

September 10, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
September 10, 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: Alan Davis (Public Comments) Don Harrel (Sain Construction).

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 August 13, 2013 meeting and August 28, 2013 special called meeting were approved** as written.
- 3. Public comments** – Alan Davis reported that he had sold his private hangar. **A motion was made and approved** to enter into a new Lease agreement with Gary Coonan for hangar N318.

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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 \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division for the September 19, 2013 TAC meeting. Steve Upshaw reported that this project request is under further review by TAD staff and will not be on the September 19, 2013 TAC meeting agenda.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. The grant was received on 9/9/13.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. The executed grant was received on 8/22/13.

Maintenance Contract Reimbursement – An \$8,936.94 reimbursement was received on 8/22/13. The FY 13/14 Maintenance Contract was received and returned to TAD for signatures.

Ledford Mill Road Vehicle Gate – The 95/5 funded project request in the amount of \$4,940.00 with a local share amount of \$247.00 was submitted to TAD on 9/4/13.

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 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 Maintenance Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. The executed grant was received on 8/22/13. Richard Rinks does not see any potential problems or issues with moving the hangar to the NW area. PDC is working on a cost estimate to amend the XP Services ramp expansion project to include and asphalt ramp for this hangar adjacent to the XP hangar being constructed.

NW Area Environmental Review – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres.

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Runway 6/24 Approach Lighting – PDC is waiting for one more permit from TDEC that should be issued in 3 weeks.

NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid from Sain Construction that exceeded the grant amount available. PDC prepared a recommendation to not accept the bid. Don Harrel with Sain Construction requested permission to negotiate the bid amount with PDC. **A motion was made and approved** to defer a decision on accepting the bid. Sain Construction will contact PDC the following day.

NW Taxiway Concrete Repair and Lighting (Amendment) – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. See the previously approved motion.

South Taxiway Light Repair – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. See the previously approved motion.

Ramp Concrete Repair – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. See the previously approved motion.

South Ramp Drainage Repair – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. See the previously approved motion.

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. Survey work for the road layout is complete. TUB should finish electrical service for the area the week of 9/9/13.

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 invoices have been submitted to TAD for payment.

CIP List – The current CIP is included for Board member review. Jon Glass will attend the TDOT CIP meeting in Chattanooga on 10/9/13 to update the list.

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

FUEL SALES

Fuel sales for the month of August 2013 were 10,542.96 gallons. This is a 4,244.99 gallon decrease in the 14,787.95 gallons sold in August of 2012. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

August 2013	AVGAS	AVGAS SS	Total
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Gallons	2,415.72	2,079.04	4,494.76
Flow Fee	\$241.57	\$207.90	\$449.47
Pump Fee	\$1,207.86	\$623.71	\$1,831.57

August 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	2,792.4	890.8	2,365.0	6,048.2
Flow Fee	\$279.24	\$89.08	\$236.50	\$604.82
Truck Fee	\$279.24	\$89.08	\$236.50	\$604.82
Pump Fee	\$2,792.40	\$712.64	\$2,028.50	\$5,533.54

Total AVGAS & Jet Gallons = 10,542.96

Total Flow Fee = \$1,054.29

Total Jet Truck Fee = \$604.82

Total Pump Fee = \$7,365.11

Total Part-Time Employment Cost = \$3,247.50

Jet Truck Fee Minus Rental = +\$4.82

Pump Fee Minus Employment Cost = +\$4,117.61

FUEL PRICES

9/4/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.26					\$5.98
AVGAS FS	\$5.51	\$5.59	\$5.15	\$5.29	\$5.85	\$6.18
Jet	\$5.05	\$4.99	\$5.08	\$4.95	\$4.70	\$4.83

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
August 2012	14,787.95
August 2011	9,935.75
August 2010	6,986.8
August 2009	5,975.2
August 2008	12,894.4
August 2007	7,050.3

August 2013 OPERATIONS

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Single Engine Based	546
Multi Engine Based	8
Jet or Tuboprop Based	356
Single Engine Transient	100
Multi Engine Transient	16
Jet or Turboprop Transient	84
Military	12
Total	1,122

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS entire month. FAA will complete the paperwork to remove it from the approach plates. The SDF antennas will be removed this month.

NDB – OTS entire month. Elger Holland has the equipment and parts needed to get it operational. Prior to 8/30/13 one of the NDB towers collapsed. It is unknown what caused this to happen. Bill Stuart prepared an estimate of \$4,721.00 to repair the NDB tower. Our Insurance deductible is \$1,000. **A motion was made and not approved** to decommission the NDB. John Miller voted in favor of decommission. Steve Worsham, Sam Crimm and Dennis Hyde voted no.

VOR – No problems or outages for August 2013.

AWOS – No problems or outages for August 2013.

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

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

REILS AND PAPI – 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. Circuit board for the runway 6 PAPI's arrived 9/6/13 and will be installed in a few days.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER – Jon Glass reported that the remote control event will be held this weekend. The 99's offered to repaint the compass rose on September 28.

AIRPORT MARKETING/PRESENTATIONS – August 31 Air Show/Firework event was tremendous success with 6,000 people attending.

SUGGESTION BOX – No suggestions as of 9/5/13.

6. Old Business:

- A. Parish/City Agreement Committee Update-** Chairperson Tinkler reported that the Aeronautics Division was reviewing the submitted 9/27 runway project. A meeting will be held September 23 to discuss if State or Federal design standards will be applied to the runway.
- B. RTTF Committee Update** – Chairperson Tinkler reported that FAA had delayed the deadline to submit RTTF reports until October 1, 2014. **A motion was made and approved** to table this agenda item until June of 2014.
- C. Hangar Development** – Sam Crimm suggested the Board review and plan for future hangar development.

7. New Business:

- A. July 4th Air Show/Firework Update** – Jon Glass reported that the event was a success with 5,000 to 6,000 people attending. The Kiwanis Club will request permission to hold the event again next year at a future Board meeting.
- B. CIP Review** – Board members reviewed the current CIP list for the Airport. A recommendation was made to defer the hangar development project until 2015 and to delete the Environmental Assessment project request.

8. Alderperson Lindeman had no comments.

9. Meeting was adjourned at 5:28 pm.

Submitted on 9/13/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting