

December 11, 2012



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
December 11, 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

Regular Meeting Minutes

Visitors – Jimmy Chapman (Deputy Airport Manager).

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 5:02 pm.**
- 2. Minutes for the November 13, 2012 meeting and work session were approved** with one correction to agenda item #3. Sharon Tinkler was added to the list of Board members on the Jackson street sign Committee.
- 3. Public Comments** – None.
- 4. Treasurer’s Report** – Financial reports were not available from City Hall prior to the meeting. They will be distributed to Board members when they arrive. Jimmy Chapman

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reported that he met with Pat Williams concerning how late fees are applied to tenants in the TAA owned south hangar. **A motion was made and approved** to waive late fees for these tenants for this calendar year due to lack of notification of late fees due to tenants. Jimmy Chapman will send a notice to each tenant concerning how late fees will be charged starting January 1, 2013.

5. Jon Glass presented the Airport Manager Report:

CURRENT PROJECTS

Terminal Building – The lights under the two canopies were repaired on 12/6/12. It appears that the original lights that were specified did not fit and the Contractor used different fixtures but the same light bulbs that were a much higher wattage. At some point the fixtures all melted and stopped working. New fixtures and the correct bulbs have been installed and the Contractor also drilled holes in the fixtures to let heat escape.

Runway Painting – This work will be rescheduled for the Spring of 2013.

Parish/City/TAA Agreement – The meeting with TAD and the TDOT Lawyer is being rescheduled.

North Taxiway Prop Strike – The drain inlet was repaired on 12/4/12 by Curl Construction according to PDC specifications. The insurance claim has been settled.

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 that will be completed the week of 12/10/12. 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 12/6/12.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Pay request 1 of 2 should arrive in our account any day now from TAD.

A motion was made and approved to make payment #1 (of 2) to Curl Construction in the amount of \$205,138.85. No retainage will be held from this payment since the project is complete except for spring seeding.

Runway 6/24 Approach Lighting – Steve Upshaw is reviewing the Work Authorization from PDC.

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NW Taxiway Concrete Repair and Lighting – The grant has been returned to TDOT for signatures and the local share amount has been submitted.

NW Taxiway Concrete Repair and Lighting (Amendment) – Waiting to receive the amendment from TAD.

NW Airfield Utility Project – Curl Construction was the low bidder on this project with a bid of \$189,900.00. The City has set the pre-construction meeting for Dec 28, 2012, at 10am.

North Hangar Roof Leak – The amendment request has been approved and should arrive in 30 to 45 days for signatures. Start date for this project is dependent on weather and will probably be in the Spring.

Chairman Miller reported that Richard Rinks recommended a performance bond be used due to the total cost of the project. **A motion was made and approved** to require the contractor to post a performance bond prior to beginning work, with an estimated cost to TAA of \$750.00.

South Taxiway Lights Repair – Steve Upshaw is reviewing the Work Authorization from PDC.

South Ramp Drainage Repair – Waiting to receive the grant from TAD.

Wal-Mart Retaining Ponds – Jody Baltz gave Jon Glass permission to place decoy swans in the retaining ponds. They have been ordered and should arrive on 12/12/12.

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

FUEL SALES

Fuel sales for the month of November 2012 were 12,924.6 gallons. This is a 2.4 gallon decrease in the 12,927 gallons sold in November of 2011. AVGAS prices will decrease by 30 to 50 cents per gallon prior to Christmas when a new load of fuel is ordered. TAA sold 140,353.78 gallons of fuel in its first year. After 6 months (5/14/12 to 11/14/12) of our second year we have sold 93,010.53 gallons. We have our 3 slowest months of the year ahead of us but my goal is to sale 160,000 gallons this year. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Alderman Norris asked the Board to consider using a price averaging method to price AVGAS fuel. Board members discussed the idea and a **motion was made and approved** to use a price averaging method on AVGAS when there is enough room in the fuel tank (4,000

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gallons or less) to purchase a full load of fuel (7,500 gallons). Alderman Norris agreed to assist in defining the method. TAA policy on fuel pricing will be updated to incorporate this method.

November 2012	AVGAS	AVGAS SS	Total
Gallons	2,195.57	2,138.23	4,333.8
Flow Fee	\$219.56	\$213.82	\$433.38
Pump Fee	\$1,097.79	\$715.62	\$1,813.41

November 2012	Jet	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,931.0	2,254.8	4,405.0	8,590.8
Flow Fee	\$193.10	\$225.48	\$440.50	\$859.08
Truck Fee	\$193.10	\$225.48	\$440.50	\$859.08
Pump Fee	\$1,931.00	\$1,352.88	\$3,888.90	\$7,172.78

Total AVGAS & Jet Gallons = 12,924.6

Total Flow Fee = \$1,292.46

Total Jet Truck Fee = \$859.08

Total Pump Fee = \$8,986.19

Total Employment Cost = \$2,194.00

Jet Truck Fee Minus Rental = +\$259.08

Pump Fee Minus Employment Cost = +\$4,978.78

FUEL PRICES

12/3/12	Tulahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.27		\$4.77			\$5.26
AVGAS FS	\$5.52	\$4.74	\$4.77	\$5.21	\$5.90	\$5.46
Jet	\$5.06	\$4.49	\$5.26	\$4.95	\$4.80	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
November 2011	12,927
November 2010	6,250
November 2009	unknown
November 2008	4,970.7

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November 2007	unknown
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November 2012 OPERATIONS

Single Engine Based	288
Multi Engine Based	32
Jet or Tuboprop Based	168
Single Engine Transient	112
Multi Engine Transient	36
Jet or Turboprop Transient	128
Military	14
Total	778

MAINTENANCE/NAVAID PROBLEMS

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

NDB – OTS entire month. Don Hall had surgery and should return to work soon.

VOR – No problems or outages for November 2012.

AWOS – No problems or outages for November 2012.

Veeder Root Fuel System – No problems or outages for November 2012.

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

REILS AND PAPI – Bill Beggs has repaired the REIL’s for runway 24 but Don Hall has not received them as of 12/7/12.

HANGAR RENT/INSURANCE

OVERDUE RENT – Jimmy Chapman met with Pat Williams and updated payment records for the tenants in the South hangar. He will provide Pat Williams with a monthly report on tenants from now on.

EXPIRED INSURANCE CERTIFICATE – Jimmy Chapman will review and update while he is on light duty.

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

AIRPORT MARKETING/PRESENTATIONS – No presentations for November 2012.

SUGGESTION BOX – No suggestions as of 12/6/12.

6. Old Business:

A. Parish/City Agreement – Dennis Hyde reported that a meeting with TAD personnel was being scheduled and a date had not been set as of yet.

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B. Airport Sign Committee – Karla Smith reported that the Committee will meet with Lee Whitham and ask for the sign to be done in red and remove the Aerospace Center of Excellence from the sign. This will be replaced with the Jim Clayton/American City Bank Terminal. **A motion was made and approved** to forward these recommendations to Lee Whitham.

7. New Business: None.

8. Alderman Norris Comments – Alderman Norris reported that Tullahoma Utilities Board approved the USDA loan program for up to \$300,000 per project. He also asked if the Airport had any items available to donate to the annual Chamber of Commerce banquet to be held in January 2013. Jon Glass will set up a meeting with PDC and Chuck Armstrong to provide a cost estimate for the hangar to be constructed with a TAD grant and loan from the USDA program.

9. Meeting was adjourned at 5:48pm.

Submitted on 12/13/2012

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting