

May 14, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
May 14, 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. NW Hangar Development** – Board members discussed several funding options to construct T-hangars presented by Jon Glass. No action was taken on hangar construction at this time.
- 3. Work session adjourned at 5:00pm.**

Regular Meeting Minutes

Visitors: Chris Rounds (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.**

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2. **Minutes for the April 9, 2013 meeting were approved** as written with the following correction. "Rocking Chairs" replaced the single word, "rocking", in the Treasurer's report agenda item.
3. **Public comments** – Chris Rounds presented and discussed a calendar of events for upcoming NAEC events in the North hangar. **A motion was made and approved** to allow NAEC to serve alcohol at the July 4th fundraiser held in the North hangar.
4. **Treasurer's report** – Copies of the financial reports were provided to Board members.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – TUB would like to mount an HD camera on the terminal showing the ramp and airfield. It would have an IP address and be available on the internet 24/7 or on TV. **A motion was made and approved** for TUB to install the camera on the terminal building.

36 and 24 Threshold Markings – We are on the schedule for this work to begin on May 28. It should take 3 to 4 days.

Parish/City/TAA Agreement – This item will be discussed during the Old Business agenda item.

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 – This item was discussed during the work session prior to the meeting.

Airfield Signage – A motion was made and approved to submit the project contingent upon securing the \$7,500 local share amount at the 4/9/13 Board meeting. Sue Wilson has confirmed that the local share amount is available.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13.

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

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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.

Northern Field Aviation Hangar Project – A grant request for \$500,000.00 with 95/5 funding was mailed to TAD on 2/12/13. This request will be on the agenda at the May 16 TN Aeronautics Commission meeting. TUB has approved the \$25,000 loan request for the local share amount.

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 – The project will be bid the second week in June and construction would start in August.

NW Taxiway Concrete Repair and Lighting – The executed grant was returned to us on 1/14/13. The project will be bid the second week in June and construction would start in August.

NW Taxiway Concrete Repair and Lighting (Amendment) – The executed grant amendment was received on 4/5/13. The project will be bid the second week in June and construction would start in August.

South Taxiway Light Repair – The project will be bid the second week in June and construction would start in August.

Ramp Concrete Repair – The project will be bid the second week in June and construction would start in August.

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 second week in June and construction would start in August.

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. The notice to proceed has been issued and materials for the job have arrived at the Airport. The Contractor arrived earlier today to start work.

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Title VI Compliance – All required Title VI compliance paperwork and training has been completed.

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

FUEL SALES

Fuel sales for the month of April 2013 were 11,244.28 gallons. This is a 2,229.89 gallon increase in the 9,014.39 gallons sold in April of 2012. The hose on the jet fuel pump has been replaced and fuel filters have been replaced in both trucks and the AVGAS tank. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

April 2013	AVGAS	AVGAS SS	Total
Gallons	2,899.8	2,196.98	5,096.78
Flow Fee	\$289.98	\$219.69	\$509.67
Pump Fee	\$1,449.90	\$549.25	\$1,999.15

April 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,270	1,532.5	3,345	6,147.50
Flow Fee	\$127.00	\$153.25	\$334.50	\$614.75
Truck Fee	\$127.00	\$153.25	\$334.50	\$614.75
Pump Fee	\$1,270.00	\$1,072.75	\$2,565.50	\$4,908.25

Total AVGAS & Jet Gallons = 11,244.28
 Total Flow Fee = \$1,124.42
 Total Jet Truck Fee = \$614.75
 Total Pump Fee = \$6,907.40
 Total Part-Time Employment Cost = \$1,930.50
Jet Truck Fee Minus Rental = +\$14.75
Pump Fee Minus Employment Cost = +\$4,976.90

FUEL PRICES

5/3/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.29		\$4.91			\$5.72
AVGAS	\$5.54	\$5.19	\$4.91	\$5.15	\$5.90	\$5.92

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FS						
Jet	\$4.79	\$4.79	\$4.69	\$4.95	\$4.80	\$5.09

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
April 2012	9,014.39
April 2011	6,792.1
April 2010	11,820.7
April 2009	9,633.7
April 2008	10,331.5
April 2007	10,609.5

April 2012 OPERATIONS

Single Engine Based	310
Multi Engine Based	8
Jet or Tuboprop Based	144
Single Engine Transient	100
Multi Engine Transient	40
Jet or Turboprop Transient	80
Military	12
Total	694

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. We have received the NDB parts from Don Hall’s daughter. Elger Holland will return next month to install it at the NDB site.

VOR – No problems or outages for April 2013.

AWOS – No problems or outages for April 2013.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for April 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

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OVERDUE RENT – Dr. Flandro paid his overdue balance on 5/2/13.

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 has updated info minus the width of runway 6/24.

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 April 2013.

SUGGESTION BOX – No suggestions as of 5/3/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Jon Glass reported that the survey work for 9/27 was complete. Several issues will need to be discussed with the Aeronautics Division. A better update will be provided for the June Board meeting.
- B. RTTF Committee Update** – Chairperson Tinkler reported that all guidelines for the RTTF submittals had changed. There will be different guidelines for GA and Commercial service airports. Existing TTF operations should be grandfathered. A committee meeting will be scheduled soon.

7. New Business:

- A. July 4th Air Show/Firework Update (Mike Rutherford)** – Mike Rutherford was not present for the meeting. Jon Glass provided an update on the Air Show performers and static display aircraft for the event. The gates will open to the public at 5:00 pm.
- B. Utility Line Easement – A motion was made and approved** to authorize the Chairperson to execute an electrical easement for the NW section of the Airport provided by Jody Baltz.
- C. Sweeper Service** – Jim Apple reported that he had a conversation with the parties that reported some FOD damage at the previous Board meeting. He reported that the sweeper service contract had been canceled due to cost. Community service workers and staff will be used to conduct FOD walks on the taxiways in addition to

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the ramp. A project will be bid in June to repair some damaged concrete on the north end of the ramp.

D. Employment Classification – 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.

E. Oshkosh Advertisement – Board members discussed several ideas to promote the Airport to transient aircraft for the upcoming Air Venture in Oshkosh. **A motion was made and approved** to offer a 10 cent discount on full serve AVGAS and a 3% discount on all AVGAS cash sales during the event.

F. Other new business – Dennis Hyde questioned what the reporting requirements were for incidents on Airport property. Chairperson Tinkler reported that the FAA and NTSB require aircraft operators to report incidents that involve death, injuries or substantial aircraft damage. The Airport Manager will notify the Board of incidents.

8. Alderman Norris reported that the upcoming fiscal year budget would be very tight. He also announced that he would not seek reelection for his Alderman position in August.

9. Meeting was adjourned at 6:05pm.

Submitted on 5/17/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting