

November 13, 2012



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
November 13, 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
- Wayne Thomas, Tullahoma News

Work Session Minutes

1. Meeting called to order at 4:30pm.

2. Personnel Action. Board members reviewed the Performance Evaluation of Jimmy Chapman by Jon Glass and a recommendation for approval was made.

4. Work session adjourned at 4:55pm.

Regular Meeting Minutes

Visitors – Lee Whitham (Public Comments).

Note: Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

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1. **Meeting called to order at 5:00 pm.**
2. **Minutes for the October 9, 2012 meeting and work session were approved as written.**
3. **Public Comments** – Lee Whitham from Jacobs briefed the Board on plans and presented a conceptual drawing to upgrade the Airport sign at the entrance on Jackson Street. Jacobs has maintained the sign for many years and the Dream Tullahoma committee will solicit donations to help make improvements to the sign. Karla Smith, Sharon Tinkler, Steve Worsham and Dennis Hyde will form a committee to make suggestions for improvements to the sign.
4. **Treasurer's Report** – Financial reports were not submitted from City Hall prior to the meeting.
5. **Jon Glass presented the Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Richard Rinks has reminded the Electrical Contractor to repair the outside portico lights. One outside light on the ramp side was repaired by Baker's Electric. The irrigation system for the building was shut down for the winter.

Runway 36 and 24 Painting – The work was scheduled to be completed November 8 and 9 but has been delayed until Spring due to Contractor issues.

Parish/City/TAA Agreement – TAA Attorney Jeremy Bell sent a letter to the Aeronautics Division on 10/10/12 regarding this agreement. This letter is included for Board member review. Chairman Miller reported that the meeting should be scheduled for the last week in November.

North Taxiway Prop Strike – Jon Glass will work with the insurance company on this claim.

6/24 Emergency Project Repair – Rogers Group completed the critical safety repairs on the runway for \$2,000. Steve Upshaw has approved the project. Jon Glass notified Rogers Group on 11/8/12 to complete the rest of the repair work. Total project cost is \$6,000 with 95/5 funding from TAD.

TAD Airport Inspection – Paul Perry and Brian Caldwell completed the inspection on 9/19/12. We have not received the report as of 11/8/12.

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XP Services Ramp Expansion Project – Asphalt paving for the project started on 11/11/12 and the binder layer is complete. A progress meeting with Steve Upshaw, Curl Construction, PDC and TAA is scheduled for 11/15/12 at 10:00 am in the Terminal building conference room. Chairman Miller reported that the shot rock line item was under budget in the project. The Contractor proposed to grade the north side taxiway top-soil to help improve drainage on the taxiway. **A motion was made and approved** to request this no-cost change order be approved by Steve Upshaw at the progress meeting on 11/15/12.

Runway 6/24 Approach Lighting – The work authorization for this project has been submitted to Steve Upshaw for review.

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 11/8/12.

NW Taxiway Concrete Repair and Lighting (Phase 2) – BOMA approved the \$40,000 local share for this project on 9/24/12. Chairman Miller reported that project request was approved at the TAC meeting earlier today as an amendment to the grant approved on 9/21/12.

NW Airfield Utility Project – Curl Construction is the apparent low bidder on this project with a bid of \$189,900.00. The City will issue a notice to proceed to the Contractor after the bid is approved by the TN Economic and Community Development Commission.

North Hangar Roof Leak – Jon Glass listed 8,000 square feet for hangar size in the bid documents. The correct square foot size is 9,600 and the Contractor requested an additional 300 square feet for the roof pitch. This additional square foot size has increased the project cost from \$19,794.00 to \$24,552.00. The original grant amount was \$15,000.00 and TAA approved paying the additional \$4,794.00 from CIP funds. Jon Glass has requested an amendment to the grant for a total amount of \$28,000, which includes inspection services from Richard Rinks and Associates. With TAD approval of the amendment request, an additional \$1,706.00 is needed to complete this project. The TN Skydiving lease credit for hangar improvements ends this month and monthly revenue for the hangar increases to \$1,000.00 per month. Jon Glass recommended that the \$1,706.00 additional local share needed for the roof repair be funded from our operating account. **A motion was made and approved** to fund the additional local amount from our operating account provided that TAD approves the amendment request.

South Taxiway Light Repair – The work authorization for this project has been submitted to Steve Upshaw for review.

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. Chairman Miller attended the November 13, 2012 TAC meeting and requested a \$95,000 amendment to this project to make drainage repairs to the South end of the ramp. The local share will be \$4,750 (95/5) for this amendment

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request. Chairman Miller reported that the request was approved as a separate, stand-alone project at the TAC meeting earlier today.

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.

Airport Sign – See earlier comments.

FUEL SALES

Fuel sales for the month of October 2012 were 19,203.13 gallons. This is a 20% increase over the 15,677.15 gallons sold in October of 2011. We have had only 2 months in the past 5 years where fuel sales were above 20,000 gallons in a month. About 6,800 gallons of fuel were sold during the 5-day Beech Party. All invoices have been collected for the event. Buy prices for fuel have decreased the past 4 weeks. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

October 2012	AVGAS	AVGAS SS	Total
Gallons	7,723.63	2,887.9	10,611.53
Flow Fee	\$772.36	\$288.79	\$1,061.15
Pump Fee	\$3,861.82	\$866.37	\$4,728.19

October 2012	Jet	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,600.0	1,509.6	5,482.0	8,591.6
Flow Fee	\$160.00	\$150.96	\$548.20	\$859.16
Truck Fee	\$160.00	\$150.96	\$548.20	\$859.16
Pump Fee	\$1,600.00	\$1,056.72	\$4,677.50	\$7,334.22

Total AVGAS & Jet Gallons = 19,203.13

Total Flow Fee = \$1,920.31

Total Jet Truck Fee = \$859.16

Total Pump Fee = \$12,062.41

Total Employment Cost = \$2,746.50

Jet Truck Fee Minus Rental = +\$259.16

Pump Fee Minus Employment Cost = +\$9,315.91

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FUEL PRICES

11/6/12	Tulahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.27		\$4.67			\$5.88
AVGAS FS	\$5.52	\$5.24	\$4.67	\$5.21	\$5.90	\$6.08
Jet	\$5.27	\$4.49	\$5.09	\$4.95	\$4.80	\$5.19

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
October 2011	15,677.15
October 2010	11,958.5
October 2009	11,814.8
October 2008	15,672.1
October 2007	20,547.5

October 2012 OPERATIONS

Single Engine Based	312
Multi Engine Based	44
Jet or Tuboprop Based	168
Single Engine Transient	160
Multi Engine Transient	56
Jet or Turboprop Transient	120
Military	20
Beech Party	500
Total	1,380

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Jimmy Chapman has applied to FAA to decommission the SDF.

NDB – OTS entire month. Don Hall had surgery and should return to work in about 30 days.

VOR – No problems or outages for October 2012.

AWOS – No problems or outages for October 2012.

Veeder Root Fuel System – Working properly. One bad fuel probe was replaced 11/8/12.

RUNWAY AND TAXIWAY LIGHTS – 2 runway lights were damaged during the Beech Party and repaired by Baker’s Electric.

REILS AND PAPI – Bill Beggs has repaired the REIL’s for runway 24, but Don Hall has not received them as of 11/8/12.

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TAA Vehicles – We have a community service worker that is an automobile mechanic and he has completed maintenance work on all TAA vehicles.

HANGAR RENT/INSURANCE

OVERDUE RENT – Four hangar owners have made their payments current since the October Board meeting. Jimmy Chapman will review the South hangar payments with Pat Williams.

EXPIRED INSURANCE CERTIFICATE – Jimmy Chapman will review and update.

OTHER – Karla Smith, Jon Glass and Jimmy Chapman will make some updates to the Airport website over the next month. These updates will be focused on transient aircraft and cargo operators.

AIRPORT MARKETING/PRESENTATIONS – No presentations for October 2012.

SUGGESTION BOX – No suggestions as of 11/8/12.

6. Old Business:

A. NW Ramp Area – This agenda item was discussed during the Airport Manager portion of the meeting.

7. New Business:

A. 2013 CPI Increase Approval for Hangar Leases – **A motion was made and approved** to apply the +2.0% increase as calculated by the US Bureau of Labor Statistics to hangar leases with the CPI clause

B. Personnel Actions – **A motion was made and approved** to accept the recommendation as discussed during the work session prior to the meeting.

8. Alderman Norris Comments – Alderman Norris reported that the USDA loan program will be discussed at the November TUB Board meeting.

9. Other. A framed photograph of William Northern and birthday cake were presented to celebrate the Airport's 70th birthday. Chairman Miller reported that Winchester and Shelbyville received several million dollars in grants at the TAC meeting to repair ramps and taxiways.

10. Meeting was adjourned at 5:44pm.

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Submitted on 11/18/2012

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting