

December 13, 2011



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1581  
Tullahoma, TN 37388

**Meeting Attendance  
December 13, 2011**

**Members Present**

- John Miller, Chairman
- Sharon Tinkler
- Dennis Hyde
- Jim Apple
- Karla Smith
- Sam Crimm
- Steve Worsham

**Other Officials Present**

- Jon Glass, Airport Manager
- Alderman Mike Norris
- Wayne Thomas, Tullahoma News

**Visitors**

Niel Loeffler and Klaus Markgraf (Public Comments), Chris Rounds (North Hangar).

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

**Meeting Minutes  
December 13, 2011**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the November 8, 2011, and November 14, 2011, special called meeting, were approved as written.**
- 3. Public Comments** – Niel Loeffler inquired about the profits on fuel sold and the availability of rental aircraft at the Airport. Chairman Miller and Karla Smith reported that the profits on fuel would be used to set up a reserve for the slower winter months,

help the Airport Authority become more self-sufficient and set up a reserve account for fuel farm maintenance. The Airport Authority is also considering a proposal on North hangar that would provide rental aircraft and flight instruction.

Klaus Markgraf reported that the Kennet, MO, Airport had extremely low fuel prices because they bought in bulk when prices were low and bought fuel from multiple fuel companies, and suggested that we consider doing something similar. He then asked the Airport Authority to consider extending the French drain at the taxiway from the residential airpark to the turf runway. Chairman Miller asked the airpark residents to photograph drainage issues on the runway for documentation to apply for a grant to fix the problem.

Karla Smith reported that the Airport Authority had decreased the price of fuel since taking over fuel sales in May 2011 and the prices were very competitive with surrounding Airports. Fuel buy prices are also monitored on a daily basis and our fuel provider, Eastern Aviation, worked with us to split loads of fuel with other Airports. Chairman Miller also reported that Eastern Aviation provided the Airport with a ten million dollar liability policy on our aviation fuel.

- 4. Treasurer's Report** – Karla Smith presented the Treasurer's report with updates on the financial statements, cash flow report and terminal building account status. She reported that the Finance Department at City Hall would handle the Airport Authority accounts payable effective January 1, 2012. A budget work session will be held prior to the January 10, 2012 Board meeting. A local company has volunteered to pick up the AVGAS truck in Wisconsin sometime next week.

#### **5. Jon Glass presented his Airport Manager Report:**

##### ***CURRENT PROJECTS***

**Terminal Building** – Hard drive for AWOS computer is OTS in Flight Planning room. A new one has been ordered and will arrive by 12/15/11.

**36 and 24 Threshold Markings** – TAD will correct the markings in the spring of 2012 at no cost to us.

**Momentum Foundation Ramp Expansion Project** – Jon Glass has requested the grant from TAD for this approved project.

**Runway 6/24 Approach Lighting** – State grant has been received and signed by Chairman Miller and Jeremy Bell. Sue Wilson transferred \$32,000 to TAA today for the local share amount. **A motion was made and approved** to submit the \$32,000 local share to TDOT. The Airport capital improvement project has a balance of \$28,100.

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**NW Airfield Utility Project** – The City issued a Notice to Proceed for design and engineering services to Littlejohn Engineering Associates on 11/30/11.

**Airfield Signage/Lighting Inventory** – PDC is attempting to schedule the Electrical Engineer to return to the Airport and complete his work.

**Maintenance Contract Reimbursement** – The \$5,500 reimbursement should arrive in our account 12/8/11.

**Taxiway Drainage Repair** – This is day 33 of 60 contract days and the work is about 70% complete. Contractor plans on pouring concrete tomorrow to repair ramps to the taxiway at Beckwith and Flandro hangar.

**Wal-Mart Retaining Ponds** – 3 to 4 dozen geese are present at the ponds. The airfield deer situation has improved with the mowing of the entire airfield this fall. Chairman Miller asked Jon Glass to contact Public Works about removing trees with chainsaws around some of the drainage structures in the NW area.

**Runway 18/36 Damage** – Maurice Hale has submitted the \$3,725 repair bill from Rogers Group to his personal insurance company.

**NW Airfield Layout** – Jody Baltz and Jon Glass will meet at the PDC office tomorrow to review a draft hangar/road layout of the area.

**AVGAS Truck** – The title for the truck arrived 12/12/11.

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

**Atlanta FAA Conference** – Jon Glass will attend the conference from January 26 to January 27.

**Airport Sign** – Dream Tullahoma Committee is working with Jacobs to update and upgrade the Airport sign on Jackson Street adjacent to Kentucky Fried Chicken.

**Christmas Parade** – Jon Glass would like to thank Dani Hartberger for entering an Airport float in the Chamber of Commerce Christmas parade. She did a wonderful job and the crowd enjoyed seeing it.

**FUEL SALES**

<b>November 2011</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	2,089.3	2,521.19	<b>4,610.49 Gallons</b>
<b>Flow Fee</b>	\$208.93	\$252.12	<b>\$461.05</b>
<b>Pump Fee</b>	\$1,044.65	\$756.36	<b>\$1,801.01</b>

<b>November 2011</b>	<b>Jet</b>	<b>Jet Based VLF Discount</b>	<b>Jet Based MF Discount</b>	<b>Jet Transient Discount</b>	<b>Total</b>
<b>Gallons</b>	1,273	1,310.5	2,333	3,400	<b>8,316.5</b>
<b>Flow Fee</b>	\$127.30	\$131.05	\$233.30	\$340.00	<b>\$831.65</b>
<b>Truck Fee</b>	\$127.30	\$131.05	\$233.30	\$340.00	<b>\$831.65</b>
<b>Pump Fee</b>	\$1,273.00	\$917.35	\$1,866.40	\$1,462.00	<b>\$5,518.75</b>

Total AVGAS & Jet Gallons = 12,927

Total Flow Fee = \$1,292.70

Total Jet Truck Fee = \$831.65

Total Pump Fee = \$7,319.76

Total Employment Cost = \$2,120.00

**Jet Truck Fee Minus Rental = +\$231.65**

**Pump Fee Minus Employment Cost = +\$5,199.76**

**FUEL PRICES**

<b>12/8/11</b>	<b>Tullahoma</b>	<b>Shelbyville</b>	<b>Winchester</b>	<b>McMinnville</b>	<b>Fayetteville</b>	<b>Murfreesboro</b>
AVGAS SS	\$4.79	-----	\$4.82	-----	-----	\$5.15
AVGAS FS	\$4.99	\$4.74	\$4.82	\$4.95	\$5.40	\$5.35
Jet	\$5.19 (Full Discount = \$4.64)	\$4.39	\$4.91	\$4.95	\$4.40	\$5.14

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**AIRPORT TRAFFIC**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>	<b>TRANSIENT AIRCRAFT</b>	<b>JET OR TURBOPROP</b>
<b>November 2010</b>	6,250.0		
<b>November 2009</b>	Missing		
<b>November 2008</b>	4,970.7	63	19
<b>November 2007</b>	Missing		

**November 2011 OPERATIONS**

Single Engine Based	416
Multi Engine Based	42
Jet or Tuboprop Based	112
Single Engine Transient	324
Multi Engine Transient	58
Jet or Turboprop Transient	24
Military	14
Total	990

**MAINTENANCE/NAVAID PROBLEMS**

**SDF** – Out of service entire month. Don Hall advised Jon Glass on 12/9/11 that Paris, TN has the same Wilcox model number SDF, and he might be able to acquire parts from it. If this does not work out in the next 30 to 60 days, I suggest the Board consider removing the SDF as one of our NAVAIDS.

**NDB** – NDB back in service 12/9/11 and NOTAM canceled.

**VOR** – No problems or outages for November 2011

**AWOS** – No problems or outages for November 2011.

**Veeder Root Fuel System** – Working properly.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for November 2011.

**REILS AND PAPI** – Bill Beggs has not made any progress repairing the REILS for runway 24 in 4 months. Jon Glass will see if we can replace the REIL's on 6/24 with another supplier in the approved 6/24 approach lighting project.

**HANGAR RENT/INSURANCE**

**HANGAR RENT** – The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) with CPI increases. A log of every hangar lease payment received this year was included for Board member review. Pat Williams is working on letters for 2012 CPI increases to hangar owners.

**OVERDUE RENT** – Vanderbilt LF is 2 months behind on UDAG loan. Mike Loehle brought his rent current just prior to the meeting. Vanderbilt had a similar issue several years ago where somebody forgot to renew their automated payments to us at the start of their FY and it has happened again. Jon Glass contacted the Finance Department and it will be corrected along with the overdue loan payments. Charles Parish will advise Jon Glass what the estate of Robert Graves wants to do with his hangar.

**EXPIRED INSURANCE CERTIFICATE** – Jon Glass contacted all the people marked with an asterisk in the last column of spreadsheet regarding insurance certificates this past month.

**OTHER** –

**AIRPORT MARKETING/PRESENTATIONS** – None for November 2011.

**SUGGESTION BOX** – No suggestions or comments for November 2011

**6. Old Business:**

- A. North Hangar** – Sam Crimm advised Board members that Chris Rounds was still interested in leasing the North hangar, starting a Museum and providing flight instruction from the hangar. Mr. Worsham suggested that the Board make a decision on leasing the North hangar. Chris Rounds then addressed the Board and outlined his proposal. He offered to pay \$500 per month to lease the hangar and make some exterior and interior improvements to the hangar. He also offered to work with the Airport Authority to provide space in the hangar for transient aircraft. **A motion was made and approved** to form a committee and enter into negotiations to define lease agreement details with Chris Rounds before the January 10, 2012 Board meeting. The Skydivers will also be included in the negotiations.
- B. Website Updates** – Chairman Miller reported that the City website had been improved and the Airport Authority could now add content to the website. Karla Smith and Sam Crimm volunteered to update the website.

**7. New Business:**

- A. Employment Status** – Chairman Miller reported that he asked Casta Brice to consider moving Jimmy Chapman from an hourly to an exempt salaried employee status. Mrs. Brice explained in an e-mail copy provided to Board members that Mr. Chapman was eligible for an exempt salary position. **A motion was made and approved** to move him to the salaried position around January 1, 2012. His job title will become Deputy Airport Manager.

**8. Alderman Norris Comments** – Alderman Norris reported that both the Airport Authority and the Airport were getting a lot of positive comments at meetings at City Hall regarding economic growth potential for the City.

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**9. Meeting adjourned at 6:22 pm.**

Submitted on 12/19/11

<Original Signed>

Jon Glass  
TAA, Airport Manager

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