

June 11, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
June 11, 2013**

Members Present

- Sharon Tinkler, Chairperson
- 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

Work Session Minutes

- 1. Meeting called to order at 4:30pm.**
- 2. By-Laws/Rules and Regulations Review** - Board Members reviewed and discussed the By-Laws and Rules and Regulations.
- 3. Work session adjourned at 5:00pm.**

Regular Meeting Minutes

Visitors: Chris Rounds and Jason Waller (Public Comments), Mike Rutherford (July 4th Air Show), Chuck Armstrong (NFA Hangar) and John Parish (Parish/City Agreement).

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.**

June 11, 2013

2. **Minutes for the May 14, 2013 meeting were approved** as written with the following corrections. New Business section D will read – **A motion was made and approved** to allow the City to change the classification of the Airport Manager position to a Department Head with the City of Tullahoma. New Business section D will include – The Airport Manager will notify the Board of incidents.
3. **Public comments** – Chris Rounds asked the Board to consider applying the coating to both lean-to's on the north hangar. **A motion was made and approved** to obtain a cost estimate and consult Richard Rinks on the work to be performed. Jason Waller reported that a leak was coming from the west facing window area on the south side of the north hangar. **A motion was made and approved** to include this work with the previously approved motion as an amendment.
4. **Treasurer's report** – Copies of the financial reports were not received prior to the meeting and Karla Smith was not present for the meeting.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – The irrigation system has been turned back on.

36 and 24 Threshold Markings – Both thresholds have been corrected. 18/36, taxiways and the ramp have been marked and striped. Runway 6/24 and the taxiway on 14/32 were not included with this work.

Parish/City/TAA Agreement – Jon Glass and Jimmy Chapman obtained a price quote of \$1,450.00 to acquire 35 turf runway cones for the 18/36 turf runway. We need to complete the FAA 7480 form to designate it as a landing area. **A motion was made and approved** to purchase the turf runway cones for \$1,450.00.

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. Jon Glass sent the reimbursement request again on 6/6/13. The Aeronautics Division did not receive the first request.

Airfield Signage – The project request was submitted on 5/17/13. It will be on the agenda for the July 18, 2013 TAC meeting.

June 11, 2013

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. TAD staff approved this grant and it was received on 5/24/13. It will be returned to TAD with the local share amount after obtaining Jeremy Bell's signature.

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.

Rodney Allison requested an address for the hangar complex. The City and 911 have approved 100 Northwest Taxiway Lane. **A motion was made and approved** to designate the XP Services hangar project as 100 Northwest Taxiway Lane.

Northern Field Aviation Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. TUB has approved the \$25,000 loan request for the local share amount. We have not received the grant as of 6/6/13.

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. The Aeronautics Division did not approve this project request.

Runway 6/24 Approach Lighting – A meeting will be held with Steve Upshaw and PDC on Wednesday June 12th (2:00 pm) in the terminal building regarding Engineer fees on this project. The 60% design meeting will be held shortly after this meeting.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to us on 1/14/13. A meeting will be held with Steve Upshaw and PDC on Wednesday June 12th (2:00 pm) in the terminal building regarding concrete repair on this project. The 60% design meeting will be held shortly after this meeting.

NW Taxiway Concrete Repair and Lighting (Amendment) – The executed grant amendment was received on 4/5/13. A meeting will be held with Steve Upshaw and PDC on Wednesday June 12th (2:00 pm) in the terminal building regarding concrete repairs on this project. The 60% design meeting will be held shortly after this meeting.

South Taxiway Light Repair – The 60% design meeting will be held shortly after June 12.

Ramp Concrete Repair – The project will be bid the second week in June and construction would start in August. A meeting will be held with Steve Upshaw and PDC on Wednesday June 12th (2:00 pm) in the terminal building regarding concrete repairs on this project. The 60% design meeting will be held shortly after this meeting.

June 11, 2013

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 60% design meeting will be held shortly after this meeting.

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 and sewer line installation is complete. ECD did not approve the electrical service change order for the project. Jody Baltz will provide a funding source to complete the electrical work.

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. Work on the roof screws is complete. They will start applying the coating to the roof in a few days.

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

FUEL SALES

Fuel sales for the month of May 2013 were 9,050.75 gallons. This is a 6,794.8 gallon decrease in the 15,845.55 gallons sold in May of 2012. The large decrease in fuel sales from last May is due to the lack of an ABS event this year. All fuel filters have been replaced. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

May 2013	AVGAS	AVGAS SS	Total
Gallons	2,534.89	1,323.36	3,858.25
Flow Fee	\$253.48	\$132.33	\$385.81
Pump Fee	\$1,267.45	\$397.00	\$1,664.45

May 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,354.1	939.4	2,899	5,192.5
Flow Fee	\$135.41	\$93.94	\$289.90	\$519.25
Truck Fee	\$135.41	\$93.94	\$289.90	\$519.25
Pump Fee	\$1,354.10	\$563.64	\$2,534.10	\$4,451.84

Total AVGAS & Jet Gallons = 9,050.75
 Total Flow Fee = \$905.06
 Total Jet Truck Fee = \$519.25
 Total Pump Fee = \$6,116.29
 Total Part-Time Employment Cost = \$2,380.00

June 11, 2013

Jet Truck Fee Minus Rental = -\$80.75
Pump Fee Minus Employment Cost = +\$3,736.29

FUEL PRICES

6/4/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.29		\$5.10			\$5.72
AVGAS FS	\$5.54	\$5.19	\$5.10	\$5.15	\$6.00	\$5.92
Jet	\$4.79	\$4.79	\$4.73	\$4.95	\$4.90	\$4.78

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
May 2012	15,845.55
May 2011	6,721.4
May 2010	9,263.2
May 2009	7,387.5
May 2008	9,757.9
May 2007	8,133.1

April 2012 OPERATIONS

Single Engine Based	304
Multi Engine Based	22
Jet or Tuboprop Based	166
Single Engine Transient	60
Multi Engine Transient	8
Jet or Turboprop Transient	72
Military	12
Total	644

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove it from the approach plates. We will remove the SDF when the ground is dry.

NDB – OTS entire month.

VOR – No problems or outages for May 2013.

June 11, 2013

AWOS – The radio transmitter was out for 2 days and repaired in May 2013. It continued to transmit in the terminal and by telephone.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for May 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 – New windsocks have been ordered.

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 – Airport power point presentation to Sunrise Rotary on 5.28.13

SUGGESTION BOX – No suggestions as of 6/4/13.

6. Old Business:

A. Parish/City Agreement Committee Update– Dennis Hyde reported that the FAA and TAD had approved the 18/36 turf runway. Written procedures will be published in the Airport rules and regulations and on the Airport website prior to opening of the turf runway. The runway will be at least 2,000 feet in length and marked with cones. He reported that a project request will be submitted to the Aeronautics Division to repair the 9/27 turf runway at its existing length. PDC will provide a cost estimate to crown the runway and fix all existing drainage issues. This project request will be ready for the September 2013 TN Aeronautics Commission meeting. Options to extend the turf runway will be examined after this work is complete. Mr. Parish thanked the Board for taking this action. Chairperson Tinkler notified the City of the estimated \$15,000 needed for the local share amount needed for this project. Reference to Parish letter to CAF moved to New Business.

B. RTTF Committee Update – Chairperson Tinkler reported that there was no change in the status on this agenda item since the last Board meeting.

June 11, 2013

C. Hangar Development - More cost options will be developed for hangar construction.

7. New Business:

A. July 4th Air Show/Firework Update - Mike Rutherford reported that Mike Kennedy and Keith Davis would perform at the Air Show and TN Skydiving will parachute the American flag in for the event. A citizen of the year will be presented and Annie and the Hot Club will be the musical performer. The gates will open at 5:00 pm and the fireworks will conclude at 9:45 pm. Planning meetings will be held every Friday at 10:00 am in the terminal building leading up to July 4th.

B. NFA Hangar Site Presentation - Chuck Armstrong requested permission to change the location of his hangar site from the east side of the Airport to the NW side of the Airport. He also reported that he was about 2 weeks away from receiving Part 145 certification from the FAA. PDC and Richard Rinks will be consulted about moving the hangar to the NW section of the Airport.

C. Lighttube Ramp Emblem - Sam Crimm suggested that "Welcome to Tullahoma" be included with the Lighttube emblem on the ramp. **A motion was made and approved** to allow TUB to paint this on our ramp at no cost to the Airport and TUB will maintain it. They will also be required to submit a drawing of the proposed emblem to the Board for prior approval.

D. Other new business - Board members discussed the recently completed painting and striping of the Airport completed by the Aeronautics Division. Chairperson Tinkler will send a letter to the Aeronautics Division requesting that they complete or provide cost estimates to finish painting the 14/32 taxiway and areas on the ramp.

E. CAF Letter - Chairperson Tinkler presented and read a letter that Mr. Parish submitted to the Commemorative Air Force asking to consider locating their headquarters at the Tullahoma Airport.

8. Alderman Norris had to leave the meeting early for a prior commitment.

9. Meeting was adjourned at 6:05pm.

Submitted on 6/18/2013

<Original Signed>

Jon Glass

June 11, 2013

TAA, Airport Manager

Minutes approved during the _____ meeting