



Tullahoma Municipal Airport Authority
807 William Northern Boulevard
P.O. Box 1584
Tullahoma, TN 37388

January 17, 2012

WORK SESSION MEETING MINUTES

1. The publicly announced Budget work session began at 3:00pm.
2. TAA Board Members present: Jim Apple, Dennis Hyde, John Miller, Karla Smith, Sharon Tinkler and Steve Worsham. Sam Crimm was absent.
3. Others present:
 - a. Sue Wilson, City of Tullahoma Finance Director.
 - b. Others: Dr. Neil Loeffler.
4. The following agenda items were discussed: The draft audit report, items to be reduced, increased or added to current budget, establish line items and reserve accounts for the fuel account, Hangar Keepers Insurance, establish daily check out/cash draw policy, policy on fuel payments from local based customers, call out policy for employees and mileage reimbursement for employees.
5. General discussion revolved around the above topics. Agreement was reached to modify several current budget line items, to include a separate line item in the fuel account for fuel tank reserve fund to be funded by fuel sales, and to transfer money from the fuel account to the general operating account for cash flow purposes, such transfer to be partially reimbursed later this year as the financial situation stabilizes. Agreement was also reached that TAA needs a policy to address local fuel customers who wish to pay for fuel purchases with cash. A policy will be prepared for approval at the next regular board meeting. Sue Wilson agreed to review the current hangar keeper liability insurance policy regarding fuel sales and, as appropriate, seek a reduction in the policy coverage and premiums based on what Murfreesboro and Winchester airports pay for similar insurance. Ms. Wilson also suggested that the Board review the current job requirements expectations vs current salaries for our two exempt employees with consideration to possibly making adjustments for the airport's FY13 budget submission.
6. The meeting was adjourned at 5:20pm.

Signed,

<Original Signed>

Jon Glass, Airport Manager

Minutes approved at the _____ regular TAA board meeting.