

September 11, 2012



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
September 11, 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

**Regular Meeting Minutes  
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**Visitors** – Mike Rutherford (2013 Air Show), Bob Pritchard (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 5:00 pm.**
- 2. Minutes for the August 14, 2012 meeting were approved** as written.
- 3. Public Comments** – Bob Pritchard advised that he and Ans Wishing were interested in doing a Youtube.com video at the Airport during the Beechcraft Convention. Their main goal is to get younger people interested in Aviation. If the project is successful they will try to turn the videos into a cable television show.

**4. Treasurer's Report** – Karla Smith reported presented the June 30, 2012 year end reports for Board member review. She reported that City Hall was still converting the Airport financial records and monthly financial reports would be ready for the October 2012 Board meeting. CIP projects will also be tracked in future financial reports.

**5. Jon Glass presented the Airport Manager Report:**

### ***CURRENT PROJECTS***

**Terminal Building** – Richard Rinks has reminded the Electrical Contractor to repair the outside porch lights.

**36 and 24 Threshold Markings** – We are on the TAD schedule to have this work completed on November 8 and 9, 2012.

**Parish/City/TAA Agreement** – Jeremy Bell, Frank Van Cleave and John Parish will meet and discuss this issue when Mr. Parish returns to town in September. Chairman Miller reported that Jeremy Bell had asked that a committee consisting of Karla Smith, Jim Apple and Dennis Hyde be formed to meet with the attorneys and Mr. Parish.

**TAD Airport Inspection** – Paul Perry with TAD should be here any day to complete the annual inspection.

**Momentum Foundation Ramp Expansion Project** – The TDEC permit has been approved and returned to us. Work can begin when the signed grant from TAD is returned. A pre-construction meeting will be scheduled the week of September 24<sup>th</sup>.

**Runway 6/24 Approach Lighting** – PDC will schedule a scoping meeting with Steve Upshaw from TAD as soon as possible.

**NW Taxiway Concrete Repair and Lighting (Phase 1)** – This project request will be on the TAC meeting agenda on 9/21/12 at 12:30 pm. Jon Glass will attend this meeting.

**NW Airfield Utility Project** – Jody Baltz has received a signed grant for this project. He has sent the plans to the required agencies for review and approval.

**FY 12 Maintenance Contract** – The final \$6,934.26 reimbursement was submitted to TAD on July 25, 2012 and we received the funds on August 20, 2012. The FY 13 signed grant has been returned to us with a 10% increase in the funding amount.

**North Hangar Roof Leak** – Bids were opened on 8/31/12. The grant amount is \$15,000.00.

Roofing Services, Inc. - \$19,794.00  
Collier Roofing Co. - \$37,215.00

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Tri-County Roofing Co. - \$48,710.00

**A motion was made and approved** to accept the Roofing Services, Inc bid in the amount of \$19,794.00 provided the additional funding of \$4,794 can be sourced by TAA or the City.

**South Taxiway Light Repair** – The signed grant has been returned from TAD. PDC will schedule a scoping meeting with Steve Upshaw from TAD as soon as possible.

**Taxiway Drainage Repair** – Final payment has been made and the project is closed.

**Ramp Repair** – The grant amount is \$300,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects. All refunds have been received as of 8/31/12.

**Wal-Mart Retaining Ponds** – Jon Glass is working with Wayne Limbaugh to place decoy swans in the ponds to help with the Canadian geese problem.

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

**Sport Air Race League** – Race is scheduled for September 29.

**Remote Control Aircraft Event** – This will be held September 15 and 16 adjacent to Beechcraft Heritage Museum. NOTAM will be issued September 12.

**TN Aeronautics Division** – The “Black Cat” software was the biggest news at the Conference. It should be discussed in detail at the October CIP meetings and implemented later this year. It will help us track the status on grants and project payments.

**Airport Sign** – Dream Tulahoma 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 August 2012 were 14,787.95 gallons. This is a 67% increase in the 9,935.75 gallons sold in August of 2011. Buy prices for fuel have increased the past 7 weeks and continue to rise. Full loads of AVGAS and Jet fuel were purchased prior to Hurricane Isaac. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

<b>August 2012</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	1,874.32	1,612.23	<b>3,486.55</b>
<b>Flow Fee</b>	\$187.43	\$161.22	<b>\$348.65</b>
<b>Pump Fee</b>	\$937.16	\$483.67	<b>\$1,420.83</b>

July 2012	Jet	Jet Based VLF Discount	Jet Misc. Discount	Total
<b>Gallons</b>	3,058.0	1,134.4	7,109.0	<b>11,301.4</b>
<b>Pump Fee</b>	\$3,058.00	\$680.64	\$6,157.80	<b>\$9,896.44</b>
<b>Truck Fee</b>	\$305.80	\$113.44	\$710.90	<b>\$1,130.14</b>
<b>Flow Fee</b>	\$305.80	\$113.44	\$710.90	<b>\$1,130.14</b>

Total AVGAS & Jet Gallons = 14,787.95  
 Total Flow Fee = \$1,478.79  
 Total Jet Truck Fee = \$1,130.14  
 Total Pump Fee = \$11,317.27  
 Total Employment Cost = \$2,637.50  
**Jet Truck Fee Minus Rental = +\$530.14**  
**Pump Fee Minus Employment Cost = +\$8,679.77**

**FUEL PRICES**

9/7/12	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.55		\$5.52			\$5.93
AVGAS FS	\$5.80	\$5.14	\$5.52	\$5.10	\$5.70	\$6.13
Jet	\$5.27	\$4.49	\$5.38	\$4.95	\$4.50	\$4.93

**AIRPORT FUEL SALES**

DATE	FUEL SOLD (gallons)
August 2011	9,935.75
August 2010	6,986.8
August 2009	5,975.2
August 2008	12,894.4
August 2007	7,050.3

**August 2012 OPERATIONS**

Single Engine Based	212
Multi Engine Based	54
Jet or Tuboprop Based	128
Single Engine Transient	112
Multi Engine Transient	48
Jet or Turboprop Transient	92

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Military	24
Total	670

***MAINTENANCE/NAVAID PROBLEMS***

**SDF** – OTS entire month. Jimmy Chapman is working with FAA to decommission the SDF. Don Hall will remove the antennas prior to the Beechcraft Convention.

**NDB** – OTS entire month. Don Hall will repair with replacement parts any day now.

**VOR** – No problems or outages for August 2012.

**AWOS** – No problems or outages for August 2012.

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

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

**REILS AND PAPI** – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 9/5/12.

***HANGAR RENT/INSURANCE***

**OVERDUE RENT** – Jon Glass will meet with Pat Williams regarding some of the past due accounts.

**EXPIRED INSURANCE CERTIFICATES** –

***AIRPORT MARKETING/PRESENTATIONS*** – Lighttube TV interview on 8/31/12 regarding Red Carpet award.

***SUGGESTION BOX*** – No suggestions as of 9/7/12.

6. **Old Business:** None.

7. **New Business:**

**A. NW Area Ground Lease Pricing Approval** – Chairman Miller reported that he and Daryl Brady (TAEDC) met with John Black from Smyrna Airport to discuss lease rates for the west side development at Smyrna Airport. He provided proposed lease rates that were discussed during the work session prior to the meeting. **A motion was made and approved** to adopt the proposed lease rates for the NW section of the Airport. Daryl Brady will incorporate these rates in the State Certified Industrial Site application. The approved lease rates are:

- (1). Actual ground lease rate and term will be determined prior to offering a lease based. As a general rule, the larger the ground footprint, the longer the lease term can be, starting at 20 years for 10,000 sq ft and going up to a

maximum of 50 years for 50,000 sq ft and up for aviation related space. Our starting point will be in the \$.20 - \$.25 per sq ft per year. Example: 1 acre = 43,560 sq ft. At \$.20 sq ft, this would give annual lease rate of \$8,712; at \$.25 sq ft, this would yield \$10,890.

(2). Pricing for industrial access only (i.e, no runway access) is different from runway access. Our starting point will be \$.15 - \$.20 sq ft.

(3). Office space should be considered for the industrial access area in addition to industrial operations. Office space (owned by the City/Airport) would lease at these rates: Class A - \$18 sq ft per year (this would be new, modern offices with all amenities). Older space - \$13 - 14 sq ft.

**A. 2013 Air Show** – Mike Rutherford reported that the Kiwanis Club wants to hold the annual Air Show in 2013. Attendance was down in 2012 due to the extreme heat. The musical act and stage expense will be scaled down for 2013. Kiwanis Club will decide on the 2013 Air Show date within the next 2 weeks. **A motion was made and approved** to hold the event at the Airport next year at a date to be determined by the Kiwanis Club.

**B. CIP Plan Approval** – Board members reviewed the proposed Capital Improvement Plan submitted by Jon Glass. Replacement of north hangar doors was deferred until 2014 and the new beacon was deferred until 2015. An item was included for hangar development on the east side of Airport with a USDA loan as the local match share. **A motion was made and approved** to adopt the CIP list. Jon Glass will submit it to the Aeronautics Division in October at the CIP meeting.

**C. Returned Check Policy Approval** – Karla Smith presented a draft returned check policy that Board members reviewed during the work session prior to the meeting. **A motion was made and approved** to adopt the returned check policy.

**8. Alderman Norris Comments** – Alderman Norris suggested the Board go ahead and look at building a hangar on the East side of the Airport with USDA funding and any other possible revenue sources to help make the Airport self-sufficient.

**9. Meeting was adjourned at 5:56 pm.**

Submitted on 9/17/2012

<Original Signed>

Jon Glass  
TAA, Airport Manager

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