

April 9, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
April 9, 2013**

Members Present

- Sharon Tinkler, Chairman
- John Miller
- 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: Neil Loeffler and Chuck Armstrong (Public Comments), Steve Tudor and Paul Russo (TN Skydiving) and Ralph Bard (Community Hangar Security Concern).

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 March 12, 2013 meeting were approved** as written with the following correction. It will be noted that Sam Crimm was not present for the Work Session.
- 3. Public comments** – Neil Loeffler congratulated Sharon Tinkler on becoming Chairman and thanked John Miller for his many years of service as Chairman. Chairman Tinkler said she would work hard to protect John Miller’s legacy and build on it. Chuck

April 9, 2013

Armstrong reported that a customer of his had damage to a propeller due to FOD possibly from this Airport. Jon Glass reported that the monthly sweeper service had been cut due to cost but he reported that community service workers pick up FOD on a regular basis. He also reported that a ramp concrete repair project will start in a few months.

4. **Treasurer's report** – Copies of the financial reports were provided to Board members. Karla Smith reported that a line item had been added to the financial statements for fuel tank repair with \$16,499 in the account. She requested a motion from the Board to purchase 4 new Jack Daniel's rocking chairs for \$632.00. **The motion was not approved.** John Miller suggested that the existing chairs be soda blasted and painted. **A motion was made and approved** to have Jon Glass look at options to refurbish the chairs.

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

CURRENT PROJECTS

Terminal Building – The outdoor fans have been removed. The memorial tree for Lt. Commander Patterson can be purchased from the City for \$150. **A motion was made and approved** to purchase a memorial tree from the City of Tullahoma for \$150 using the donor account.

36 and 24 Threshold Markings – We are on the schedule for this work to begin on June 10. Jon Glass sent a request to Steve Upshaw to have this work completed in late May due to Bonnaroo that is scheduled for June 13 to 16. Steve Upshaw advised Jon Glass that the work is scheduled for the week of May 27.

Parish/City/TAA Agreement – The grant has been returned with TDOT signatures and the Work Authorization has been approved. Survey work for the project started April 8.

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. The executed grant was returned on 2/6/13 and the \$5,700 reimbursement was submitted on 2/7/13.

NW Ramp and Hangar Development – Jon Glass presented a proposal with 4 options to finance construction for 20 new T-hangars in the NW section of the Airport. Board members reviewed and discussed the options. A work session will be held prior to the May 14 Board meeting to discuss the options.

April 9, 2013

Airfield Signage – Jon Glass would like to submit an Airfield Signage project request with 95/5 funding for \$150,000. The local share will be \$7,500. **A motion was made and approved** to submit the project contingent upon securing the \$7,500 local share amount.

TAD Airport Inspection – Curl Construction completed the tree clearing project on 3/27/13. About 900 trees were removed from the approach end of runway 18, 24 and 9. Steve Upshaw and Brian Caldwell were notified on 3/28/13 that the project was complete for the Airport license.

Tree Clearing Project – Jon Glass would like to submit a new tree clearing project request with 95/5 funding for \$9,000. The local share will be \$450. John Miller recommended that the project request be increased to \$15,000. **A motion was made and approved** to request the project at \$15,000 with a local share amount of \$750 adding trees at the approach end of runway 6.

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. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete. Curl Construction will complete grass seeding after the NW Airfield Utility project.

Northern Field Aviation Hangar Project – A grant request for \$500,000.00 with 95/5 funding was mailed to TAD on 2/12/13. The request for \$25,000 loan from TUB for the local share amount and letter of intent from Chuck Armstrong was submitted to TUB on 2/22/13. This request will be on the agenda at the May 16 TN Aeronautics Commission meeting. **A motion was made and approved** to have Chairman Tinkler check with TUB on the status of the \$25,000 loan request for the local share amount.

Air Show – Performers will be Keith Davis in a Pitts and Michael Kennedy in a BT-13 on Thursday July 4th. Kiwanis Club may drop the musical performance due to lower than anticipated fund raising for the event.

NW Area Environmental Review – A grant request for \$95,600.00 with 95/5 funding was delivered to TAD on 2/7/13. The City will fund the \$4,780.00 local share amount for this project. Steve Upshaw advised that this project request has been referred to the TN Aeronautics Commission meeting scheduled for May 16.

Runway 6/24 Approach Lighting – The project will be bid the first week in May and construction would start by the end of July.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to us on 1/14/13. The project will be bid the first week in May and construction would start by the end of July.

April 9, 2013

NW Taxiway Concrete Repair and Lighting (Amendment) – The executed grant amendment was received on 4/5/13. The project will be bid the first week in May and construction would start by the end of July.

South Taxiway Light Repair – The project will be bid the first week in May and construction would start by the end of July.

Ramp Concrete Repair – The project will be bid the first week in May and construction would start by the end of July.

South Ramp Drainage Repair – The grant was received on 1/30/13. It has been returned to TDOT for signatures and the \$4,750 local share has been submitted. The executed grant was received on 4/5/13. The project will be bid the first week in May and construction would start by the end of July. Jon Glass will check with Steve Upshaw to see if drainage on the closed south taxiway has been added to this project.

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. Water line installation is complete. The grinder pump is scheduled to be delivered today and sewer line installation will begin tomorrow. Electrical is being added to this project with a change order.

North Hangar Roof Leak – The grant amendment was received on 1/30/13. It has been returned to TDOT for signatures and the additional \$6,500 local share has been submitted. The executed grant amendment was received on 4/5/13. Richard Rinks is working with the Contractor on the performance bond for this project so work can begin.

2013 Tennessee Air Tour – Alderman Norris will attend the presentation on April 27 at 9:30 am.

Cargo Aircraft – List of cargo jets since 1/1/13 is included for Board member review.

Other – Jon Glass reminded everyone to use the gravel perimeter road instead of airfield runways and taxiways when coming to the Airport from the Beechcraft Museum.

FUEL SALES

Fuel sales for the month of March 2013 were 5,790.57 gallons. This is a 5,722.37 gallon decrease in the 11,512.94 gallons sold in March of 2012. Part-time employment costs have been cut back since November 2012 for the winter months. Jet Fuel sales have been way below average the past 3 months. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

April 9, 2013

March 2013	AVGAS	AVGAS SS	Total
Gallons	1,510.4	1,610.97	3,121.37
Flow Fee	\$151.04	\$161.09	\$312.13
Pump Fee	\$755.20	\$402.74	\$1,157.94

March 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	79	1,127.2	1,463	2,669.2
Flow Fee	\$7.90	\$112.72	\$146.30	\$266.92
Truck Fee	\$7.90	\$112.72	\$146.30	\$266.92
Pump Fee	\$79.00	\$901.76	\$1,316.70	\$2,297.46

Total AVGAS & Jet Gallons = 5,790.57

Total Flow Fee = \$579.05

Total Jet Truck Fee = \$266.92

Total Pump Fee = \$3,455.40

Total Part-Time Employment Cost = \$1,589.00

Jet Truck Fee Minus Rental = -\$333.08

Pump Fee Minus Employment Cost = +\$1,866.40

FUEL PRICES

3/29/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.19		\$4.98			\$6.03
AVGAS FS	\$5.44	\$5.39	\$4.98	\$5.20	\$6.00	\$6.23
Jet	\$5.37	\$5.09	\$4.82	\$4.95	\$4.90	\$5.29

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
March 2012	11,512.94
March 2011	4,943.4
March 2010	8,422.8
March 2009	5,594.5
March 2008	8,265
March 2007	7,580.7

March 2012 OPERATIONS

April 9, 2013

Single Engine Based	234
Multi Engine Based	34
Jet or Tuboprop Based	128
Single Engine Transient	120
Multi Engine Transient	54
Jet or Turboprop Transient	34
Military	16
Total	620

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove it from the approach plates. They will let us dismantle and remove the SDF after 5.2.13.

NDB – OTS entire month. Jimmy Chapman will travel to Murfreesboro to get the NDB parts from Don Hall’s daughter around the 2nd week of April. We will then sign the \$200 per month maintenance agreement with Elger Holland to maintain the NDB.

VOR – No problems or outages for March 2013.

AWOS – No problems or outages for March 2013. The annual FAA inspection was completed yesterday with no problems or issues noted.

Veeder Root Fuel System – No problems or outages for March 2013.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for March 2013.

REILS AND PAPI – Bill Beggs replaced the circuit board on 3/25/13. He will return soon to replace the transformer also. FAA did a flight check on runway 18/36 PAPI’s. The 18 PAPI’s were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER – Changes in based aircraft, runway 6/24 width and weight bearing capacity for 6/24 have been accepted by FAA in Washington DC. Airnav.com should publish these changes in the next 6 weeks.

Information for local hotels and restaurants, hours of operation and local attractions has been sent to Winston Brooks for the Airport website. Information for cargo operators will be sent soon.

AIRPORT MARKETING/PRESENTATIONS – No presentations for March 2013.

April 9, 2013

SUGGESTION BOX – No suggestions as of 4/2/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Dennis Hyde reported that a meeting was held with Walter Bevins the Nashville FAA FISDO Manager, TAA members and John and Charles Parish. Issues with the 18/36 turf runway were discussed with Mr. Bevins. Mr. Hyde reported that the meeting went extremely well. PDC will complete the 9/27 study in about 90 days.
- B. RTTF Committee Update** – Chairman Tinkler reported that Diandra Brooks with the FAA contacted her and reported that RTTF requirements are changing for GA Airports. They will discuss these requirements in a few weeks.

7. New Business:

- A. TN Skydiving Ownership Update** – Steve Tudor introduced Paul Russo to the Board. Mr. Russo will become a partner with TN Skydiving and handle the day to day operations of the company. A C-206 will be used for skydiving operations and they plan to jump every weekend including some Friday's. Board members decided it was not necessary to make any changes to the TN Skydiving lease.
- B. Community Hangar Security Concern** – Chairman Tinkler requested that staff lock the south hangar at the close of business each night. Ralph Bard asked about after hour access for the tenants that have aircraft based in the hangar. A lock box will be attached to the door for tenants of the hangar to gain afterhour's access to the hangar as needed. This action was precipitated by Chris Rounds' unauthorized, after-hours placement, without prior arrangements being made with Airport management, of 2 aircraft in the airport owned South hangar.

8. Alderman Norris was not present for the meeting.

9. Meeting was adjourned at 6:14pm.

Submitted on 4/15/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting