

August 13, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
August 13, 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
- Alderperson Sandy Lindeman
- Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: Wade McNabb, Karen Pless and Eugene London (Public Comments) and Bill Stuart (Hangar Development).

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 July 9, 2013 meeting and August 7, 2013 special called meeting were approved** as written.
- 3. Public comments** – Karen Pless thanked Chris Rounds for giving her son a flight at the recent Young Eagles event. Wade McNabb discussed several upcoming events at the Beechcraft Heritage Museum. **A motion was made and approved** to have the annual remote control event on September 14 and 15. The annual Beechcraft Convention will

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be held October 16 to 20. **A motion was made and approved** to waiver the airspace closed for a Julie Clark air show on October 16th. **A motion was made and approved** to have a firework display on October 19th provided a waiver is obtained to close the airspace. Eugene London urged Board members to work together with NAEC and avoid a lawsuit over the terminated lease agreement.

4. **Treasurer's report** – Copies of the financial reports were not received prior to the meeting. Karla Smith was not present for the meeting.

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

CURRENT PROJECTS

Terminal Building – No problems or issues.

Parish/City/TAA Agreement – The 18/36 turf runway has been marked and is in use. The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division for the September TAC meeting. PDC has completed the 9/27 Study and a copy will be e-mailed to Board members.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. We have not received the grant as of 8/8/13.

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. The grant and local share amount have been returned to TAD.

Maintenance Contract Reimbursement – An \$8,950 reimbursement request was submitted on 7/12/13. The FY 13/14 Maintenance Contract was received and returned to TAD for signatures.

Ledford Mill Road Gate – Have an estimate from B&R Fence to install a vehicle gate across from the skating rink on Ledford Mill Road. This vehicle gate would serve NW section of Airport until the road and new entrance is completed. This would be a 95/5 funded grant in the amount of \$4,940.00 with a local share amount of \$247.00. **A motion was made and approved** to submit the project request.

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. Bill Stuart reported that concrete would be poured on the first hangar pad in a few days.

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Northern Field Aviation Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. Richard Rinks does not see any potential problems or issues with moving the hangar to the NW area. The grant and local share amount have been returned to TDOT for processing.

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. No new update.

Runway 6/24 Approach Lighting – PDC has resumed work on this project with Steve Upshaw's approval.

NW Taxiway Concrete Repair and Lighting – The pre-bid meeting will be August 22nd at 2:00 pm in the Conference room. Bids will be opened on September 5th at 2:00 pm in the Conference room. Copies of the 60% design meeting minutes and the bid advertisement are included for Board member review.

NW Taxiway Concrete Repair and Lighting (Amendment) – The pre-bid meeting will be August 22nd at 2:00 pm in the Conference room. Bids will be opened on September 5th at 2:00 pm in the Conference room. Copies of the 60% design meeting minutes and the bid advertisement are included for Board member review.

South Taxiway Light Repair – The pre-bid meeting will be August 22nd at 2:00 pm in the Conference room. Bids will be opened on September 5th at 2:00 pm in the Conference room. Copies of the 60% design meeting minutes and the bid advertisement are included for Board member review.

Ramp Concrete Repair – The pre-bid meeting will be August 22nd at 2:00 pm in the Conference room. Bids will be opened on September 5th at 2:00 pm in the Conference room. Copies of the 60% design meeting minutes and the bid advertisement are included for Board member review.

South Ramp Drainage Repair – The pre-bid meeting will be August 22nd at 2:00 pm in the Conference room. Bids will be opened on September 5th at 2:00 pm in the Conference room. Copies of the 60% design meeting minutes and the bid advertisement are included for Board member review.

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.

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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. All work is complete and bills have been submitted for payment to the Contractor.

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

FUEL SALES

Fuel sales for the month of July 2013 were 9,614.65 gallons. This is a 2,267.65 gallon decrease in the 11,882.3 gallons sold in July of 2012. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

July 2013	AVGAS	AVGAS SS	Total
Gallons	3,432.9	1,341.85	4,774.75
Flow Fee	\$343.29	\$134.18	\$477.47
Pump Fee	\$1,716.45	\$402.55	\$2,119.00

July 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,797.0	944.9	2,098.0	4,839.9
Flow Fee	\$179.60	\$94.49	\$209.80	\$483.89
Truck Fee	\$179.60	\$94.49	\$209.80	\$483.89
Pump Fee	\$1,797.00	\$566.94	\$1,799.20	\$4,163.14

Total AVGAS & Jet Gallons = 9,614.65
 Total Flow Fee = \$961.36
 Total Jet Truck Fee = \$483.89
 Total Pump Fee = \$6,282.14
 Total Part-Time Employment Cost = \$2,417.00
Jet Truck Fee Minus Rental = -\$116.11
Pump Fee Minus Employment Cost = +\$3,865.14

FUEL PRICES

8/7/13	Tallahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.26		\$5.14			\$5.67
AVGAS FS	\$5.51	\$5.59	\$5.14	\$5.29	\$5.60	\$5.87

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Jet	\$5.05	\$4.99	\$4.91	\$4.95	\$4.50	\$4.83
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AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
July 2012	11,882.3
July 2011	12,797.0
July 2010	7,142.4
July 2009	9,004.7
July 2008	7,033.5
July 2007	6,896.9

July 2013 OPERATIONS

Single Engine Based	618
Multi Engine Based	12
Jet or Tuboprop Based	170
Single Engine Transient	40
Multi Engine Transient	20
Jet or Turboprop Transient	52
Military	8
Total	920

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. Jon Glass reported that Elger Holland should have the NDB working next month.

VOR – OTS for 3 days, Elger Holland repaired.

AWOS – No problems or outages for July 2013.

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

RUNWAY AND TAXIWAY LIGHTS – 18/36 lights OTS for 10 days. Baker’s Electric repaired a cut electrical line adjacent to the runway.

REILS AND PAPI – Bill Beggs repaired the REIL’s on RWY 24. His son is now involved with the Company and performed most of the work and is much more responsive. 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. We sent the circuit board for 6 PAPI’s back to ADB for repair. It should arrive here for installation any day now.

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HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER – Jon Glass presented a list of names for the proposed NW area road submitted by the public. **A motion was made and approved** to forward “CDR Alan Patterson Way” to the Board of Mayor and Alderman as the suggested road name. Dennis Hyde and Jon Glass will prepare Airport construction updates for the newspaper when work begins in a few months.

AIRPORT MARKETING/PRESENTATIONS – Jon Glass presented the Airport power point presentation to the 2 newly elected BOMA members on 8/9/13.

SUGGESTION BOX – No suggestions as of 8/7/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– This item was updated during the Airport Manager agenda item. John Miller asked Jon Glass to check with PDC on the cost estimate for the 9/27 rehabilitation project and the cost estimate provided in the 9/27 Study.
- B. RTTF Committee Update** – Chairperson Tinkler reported that FAA has moved the deadline to submit reports to September 2014.
- C. Hangar Development** – Board members discussed hangar development and fencing issues in the NW area of airport.

7. New Business:

- A. July 4th Air Show/Firework Update** – Jon Glass reported that Planning meetings will be held at 10:00 am every Friday until the August 31 event. A schedule of events was provided to Board members.
- B. By-Law Amendment** – The amendment was provided by Jeremy Bell. **A motion was made and approved** to accept the proposed by-law amendment.

8. Alderman Lindeman reported that she was excited to serve as liaison to the Airport Authority. She reported that the Airport is an asset for the Community and asked Board members to stress this to the public.

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9. Meeting was adjourned at 5:42 pm.

Submitted on 8/15/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting