

January 8, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
January 8, 2013**

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 – Dr. Niel Loeffler (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 December 11, 2012 meeting were approved** as written.
- 3. Public Comments** – Dr. Niel Loeffler asked the Board to keep the idea of "community" preserved in the design of the sign on Jackson Street.
- 4. Treasurer's Report** – Copies of the financial reports were provided to Board members. Karla Smith will e-mail the reports to Board members 24 hours prior to future Board meetings provided she has received them by then.

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5. Jon Glass presented the Airport Manager Report:

CURRENT PROJECTS

Terminal Building – No problems or issues.

36 and 24 Threshold Markings – This work will be rescheduled for the Spring of 2013.

Parish/City/TAA Agreement – A copy of the TAD project request for the 9/27 runway study was included for Board member review. It will be a \$15,000 (95/5) grant with a local share amount of \$750.

6/24 Emergency Project Repair – The emergency repair was completed by Rogers Group on 12/19/12. Total project cost is \$6,000 with 95/5 funding from TAD. Jon Glass will submit the \$5,700 reimbursement to TAD after the signed grant is returned to us.

Maintenance Contract Reimbursement – Jon Glass will complete an \$8,000 reimbursement from TAD during the month of January.

TAD Airport Inspection – Report was received on 12/17/12. A 120-day conditional license was issued due to trees at the approach end of runway 9 and 18. We still have an open tree-clearing grant (16-0775) with \$7,000 remaining in it, so this project can be completed without delay.

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 has been paid to the Contractor. Pay request 2 of 2 should arrive in our account any day now.

A motion was made and approved to make payment to Curl Construction upon arrival in our account in the amount of \$134,485.70. A 10% retainage is withheld from this payment (\$149,427.97) pending completion of seeding in the spring.

A motion was made and approved to make payment to PDC in the amount of \$23,509.00 upon arrival in our account for engineering services on this project.

Northern Field Aviation Hangar Project – A diagram of the proposed hangar was included for Board member review. Steve Ballard with Sain Construction is working on a cost estimate for the hangar.

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Runway 6/24 Approach Lighting – Chairman Miller signed the work authorization during the Board meeting.

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 grant from TAD.

NW Airfield Utility Project – Notice to Proceed was issued to Curl Construction on 12/28/12 and they have 120 days (4/27/13) to complete the project. TUB will handle construction administration of the project and City, ECD and TUB will be responsible for Contractor pay requests. The project has \$53,000 in contingency funds set aside due to the lower than anticipated bid amount from Curl Construction.

North Hangar Roof Leak – Waiting to receive the grant amendment from TAD.

South Taxiway Light Repair – Chairman Miller signed the work authorization during the Board meeting.

Ramp Repair – Waiting to receive the grant from TAD. Jon Glass will check the status on this grant.

2013 Tennessee Air Tour – Information was provided for Board member review. The tour plans on stopping here April 27, 2013. Winston Brooks (City hall) is currently working logistic details for the Tour.

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

FUEL SALES

Fuel sales for the month of December 2012 were 7,009.64 gallons. This is a 1,924 gallon decrease in the 8,934 gallons sold in December of 2011. It was still a good month for fuel sales compared to previous year’s sales amounts in December. We are running low on AVGAS and prices have increased 38 cents the past 3 weeks. Jon Glass is trying to purchase a 2,000 gallon split load until prices come back down. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

December 2012	AVGAS	AVGAS SS	Total
Gallons	1,416.47	1,167.67	2,584.14
Flow Fee	\$141.64	\$116.76	\$258.40
Pump Fee	\$566.58	\$233.53	\$800.11

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December 2012	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	803.5	999.5	2,622.5	4,425.5
Flow Fee	\$80.35	\$99.95	\$262.25	\$442.55
Truck Fee	\$80.35	\$99.95	\$262.25	\$442.55
Pump Fee	\$803.50	\$599.70	\$2,025.70	\$3,428.90

Total AVGAS & Jet Gallons = 7,010

Total Flow Fee = \$700.95

Total Jet Truck Fee = \$442.55

Total Pump Fee = \$4,229.01

Total Employment Cost = \$1,447.00

Jet Truck Fee Minus Rental = -\$157.45

Pump Fee Minus Employment Cost = +\$2,782.01

FUEL PRICES

1/3/13	Tulahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.93		\$4.86			\$5.15
AVGAS FS	\$5.18	\$4.74	\$4.86	\$4.95	\$5.40	\$5.35
Jet	\$4.99	\$4.49	\$5.09	\$4.95	\$4.80	\$4.93

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
December 2011	8,934.1
December 2010	3,978.9
December 2009	5,204.4
December 2008	6,848.5
December 2007	5,344.2

December 2012 OPERATIONS

Single Engine Based	186
Multi Engine Based	44
Jet or Tuboprop Based	115
Single Engine Transient	104
Multi Engine Transient	20

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Jet or Turboprop Transient	48
Military	20
Total	537

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. Cutoff date for comments to FAA regarding decommission of SDF is January 13, 2013

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

VOR – No problems or outages for December 2012.

AWOS – No problems or outages for December 2012.

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

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

REILS AND PAPI – Bill Beggs has repaired the REIL's for 24 but Don Hall has not received them as of 1/3/13. Jon Glass will send a letter to Bill Beggs.

HANGAR RENT/INSURANCE

OVERDUE RENT – This item will be covered in New Business.

EXPIRED INSURANCE CERTIFICATE – Jon Glass reported that 35 of 51 lease holders had current certificates on file. Fourteen lease holders had certificates that expired in 2012 and 2 new lease holders had not submitted certificates. Notices were mailed to the 16 lease holders on 1/7/13.

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 December 2012.

SUGGESTION BOX – No suggestions as of 1/3/12.

6. Old Business:

A. Parish/City Agreement Committee Update– Dennis Hyde reported that a meeting was held with Mr. Parish and representatives from the Aeronautics Division regarding the length of 9/27 and the establishment of an 18/36 turf runway. Chairman Miller reported that the Aeronautics Division recommended that a grant request be submitted for PDC to study the steps necessary to extend 9/27 and if it was feasible to establish an 18/36 turf runway with FAA approval. Further action is not expected until PDC completes the study.

B. Airport Sign Committee Update – Karla Smith reported that Mayor Curlee will form a committee to suggest changes to airport sign located adjacent on Jackson Street. She suggested that they look at relocating the sign closer to Jackson Street

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and design it with look similar to the terminal building (stone & brick). A message board could possibly be added to advertise airport events.

7. New Business:

- A. Beckwith (N210) Hangar Sale and Lease Approval for Alan Davis** – Beverly Beckwith submitted an email request to sell their hangar to Alan Davis. **A motion was made and approved** to enter into a new lease agreement (at the current 2013 lease rate) with Alan Davis for hangar #N210, contingent upon the sale of the hangar.
- B. Runway 9/27 Study Project Approval** – Reference the airport manager's report above. **A motion was made and approved** to submit a \$15,000 grant request to the Aeronautics Division with 95/5 funding for the runway 9/27 study project.
- C. New FAA Law (PL 112-950 - Residential "Through The Fence") Approval Requirements** – Chairman Miller suggested that a committee be formed to submit the paperwork for FAA approval prior to the September 2013 deadline. Sharon Tinkler, Steve Worsham, Karla Smith and Jon Glass will be members of the committee. The Beechcraft Museum, Chandelle Airpark and the Harton family WWII hangar will be included in the documentation.
- D. Hangar Lease Payments** – Sam Crimm reported that he had been charged late fees because he had not included a CPI increase on his automated ground lease payments. Karla Smith reviewed several ground lease payment accounts that were overdue. She suggested that statements be sent out to overdue accounts and suggested that she, Jon Glass and Jimmy Chapman meet with Pat Williams to review all overdue accounts. Alderman Norris recommended that notices be sent out only when accounts were overdue. **A motion was made and approved** to waive all existing late fees for hangar owners with ground leases and to start accruing late fees if payments are not made by the 10th of the month, beginning in February 2013. Jon Glass reviewed several south hangar tenants that had overdue accounts. **A motion was made and approved** to credit the accounts of Jim Nunley in the amount of \$460.00, Leo Benitti-Lougini in the amount of \$30.00, Billy Soloman in the amount of \$57.50 and Red Knight Air Shows in the amount of \$5.00.
- E. Other New Business** – Sharon Tinkler reported that the 2013 Air Race wanted to reschedule the event at Tullahoma to October 5, 2013. Jon Glass will confirm that this date does not conflict with the 2013 Beech Party.

- 8. Alderman Norris Comments** – Alderman Norris encouraged the Board to obtain the cost estimate for the Northern Field Aviation hangar, expedite application for the loan and obtaining a grant from TAD for the hangar. Dennis Hyde will work with Chuck Armstrong

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on financial background check and potential lease rates for the hangar. A special meeting will be called to approve grant application once the cost estimate is obtained for the hangar. Jon Glass will contact TN Skydiving about interest in building a new hangar for them (using the loan program administered by TUB).

9. Meeting was adjourned at 6:02pm.

Submitted on 1/14/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting