A copy of meeting minutes from the September 1, 2011 meeting is included for Board member review. Request for bids is scheduled to run in the Tullahoma News on September 14, 2011.

**Wal-Mart Retaining Ponds** - The Geese population has increased over the past two months. Glass and Luckado use the bird bangers anytime they are near the Airport.

**LPV Approaches** - The approaches were published August 25, 2011. Paul Perry with TAD advised Jon Glass that the 250 foot weather minimums on runway 6 were the lowest he had seen in the State for GA Airports. Survey work for the approaches started in 2006.

**Residential TTF Report & Title VI Compliance** - The TTF questionnaire was returned to TAD and we should receive a letter from the TDOT Title VI office that we are compliant with the program.

**Ramp Repair** - The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refunds on previous projects. As of 8/5/11 we have received \$17,000 in refunds on previous projects with another \$17,220.85 still to be returned to us.

### ***FUEL SALES***

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A copy of the fuel spreadsheet is provided for Board member review. A total of 9,935.75 gallons was sold during the month of August:

Jet A - 5,649.7  
AVGAS Full Serve - 2,071  
AVGAS Self Serve - 2,215.05

Markup on the fuel totaled \$7,349.72 and labor cost for the month totaled \$2,970.00. Vandy Life Flight has reestablished their Multi Service card at the Airport and all payments are current. UTSI has agreed to purchase 1,500 gallons of jet fuel the week of September 12 for engine testing at the campus. We are current with all reimbursements to the City for fuel invoices with one invoice outstanding for AVGAS and one for Jet A, but we have not sold all fuel from these purchases. A fuel price comparison and our fuel purchase price from Eastern Aviation on August 25, 2011 was included for Board member review.

**AIRPORT TRAFFIC**

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>August 2010</i>	6,986.8	62	14
<i>August 2009</i>	5,975.2	92	21
<i>August 2008</i>	12,894.4	152	32
<i>August 2007</i>	7,050.3	82	19

**AINTENANCE/NAVAID PROBLEMS**

**SDF** - Out-of-service since June 28. Don Hall has inspected and is looking for spare parts.

**NDB** - Reset 3 times in the month of August 2011 due to storms.

**VOR** - No problems or outages for August 2011.

**AWOS** - No problems or outages for August 2011.

**Veeder Root Fuel System** - Repaired August 20 and working properly.

**RUNWAY AND TAXIWAY LIGHTS** - 10 Transformers were donated to us by Smyrna Airport and Bakers Electric will install them on runway 6/24 the week of September 12.

**REILS AND PAPI** - No issues.

**HANGAR RENT/INSURANCE**

**HANGAR RENT** - The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) including CPI increases. As of 9/9/11, \$35,760.73 has been collected for 2011.

**OVERDUE RENT** - As of 9/9/11, Richard Blazier is 3 months behind and Byrd Raby will discuss his payment with Pat Williams. All other leases are current.

**EXPIRED INSURANCE CERTIFICATE** - A letter was sent to hangar owners March 18 about the requirement to list both the City and TAA as additional insured according to the terms of the Lease agreement. As of 9/9/11 we have received 37 updated Insurance certificates.

**AIRPORT MARKETING/PRESENTATIONS** - Jon Glass spoke to the Sunrise Rotary club and TAD Conference in August 2011.

**SUGGESTION BOX** - Two suggestions were reviewed by Board members regarding fuel prices and the terminal building.

**7. Old Business:**

- A. **Air Race Wrap Up** - Sharon Tinkler reported that the volunteers from the EAA chapter did an excellent job. Eleven aircraft participated in the event and they are looking forward to returning next year. Jim Apple thanked the Rounds family for feeding the pilots and

Karla Smith for providing the trophies.

- B. **Beechcraft Convention** - Wade McNabb was out of town and could not attend the meeting. Jon Glass reported that the planning meeting for the Beechcraft Convention would be held on 9/22/11 at 11:00 am.

8. **New Business:**

- A. **Consultant Selection Process** - Chairman Miller reported that a special called meeting will be held on September 28, 2011 for the Consultant selection process and bids for the taxiway drainage project.
- A. **North Hangar Proposals** - The Airport Authority asked for any interested parties to submit proposals to lease the City owned North hangar at the 9/13/11 Board meeting. Bill Stuart presented a proposal to store aircraft in the hangar and provide a lease back aircraft. He requested a lease term of 3 to 5 years and proposed to pay \$350 per month plus utilities. Jeff Osting with the CAP advised Board members that CAP was interested in using existing office space in the hangar. Chuck Armstrong presented a proposal to expand his current maintenance operation and name it Northern Field Aviation. He proposed a rent credit the first 6 months to make improvements to the hangar, \$401 plus utilities after the first 6 months and \$600 per month after 3 years. Steve Tudor presented a proposal to increase operations of Tennessee Skydiving LLC with leasing of the North hangar. He proposed a long-term lease with a payment amount to be determined at a later date. Chris Rounds presented a proposal for a National Aerospace Education Center. His proposal included a display area for Warbird aircraft classrooms for seminars and short courses with an Aviation library. He proposed a lease payment of \$500 per month plus utilities. The Airport Authority will consider the proposals at a work session at 4:00 pm on 9/27/11.
- B. **TAD Conference Wrap Up** - Steve Worsham reported that Chairman Miller and Jon Glass made excellent presentations at the Conference. Karla Smith and Jimmy Chapman will work on an Airport website.
- C. **CIP Plan** - Board members reviewed and updated the current CIP for the Airport.
- D. **Employment Action** - **A motion was made and approved** to concur with the employment action recommended by Jon Glass during the work session. Steve Worsham abstained.

9. **Alderman Norris Comments** - Alderman Norris reported that Mayor Curlee believes that the Airport is a valuable asset for the City. Alderman Norris said the Airport had made great strides since he last represented the Airport and he was excited to serve on the Board again after a 2-year absence. Karla Smith will work on reducing the amount of paperwork for Board member information packets. Jon Glass will investigate waiving the 3% credit card fee for customers that use Shell cards, cash and checks from local banks for fuel purchases.

10. **Meeting adjourned at 6:57 pm.**

Submitted on 9/19/11

<Original Signed>

Jon Glass  
TAA, Airport Manager

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