

January 30, 2012



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
January 30, 2012**

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

Jeremy Bell (TAA Attorney), Dr. Niel Loeffler (Public Comments), Mike Mullins, Jason Waller and 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
January 30, 2012**

1. Meeting called to order at 3:06 pm.
2. Minutes for the January 10, 2012 meeting were approved as written. Minutes for the January 4 and 5 Work Session were approved with the title changed from Meeting Minutes to Work Session. Minutes for the January 17 Work Session were approved as written. Minutes for the January 18 Work Session were approved with a modification to 4a.

3. **Public Comments** – Dr. Niel Loeffler reported that Mr. Worsham was reappointed to TAA at the last Board of Mayor and Aldermen meeting. He thanked the Skydivers for allowing Leo to remain in his rented space in the North hangar.
4. **Treasurer's Report** – Financial reports were not ready since the Board meeting was held prior to the end of the month. Karla Smith, Jon Glass and Jimmy Chapman will meet with Pat Williams to discuss accounting procedures for fuel purchases.
5. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – The electrical contractor did not show up Thursday as planned. Re-schedule time is unknown.

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

2012 Air Show – Mike Rutherford, Kirk Neimiller, Kedric Ruitz, Wade McNabb and Jon Glass will meet Friday February 3rd to discuss performers for the Air Show this year.

Airport Inspection – The Airport inspection from last year was received on 1/23/12. The documentation to determine which trees violate the 20 to 1 slope has not been received yet. A conditional license has been issued until some trees on the approach end of 18 and 9 are trimmed. Jon Glass will start a project when the trees are identified.

Momentum Foundation Ramp Expansion Project – The grant has been received from TAD and Momentum has been notified that the local share amount is due.

Runway 6/24 Approach Lighting – The grants have been returned with the Commissioner's signature. We will set up a scope of work meeting with PDC and Steve Upshaw to start the project.

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 – Ron Fitzgerald suggested that a new project be submitted to TAD.

Hangar Space – On Friday January 6, 2012 Chuck Armstrong (9:15 am) and Chris Rounds (9:40 am) advised Jon Glass that they were interested in signing a construction lease on the vacant lot behind the Momentum Hangar. Mr. Armstrong and Mr. Rounds both committed to signing the lease and paying a full year rent at the time of lease signing.

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Taxiway Drainage Repair – This is day 68 of 60 contract days and work is 99% complete. Jimmy Broom is working on estimate to deliver AVGAS truck and dimensions for the vacant lot behind the Momentum Foundation 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.

Runway 18/36 Damage – Maurice Hale has submitted the \$3,725 repair bill from Rogers Group on his personal insurance policy. Jon Glass submitted some additional documentation to the claims adjuster on 1/30/12.

NW Airfield Layout – The plan is under review with LittleJohn Engineering.

Ramp Repair – The grant amount is \$300,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. As of 1/23/12 we have received \$24,400 in refunds on previous projects with another \$9,915 owed to us.

Atlanta FAA Conference – Jon Glass will attend the conference on 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 KFC.

FUEL SALES

Fuel sales are 5,084.73 gallons for the month of January. We have the lowest AVGAS prices in a 50 mile radius as we loaded up on AVGAS in December when the buy price was 40 cents cheaper than it is today. Sue Wilson is working with Frank Lamborn to reduce the premium on Airport insurance. The UDAG loan payments for the AVGAS truck equal \$83.22 per month for 10 years without the anticipated \$5,000 to 6,000 down payment. All fuel filters have been replaced. January and February fuel sales will be updated at the March Board meeting.

January 2012	AVGAS	AVGAS SS	Total
Gallons	997.6	1,295.43	2,293.03
Flow Fee	99.76	129.54	\$229.30
Pump Fee	498.80	388.63	\$887.43

January 2012	Jet	Jet Based VLF Discount	Jet Based MF Discount	Jet Transient Discount	Total
Gallons	737	1,992.7	62	0	2,791.7
Flow Fee	73.70	199.27	6.20	0	\$279.17

Truck Fee	73.70	199.27	6.20	0	\$279.17
Pump Fee	737.00	1,394.89	37.20	0	\$2,169.09

Total AVGAS & Jet Gallons = 5,084.73

Total Flow Fee = \$508.47

Total Jet Truck Fee = \$279.17

Total Pump Fee = \$3,056.52

Total Employment Cost = \$2,000.00

Jet Truck Fee Minus Rental = -\$320.83

Pump Fee Minus Employment Cost = +\$1,056.52

FUEL PRICES

1/23/12	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.79	-----	\$5.24	-----	-----	\$5.26
AVGAS FS	\$4.99	\$4.94	\$5.24	\$4.95	\$5.40	\$5.46
Jet	\$5.09 (Full Discount = \$4.54)	\$4.74	\$5.07	\$4.95	\$4.70	\$4.78

AIRPORT TRAFFIC

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>January 2011</i>	3,448.9		
<i>January 2010</i>	3,327.5	37	9
<i>January 2009</i>	4,673.6	72	26
<i>January 2008</i>	5,344.2	47	13
<i>January 2007</i>	4,259.9	99	19

January 2012 OPERATIONS

Single Engine Based	160
Multi Engine Based	28
Jet or Tuboprop Based	34
Single Engine Transient	110
Multi Engine Transient	54
Jet or Turboprop Transient	58
Military	12
Total	456

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MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Don Hall advised that Paris, TN gave him permission to obtain the parts from their system. He will schedule a trip to pick them up ASAP.

NDB – No problems or outages for January 2012.

VOR – No problems or outages for January 2012.

AWOS – No problems or outages for January 2012.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2012.

REILS AND PAPI – Don Hall has not received the repaired circuit boards as of 1/24/12.

HANGAR RENT/INSURANCE

HANGAR RENT – The new hangar rent total due for 2012 is \$37,005.84 (Vandy LF not included) with CPI increases.

OVERDUE RENT – All rental payments for 2011 are current. Vandy LifeFlight submitted overdue UDAG loan payments this past month and Robert Graves daughter has picked up payments on the hangar until it is sold.

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

OTHER –

AIRPORT MARKETING/PRESENTATIONS – Lighttube TV interview and Chamber spotlight newspaper article.

SUGGESTION BOX – No suggestions or comments for January 2012.

6. Old Business:

- A. North Hangar Leases** – Chairman Miller reported that the Board and TAA Attorney Jeremy Bell reviewed the proposed lease during the work session prior to the Board meeting. Mr. Bell reviewed three revisions regarding the first right of refusal, default and utility payment provisions. Mike Mullins and Chris Rounds then reviewed questions they had with the Board on the lease. The Skydivers agreed to let Leo Benetti-Lougini to remain in his rented space in the hangar. Board members agreed to remove the 90 day out clause. The aircraft maintenance clause will be reworded to state aircraft mechanical work for hire or compensation. Repairs to the hangar below \$1,000 per occurrence will be the responsibility of the tenants. It was agreed to split the water/sewer bill 50/50 with TAA and the two tenants. The term of the lease will be increased from one year to two years. Jeremy Bell will incorporate the changes and send to both tenants for review. **A motion was made and approved** to accept the two leases as amended beginning on February 10, 2012.

B. Board Member Duties List (Dennis Hyde Proposal) – A motion was made and approved to accept the list, subject to change after officer elections each March.

7. New Business:

A. Cash/Check Fuel Purchase Policy Approval – Karla Smith reviewed a proposed policy for fuel purchases. **A motion was made and approved** regarding cash/check retail sales to local Airport tenants. If the invoice is not paid in full at the time of purchase, the customer shall provide his/her credit card authorization prior to completion of the sale. If the invoice is not paid in full with either cash or check within 24 hours of service, then the invoice shall be processed using the customer's credit card authorization and the customer shall forfeit any credit card fuel processing fee deduction.

8. Alderman Norris Comments – Alderman Norris was not present for the meeting. Board members discussed ideas to host a meeting with the Coffee County Commission members at the Airport. EAA will study the possibility of the Airport offering MOGAS for aircraft and report back at the March Board meeting.

9. Meeting recessed at 4:52 pm. It will be reconvened by Chairman Miller if necessary regarding the North hangar lease.

Submitted on 2/14/12

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting