

October 17, 2012



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
October 9, 2012**

**Members Present**

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

**Other Persons Present**

- Jon Glass, Airport Manager
- Alderman Mike Norris
- Casta Brice, City of Tullahoma (Work Session Only)
- Wayne Thomas, Tullahoma News
- Jeremy Bell, TAA Attorney (Work Session Only)

**Work Session Minutes**

**1. Meeting called to order at 4:10pm.**

**2. Personnel Action.** Casta Brice discussed the employee evaluations conducted by Board members, and made a recommendation for approval by the Board.

**3. City/Parish Agreement.** TAA Attorney Jeremy Bell discussed options and recommendations for proceeding forward with resolution of the issues raised by the Parish family.

**4. Work session adjourned at 4:50pm.**

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## **Regular Meeting Minutes**

**Visitors** – Wade McNabb and Ans Wishing (Beech Party), Chuck Armstrong and Bill Stuart (East side hangar).

**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 September 11, 2012 meeting and work session were approved as written.**
- 3. Public Comments** – None.
- 4. Treasurer's Report** – Karla Smith was absent and financial reports were not submitted by City Hall prior to the meeting due to late arriving bank statements.
- 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 Aeronautics schedule to have this work completed on November 8 and 9, 2012.

**6/24 Emergency Project Repair** – Rogers Group completed the critical safety repairs on the runway. The remainder of the work will be completed with Aeronautics' Steve Upshaw's approval. Estimated cost for the repairs is \$6,000 with 95/5 funding.

**Aeronautics Airport Inspection** – Paul Perry and Brian Caldwell completed the inspection on 9/19/12. We have not received the report as of 10/5/12.

**XP Services Ramp Expansion Project** – The pre-construction meeting was held on 9/27/12. Work is tentatively scheduled to begin Oct 22.

**Runway 6/24 Approach Lighting** – PDC will submit the Work Authorization for TAA and Aeronautics review prior to the TAA November Board meeting.

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**NW Taxiway Concrete Repair and Lighting (Phase 1)** – This project request was approved at the 9/21/12 TAC meeting. We have not received the grant as of 10/5/12.

**NW Taxiway Concrete Repair and Lighting (Phase 2)** – The Board of Mayor and Aldermen approved the \$40,000 local share for this project on 9/24/12. This project will be submitted as an amendment to the Phase 1 project at the November Aeronautics Commission meeting.

**NW Airfield Utility Project** – Bids for this project will be opened in the terminal building on 10/23/12 at 10:00 am.

**North Hangar Roof Leak** – Work is scheduled to be completed the last week in October. Jon Glass will ask Richard or Patrick Rinks to inspect the Contractor's work.

**South Taxiway Light Repair** – PDC will submit the Work Authorization for TAA and Aeronautics review prior to the November Board meeting.

**Ramp Repair** – The grant amount is \$300,000 with 90/10 funding. The \$30,000 local share was submitted to TAD on 9/21/12. A request for an amendment will be sent to Aeronautics on this project to include the drainage repairs on the South ramp for an additional amount of \$95,000.

**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 maintained and was provided for Board member review.

**TN Aeronautics Division CIP Meeting** – Chairman Miller and Jon Glass will attend the 10/23/12 meeting at the University of the South.

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

**November Employee Work Schedule and Holiday Schedule** – Jon Glass recommended that the terminal building hours be cut back to 8:00 am to 5:30 pm when the time changes on 11/4/12. The terminal building will be closed on Thanksgiving, Christmas and New Year's day with an employee on-call. This is the same schedule as last year. Jimmy Chapman will be off for 7 to 14 days starting 11/13/12 for medical reasons, then on light duty for several weeks after that. Jon Glass will cover the terminal building Monday through Thursday with Gunnar Roepke and Austin Shelton covering Friday, Saturday and Sunday during Jimmy's absence. Board members concurred with the proposed terminal building hours and Holiday closures.

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**Hangar Modification** – Jim Miller requested permission to add concrete parking lot barriers adjacent to his hangar (S101). A description was attached for Board member review. **A motion was made and approved** to allow the addition of concrete barriers at hangar #S101.

**FUEL SALES**

Fuel sales for the month of September 2012 were 12,657.91 gallons. This is a 9% increase over the 11,075.56 gallons sold in September of 2011. Buy prices for fuel have decreased slightly over the past 2 weeks. A full load of AVGAS (7,500 gallons) will be purchased prior to the Beech Party. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. On 10/4/12 we sold 1,530.6 gallons of fuel to several cargo aircraft and a Gulfstream G4.

September 2012	AVGAS	AVGAS SS	Total
Gallons	2,191.99	1,583.82	<b>3,775.81</b>
Flow Fee	\$219.19	\$158.38	<b>\$377.57</b>
Pump Fee	\$1,095.99	\$475.14	<b>\$1,571.13</b>

September 2012	Jet	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	683.5	1,231.6	6,967	<b>8,882.1</b>
Flow Fee	\$68.35	\$123.16	\$696.70	<b>\$888.21</b>
Truck Fee	\$68.35	\$123.16	\$696.70	<b>\$888.21</b>
Pump Fee	\$683.50	\$862.12	\$5,975.95	<b>\$7,521.57</b>

Total AVGAS & Jet Gallons = 12,657.91

Total Flow Fee = \$1,265.78

Total Jet Truck Fee = \$888.21

Total Pump Fee = \$9,092.70

Total Employment Cost = \$2,772.50

**Jet Truck Fee Minus Rental = +\$288.21**

**Pump Fee Minus Employment Cost = +\$6,320.20**

**FUEL PRICES**

10/3/12	Tulahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.55					\$5.93
AVGAS FS	\$5.80	\$5.49	\$5.26	\$5.21	\$5.70	\$6.13

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Jet	\$5.27	\$4.49	\$5.28	\$4.95	\$4.50	\$4.93
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**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>September 2011</b>	11,075.56
<b>September 2010</b>	8,805.5
<b>September 2009</b>	7,389.8
<b>September 2008</b>	9,871.1
<b>September 2007</b>	8,673.5

**September 2012 OPERATIONS**

Single Engine Based	380
Multi Engine Based	16
Jet or Tuboprop Based	110
Single Engine Transient	222
Multi Engine Transient	26
Jet or Turboprop Transient	138
Military	16
Total	908

**MAINTENANCE/NAVAID PROBLEMS**

**SDF** – OTS entire month. Jimmy Chapman is working with FAA to decommission the SDF.

**NDB** – OTS entire month. Don Hall is having heart surgery next week and is checking to see if somebody else can install the repaired circuit board in the NDB.

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

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

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

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for September 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** –

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** –

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**AIRPORT MARKETING/PRESENTATIONS** – No presentations for September 2012.

**SUGGESTION BOX** – No suggestions as of 10/5/12.

**6. Old Business:**

- A. Revised CIP Plan Approval And Discussion Of TAD/PDC/TAA Meeting** – Chairman Miller reviewed the proposed CIP list to be submitted to Aeronautics. **A motion was made and approved** to move the East side hangar project into FY 2013 instead of FY 2014 and to include a NW Area Fencing project in the amount of \$55,000 in FY 2014. The fencing project will be required to prevent access to the taxiway/runway complex once the state road is constructed off of Ledford Mill road.
- B. East Side Hangar Development** – Chuck Armstrong presented a proposed hangar layout for an 80' x 80' hangar on the vacant lot that he currently leases on the North taxiway. He reported that the hangar that he currently occupies is not large enough and has been put up for sale by its owner. **A motion was made and approved** to allow Bill Stuart to sub-lease his hangar (N206) to Mr. Armstrong. **A motion was made and approved** for TAA to pursue the local share money and an Aeronautics grant to build a hangar that would then be leased to Chuck Armstrong and his business Northern Field Aviation. A work session will be scheduled at a later date to discuss lease terms and monthly rental rate.
- C. Personnel Action** – **A motion was made and approved** to accept the performance appraisal discussed during the work session prior to the meeting.

**7. New Business:**

- A. NW Taxiway Project Amendment Approval** – **A motion was made and approved** to request this amendment at the November 2012 Tennessee Aeronautics Commission meeting. The local share amount for this project was approved at the 9/24/12 Board of Mayor and Aldermen meeting.
- B. City/Parish Agreement** – Chairman Miller reported that this Agreement was discussed during the work session prior to the meeting. **A motion was made and approved** to have TAA Attorney Jeremy Bell draft and send a letter to Aeronautics regarding the runway 18/36 and 9/27 action items and will include the original and amended agreements for Aeronautics review. Attorney Bell will also ask for a meeting to be held between all parties involved.
- C. Beech Party Update** – Wade McNabb reported that presently 225 people and 70 aircraft were registered for the Beech Party. He expects these numbers to increase

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over the next 8 days. He reported that a desk will be set up in the Museum lobby to handle fuel orders and payments. **A motion was made and approved** to accept out of town checks for fuel payments from Beech Party attendees. Runway 27 will have a temporary 600-foot displaced threshold during the Beech Party. Ans Wishing reported that he will be filming during the Party for his "Hangar Rat" video project.

**D. Dream Tulahoma Airplane Proposal For Terminal Building Discussion** – This agenda item was deferred until the November 2012 Board meeting.

**8. Alderman Norris Comments** – Alderman Norris reported that the USDA loan will be voted on by the Tulahoma Utility Board during the month of October 2012. Alderman Norris also reported that the Board of Mayor and Aldermen approved applying for a TDOT grant for road construction in the NW property of the Airport.

**9. Meeting was adjourned at 6:02 pm.**

Submitted on 10/17/2012

<Original Signed>

Jon Glass  
TAA, Airport Manager

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