

March 13, 2012



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
March 13, 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

Work Session Meeting Minutes - 4pm

The work session was closed to the public due to attorney-client privilege. Ms. Casta Brice, City of Tullahoma Human Resources Director, was also in attendance. The work session concluded at 5pm.

**Regular Meeting Minutes
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Visitors

Butch Taylor (Public Works), Ron Fitzgerald and Tony Mancini (PDC), Dr. Niel Loeffler (Public Comments), Chris Rounds (North Hangar Lease).

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 5:11 pm.**
2. Tony Mancini and Ron Fitzgerald with PDC presented an update of current Airport projects. A plan to correct the drainage problem on the turf runway at the intersection of the taxiway was discussed with Board members. Butch Taylor advised that Public Works could provide the labor to complete the drainage repairs and the Airport Authority would pay for materials. He will schedule the work in the next few weeks. Tony Mancini will ask Steve Upshaw with TAD if the South hangar drainage problem can be added to the scope of work on the ramp concrete repair project. Ron Fitzgerald presented Chairman Miller with the final draft of the Airfield Lighting study project and summarized the findings of the study. Tony Mancini reported on changes made to the NW area layout. A second t-hangar complex was added to the layout and PDC verified the Building Restriction Line (BRL) adjacent to Runway 6 as requested by TAD's Brian Caldwell. Ron Fitzgerald provided a scope of work and cost estimates for repairing the south taxiway lights. This project request will be submitted to TAD for funding.
3. **Minutes for the January 30, 2012 10, 2012 meeting were approved** as written.
4. **Public Comments** – Dr. Neil Loeffler thanked PDC for providing a slideshow of their presentation regarding airport projects, making them easier to understand.
5. **Treasurer's Report** – Board members reviewed the financial statements from Pat Williams. The AVGAS truck is discussed in the Old Business.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – The electrical contractor will return to repair front and back exterior lights at no cost as their schedule allows. Thermostat was replaced in the building this past month and was under warranty.

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

2012 Air Show – The Form 2535 has been submitted to the FAA to approve the airport for the Air Show. The targets for performers are the Aeroshell team, Jerry the Jet and a P-51 Mustang/Heritage flight. The Aeroshell team will require funding from Arnold AFB and the chances of a Heritage flight are slim. Mike Rutherford and Jon Glass will meet with Troy Martin of American City Bank on 3/9/12 to solicit donations for the Air Show.

Turf Runway Maintenance – An unsolicited proposal from Hilltop Lawn Service and a breakdown of current TAA maintenance on the turf runway was provided for Board review.

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Airport Inspection – The airport inspection from last year was received on 1/23/12. Richard Raper is currently surveying and marking the trees noted in the report at the approach end of runway 9 and 18. Steve Upshaw confirmed that we currently have an open tree-clearing grant that can be used to hire a contractor and remove the trees much faster.

Momentum Foundation Ramp Expansion Project – PDC has completed the plans for the project. The schedule is to advertise for bids on March 30 with the bid opening scheduled for April 27 at 2:00 pm.

Runway 6/24 Approach Lighting – A copy of the minutes from the scoping meeting was provided for Board member review.

NW Airfield Utility Project – The City issued a notice to proceed for design and engineering services to LittleJohn Engineering Associates on 11/30/11. Further action is awaiting approval of the City's request for additional funding for the grant.

Maintenance Contract Reimbursement – Jon Glass submitted a \$5,300 reimbursement on 3/12/12.

Hangar Transfer – Chris Rounds requested permission to enter into a new lease agreement for hangar South 118. **A motion was made and approved** to enter into a new lease agreement with Chris Rounds for hangar South 118.

Coffee County Commission Funding – Request for appropriations are due to the County Accounts and Budget office by April 1, 2012. Previous funding to the airport was \$12,000 per year, but was eliminated for this FY.

Hangar Space – Chuck Armstrong signed a lease agreement for the vacant space (North 312, 80 x 100) on March 1, 2012.

Taxiway Drainage Repair – Meeting minutes for the punch list inspection were provided for Board member review. The contractor will return around April 15 to plant grass seed. A letter will be sent to Jimmy Broom regarding cleanup to be completed and hangar damage to repair prior to final payment being made.

Runway 18/36 Damage – US Specialty Insurance submitted a \$3,960.00 check to TAA for the runway damage resulting from the plane crash last fall. \$3,725.00 will be paid to Rogers Group and the remaining \$235 will go to TAA for labor cost.

NW Airfield Layout – The plan is under review with LittleJohn Engineering. Jody Baltz and Jon Glass met with Brian Caldwell (Chief Planner, TAD) last month to review the layout. Mr. Caldwell's comments were very positive on the layout and he made two suggestions to improve it that PDC has since incorporated into the layout.

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

TN Aeronautics Division – The conference is scheduled for August 22 – 24 this year and the next Aeronautics Commission meeting is scheduled for May 17.

Young Eagles 3/17/12 – Eastern Aviation will provide 100 gallons of AVGAS free for the event. The 100 gallons will be credited on our next load of AVGAS.

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

Surplus Vehicle – The City has agreed to surplus a 2001 Ford Expedition from the Police Department to the Airport Authority for use as a second courtesy vehicle.

FUEL SALES

Fuel sales for the month of February were 8,112.55 gallons. Last February a total of 2,918.6 gallons were sold. TAA took over fuel sales on May 14, 2011. With 10 weeks left in our first year of fuel sales we have sold 110,137.53 gallons. Fuel sales for the entire years of 2007 to 2010 were as follows: 2007 – 107,196.8, 2008 – 113,262.8, 2009 – 94,408.7 and 2010 – 97,983.8. Dani Hartberger will go off the work schedule on March 18, 2012 and return to work the ABS event in May. Her last official day will be May 7, 2012. All fuel filters have been replaced. A draft work schedule is included for Board member review.

February 2012	AVGAS	AVGAS SS	Total
Gallons	1,773.88	2,593.67	4,367.55
Flow Fee	\$177.38	\$259.36	\$436.74
Pump Fee	\$886.94	\$778.10	\$1,665.04

January 2012	Jet	Jet Based VLF Discount	Jet Based MF Discount	Jet Transient Discount	Total
Gallons	573.5	609	477.5	2,085	3,745
Flow Fee	\$57.35	\$60.90	\$47.75	\$208.50	\$374.50
Truck Fee	\$57.35	\$60.90	\$47.75	\$208.50	\$374.50
Pump Fee	\$573.50	\$365.40	\$429.75	\$1,572.10	\$2,940.75

Total AVGAS & Jet Gallons = 8,112.55

Total Flow Fee = \$811.24

Total Jet Truck Fee = \$374.50

Total Pump Fee = \$4,605.79

Total Employment Cost = \$1,751.00

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Jet Truck Fee Minus Rental = -\$225.50
Pump Fee Minus Employment Cost = +\$2,854.79

FUEL PRICES

3/8/12	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.34		\$5.19			\$5.83
AVGAS FS	\$5.59	\$5.14	\$5.19	\$4.95	\$5.40	\$6.03
Jet	\$5.39	\$4.74	\$5.25	\$4.95	\$4.70	\$5.14

AIRPORT TRAFFIC

DATE	FUEL SOLD (gallons)	TRANSIENT AIRCRAFT	JET OR TURBOPROP
February 2011	2,918.6		
February 2010	6,237.5		
February 2009	6,637.8		
February 2008	6,637.8		
February 2007	8,972.5		

February 2012 OPERATIONS

Single Engine Based	258
Multi Engine Based	20
Jet or Tuboprop Based	62
Single Engine Transient	226
Multi Engine Transient	40
Jet or Turboprop Transient	44
Military	28
Total	

Self Serve/Full Serve AVGAS Ratio

A 5 cent-per-gallon fuel truck fee was added to the AVGAS full serve price last month to pay the loan for the AVGAS truck. Currently there is a 25-cent per gallon difference in the price of self-serve and full serve fuel. Jet fuel has a 10-cent per gallon truck fee included in the price. The chart below shows the ratio of self-serve gallons sold versus full serve since August 2011. The Board considered adding the 5-cent truck fee to the self serve price but action on this item was deferred until the April Board meeting.

Month	Full Serve Gallons	Self Serve Gallons	Ratio
August 2011	2,071	2,215.1	1.06
September 2011	1,693.7	2,633.2	1.55
October 2011 (Beech Convention)	3,755.6	7,153.4	1.90
November 2011	2,089.3	2,521.1	1.20
December 2011	1,409.8	1,520.5	1.07
January 2012	997.6	1,295.4	1.29
February 2012	1,773.8	2,593.6	1.46
Totals	13,790.8	19,932.3	1 Full Serve gallon to 1.45 Self Serve gallons

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 February 2012.

VOR – No problems or outages for February 2012.

AWOS – OTS for 2 hours on 2/25/12, Jon Glass reset. No other problems or outages. Kevin Angstadt has installed the equipment for METAR's. AWOS information should be published on the internet by the end of March 2012.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for February 2012. ODAL's for runway 18 have been listed as being decommissioned. Guardian Electric will remove them at no cost to us for the spare parts.

REILS AND PAPI – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 3/8/12.

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. Richard Blazier is currently the only hangar owner that is more than one month behind (2 months) in rental payments. He has been contacted.

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 – None for February 2012.

SUGGESTION BOX – No suggestions or comments for February 2012.

7. Old Business:

- A. AVGAS Fuel Truck Payoff** – Chairman Miller reported that the Board had previously agreed to pay off the UDAG loan for the fuel truck from the donor account. Karla Smith proposed that donations collected for the truck be used to pay off the loan and to continue making monthly payments on the UDAG loan until it was paid off. The shipping cost for the truck will be paid from the donor account. **A motion was made and approved** to not pay off the truck from the donor account at this time.
- B. North Hangar Lease Status** – Steve Tudor advised Jon Glass before the meeting that he and Mike Mullins were in the process of signing the lease on behalf of TN Skydiving. Chris Rounds advised that his Attorney was still reviewing the Lease.
- C. Disabled Twin Beech Status** – Jon Glass advised that Dave Patterson had been present at the airport the previous weekend working on the aircraft and had a place to relocate the airplane off of airport property. **A motion was made and approved** to re-evaluate the status of the disabled aircraft at the April Board meeting.

8. New Business:

- A. Fuel Insurance Coverage Options** – Jon Glass obtained quotes from Sue Wilson to insure the fuel in the tanks. The insurance would cover theft, acts of God, weather and major leaks or explosions. The premium for the two trucks would be \$1,500 per year and \$74.00 for the fuel tanks. **A motion was made and approved** to obtain the \$74.00 per year coverage for the tanks only.
- B. Ramp Repair Contract Approval** – Chairman Miller reported that this contract was ready to sign and submit to TAD. The \$30,000 local share will be funded from refunds on previous airport projects. Chairman Miller met with the Director of the Aeronautics Division the previous week and the last remaining \$9,500 refund was found and will be processed. **A motion was made and approved** to submit the signed grant back to TAD for execution.
- C. South Taxiway Lights Project Request Approval** – **A motion was made and approved** to submit this project request with a \$2,000 local share to TAD for approval. Chairman Miller reported that this project will correct the wiring problem with this taxiway and allow the lights to burn along with the rest of the taxiway lights.
- D. North Hangar Roof Repair Project Approval** – Chairman Miller reported that Richard Rinks provided a scope of work and cost estimate to properly repair the

North hangar roof. **A motion was made and approved** to submit this project request with a \$7,500 local share to TAD for approval. Funding for these two project requests will come from the City capital improvement account for the airport.

E. Employee Annual Appraisal Approval – A motion was made and approved to accept the appraisal as discussed in the closed-to-the-public work session held prior to the meeting.

F. Annual Officer Elections – A motion was made and approved to keep the current slate of officers.

9. Alderman Norris Comments – Alderman Norris reported that the Airport Authority was seeing benefits from working closely with the City and he reported that the Airport Authority was working well with the City. Alderman Norris is also exploring options for City funded hangars in the future.

10. Meeting was adjourned at 6:27 pm.

Submitted on 3/20/12

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting