

June 12, 2012



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
June 12, 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 – 3:30 pm

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 5 pm.

**Regular Meeting Minutes
June 12, 2012**

Visitors – Chris Rounds (Public Comments).

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 5:10 pm.**

2. **Minutes for the May 8, 2012 meeting were approved** with the following corrections: Modifications were made to the wording in the last sentence in both agenda items #4 and 5.
3. **Public Comments** – Chris Rounds presented a report on the activities of the National Aerospace Education Center for the past month. He reported that a total of 22 hours of aircraft rental and flight instruction time occurred along with 458.8 gallons of fuel purchased. First Baptist Church will hold a VBS wrap up at the Airport on June 15, there will be a Young Eagles event on June 16 and NAEC will hold a fundraiser on June 29.
4. **Treasurer's Report** – Karla Smith reviewed the financial reports from Pat Williams for the previous month. She reported that the cost of the annual audit report would decrease \$200 this year. Jon Glass will meet with Pat Williams 6/15/12 to update the community hangar payments. **A motion was made and approved** to fund drinks and ice if needed from the donor account for Air Show performers on June 29.
5. **Jon Glass presented the Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Jon Glass has called the POC with the Electrical Contract that will repair the exterior lights 6 times between 6/4/12 and 6/8/12. He has not returned my phone call as of 6/8/12. Jon Glass will ask Richard Rinks to call the Contractor.

36 and 24 Threshold Markings – Steve Upshaw advised Jon Glass that bids were opened on 6/6/12 and it would take about 2 weeks to sign contracts. I requested for Mr. Upshaw to put us on the schedule anytime after the Air Show scheduled for June 29, 2012.

Parish/City/TAA Agreement – The response from TAD is included for Board member review. Our attorney is reviewing and will discuss with the Parish attorney.

2012 Air Show – Schedule and list of performers is included for Board member review. Rodney Allison (L-39) and Keith Davis (Pitts S-2B) have been added to the Air Show.

TAD Airport Inspection – Paul Perry with TAD should be here in the next 30 to 60 days to complete the annual inspection.

XP Services Ramp Expansion Project – The \$45,000 local share from Momentum Foundation is due before the close of business on June 26, 2012, otherwise the bid will expire. **A motion was made and approved** to have TAA attorney Jeremy Bell send a letter to the Momentum Foundation regarding the upcoming deadline to submit the local share.

Runway 6/24 Approach Lighting – The scope of work from PDC will be available for review prior to the Board meeting. This project will be bid with the South taxiway light project to save costs. Jon Glass reported that he spoke with Tony Mancini from PDC prior to

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the meeting and some environmental issues will need to be discussed prior to the start of the project. Mr. Mancini will summarize the issues in an e-mail to TAA.

NW Airfield Utility Project – Jody Baltz has not received a signed grant for this project. A final meeting with the design firm will take place in the near future.

FY 12 Maintenance Contract – As of June 6, 2012 we have spent \$35,792.96 of the maximum \$36,000 grant amount. Jon Glass will submit the final reimbursement this week.

North Hangar Roof Leak – The 50/50 funded \$15,000 project request has been approved by TAD. The signed grant and local share amount were returned to TAD on 5/17/12.

South Taxiway Light Repair – The 90/10 funded \$20,000 project request has been approved by TAD. The signed grant and local share amount were returned to TAD on 5/17/12.

Hangar Leases – The sale of hangar #S112 from Gary Routh to Klaus Markgraf has been completed. A motion was made and approved to enter into a new lease agreement with Klaus Markgraf at the May 2012 Board meeting.

Airfield Signage/Lighting Inventory – PDC has completed the Study.

Coffee County Commission Funding – The request for \$60,000 in funding from Coffee County was submitted prior to the April 1, 2012 deadline.

Taxiway Drainage Repair – Payment of \$88,910 has been made to Broom Construction. The remaining \$28,260 in TAA funds is being held for retainage. Copy of the letter mailed to Broom Construction on 6/5/12 regarding the grass, concrete and hangar damage is included for Board member review. Jon Glass will meet with the Contractor and Ron Fitzgerald with PDC next Monday to discuss these remaining issues.

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 6/4/12 we have received \$24,400 in refunds on previous projects with another \$9,915 owed to us. The signed grant from TAD was returned to us on 5/4/12. Jon Glass contacted Steve Upshaw with TAD on the status of this refund on 6/7/12.

Cargo Aircraft – A monthly log of cargo aircraft is being kept and is provided for Board member review.

Ramp – The ramp has been sprayed with poison and community service workers used weed eaters to remove the grass and weeds from the expansion joints.

TN Aeronautics Division – The Conference is scheduled for August 22 – 24 this year and the registration packages should arrive any day now.

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 for the month of May were 15,845.55 gallons. Last May a total of 6,721.1 gallons were sold. TAA took over fuel sales on May 14, 2011. Our first full year of fuel sales totaled 140,353.78 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. Fuel Sales for the ABS event were 3,000 gallons and all invoices have been paid. Fuel sales for Bonnaroo totaled 5,220.7 gallons. We had 31 aircraft with about 150 passengers. Fuel sales for Bonnaroo were less than half of last year’s numbers. While the ABS and Beechcraft Convention produce consistent and predictable fuel sales I believe Bonnaroo will vary each year in the future. I believe 5,000 gallons is the low end and 15,000 gallons is on the high end for the 6 day event. Antonio More was hired 6/5/12 and will work for 2 to 3 months this summer on a part-time basis.

May 2012	AVGAS	AVGAS SS	Total
Gallons	5,016.67	1,972.68	6,989.35
Flow Fee	\$501.67	\$197.27	\$698.94
Pump Fee	\$2,508.34	\$591.80	\$3,100.14

May 2012	Jet	Jet Based VLF Discount	Jet Transient Discount	Total
Gallons	2,765	1,303.2	4,788	8,856.2
Flow Fee	\$276.50	\$130.32	\$478.80	\$885.62
Truck Fee	\$276.50	\$130.32	\$478.80	\$885.62
Pump Fee	\$2,765.00	\$781.92	\$4,015.40	\$7,562.32

Total AVGAS & Jet Gallons = 15,845.55

Total Flow Fee = \$1,584.56

Total Jet Truck Fee = \$885.62

Total Pump Fee = \$10,662.46

Total Employment Cost = \$2,929.82

Total Insurance Cost = \$985.00

Jet Truck Fee Minus Rental = +\$285.62

Pump Fee Minus Employment Cost and Insurance = +\$6,747.64

FUEL PRICES

6/8/1	Tullahom	Shelbyvill	Wincheste	McMinnvill	Fayettevill	Murfreesbor
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AVGAS SS	\$5.47	-	\$5.14	-	-	\$5.93
AVGAS FS	\$5.72	\$5.54	\$5.14	\$5.29	\$5.90	\$6.13
Jet	\$4.97	\$4.74	\$4.91	\$5.10	\$4.80	\$5.35

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
May 2011	6,721.4
May 2010	9,263.2
May 2009	7,387.5
May 2008	9,757.9
May 2007	8,133.1

May 2012 OPERATIONS

Single Engine Based	304
Multi Engine Based	22
Jet or Tuboprop Based	126
Single Engine Transient	764
Multi Engine Transient	136
Jet or Turboprop Transient	80
Military	16
Total	1,448

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Don Hall recommends that we consider decommissioning the SDF. Chairman Miller asked Jon Glass to place notices in the terminal regarding decommissioning. Comments will be collected for the next 45 days and then a decision will be made on the SDF.

NDB – No problems or outages for May 2012.

VOR – No problems or outages for May 2012.

AWOS – No problems or outages for May 2012.

Veeder Root Fuel System – Working properly.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for May 2012. ODAL's for runway 18 have been listed as being decommissioned. Guardian Electric has removed the towers 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 6/4/12. He should have the repaired circuit boards this week. PAPI's on 36 were OTS for 4 days. Don Hall repaired the tilt switch.

HANGAR RENT/INSURANCE

OVERDUE RENT – Notices were sent to seven people this past month regarding overdue rent. Four of them have made their accounts current and one paid late fees plus a year in advance. The UTSI lease amendment has been approved and they have made payments to the end of this year. They will now pay in advance each January so that CPI increases can be included. TN Skydiving has submitted a bill for a lease credit in the amount of \$2,659.00 for replacement of the HVAC system in old TAA office. This is according to the terms of their lease and we will apply this to their monthly lease rate until paid off.

EXPIRED INSURANCE CERTIFICATE – Will be updated next month.

OTHER –

AIRPORT MARKETING/PRESENTATIONS – Jon Glass submitted an article and pictures to the Chamber of Commerce for the annual Tullahoma magazine. Karla Smith and Jon Glass will submit the TAD Red Carpet Award evaluation form prior to the June 22, 2012 deadline.

SUGGESTION BOX – No suggestions or comments as of 6/5/12.

OTHER BUSINESS:

Daily/Weekly Hangar Fees for Community Hangar – The current rates per month are; \$115 for singles, \$210 for twins and \$230 for warbirds. Daily rates would equal; \$3.83 for singles, \$7.00 for twins and \$7.66 for warbirds. **A motion was made and approved** to use daily and weekly prorated amounts rounded up to the nearest dollar.

Fuel Pricing Policy – Currently when a load of Jet fuel or AVGAS arrives, the invoice from Eastern is received within 24 to 48 hours. Jon Glass determines the new fuel price from the invoice and tracks how much fuel is left in the tanks at the old price. The remaining fuel to be sold is monitored from the fuel sales spreadsheet and the price is changed at the close of business on the day it is sold. I suggest we add this to our existing policy on fuel sales. **A motion was made and approved** to include this procedure in the retail sales policy.

6. Old Business:

A. Air Show Update – Jon Glass will prepare the hangar passes, NOTAM and incident response plan in the next week. The remaining weekly Air Show meetings will begin at 10:00 am and Board members are welcome to attend.

B. Disabled Twin Beech Status – Jon Glass contacted the aircraft owner regarding the status of the aircraft. He reported that he had not worked on it in the past 30 days but he requested 45 more days to remove the aircraft from the Airport. **A motion**

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was made and approved to give him 45 more days to remove the aircraft. A letter will be sent to him at the end of 45 days that TAA will exercise its right to remove the aircraft if it is still located on the Airport property.

7. New Business:

A. Bonnaroo Wrap-Up – Jon Glass provided a summary of Bonnaroo traffic during the Airport Manager report agenda item.

B. NAEC Fundraiser – Chris Rounds outlined the procedures put in place for the June 29, 2012 NAEC fundraiser to be held in the north hangar. The Board of Mayor and Aldermen previously approved a permit to serve alcohol at the fundraiser. Mr. Rounds stated that wristbands would be worn by anybody over 21 years of age at the fundraiser. The hangar door will have a snow fence barricade and no one will be permitted to leave the hangar with alcohol. The parking plan was discussed and Mr. Rounds was asked to attend the next Air Show meeting on Friday morning to coordinate the parking plan with Kiwanis Club. **A motion was made and approved** to approve having the fundraising event in the North hangar on June 29, 2012. Jon Glass will verify that all details for the event have been satisfactory worked out at the June 15, 2012 Air Show meeting.

8. Alderman Norris Comments – Alderman Norris reported that the USDA had a loan or grant program that could be utilized to help build hangars at the Airport. The hangars would provide additional income streams for TAA when any loans were paid off. He said that funding up to \$300,000 could be obtained from USDA and 50/50 matching funds could be obtained from TAD. Alderman Norris will discuss the plan with TUB since it would be issued through them from the USDA.

9. Meeting was adjourned at 6:10 pm.

Submitted on 6/18/2012

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting