

December 10, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
December 10, 2013**

Members Present

- Sharon Tinkler, Chairperson
- John Miller
- Dennis Hyde
- Jim Apple
- Karla Smith
- Sam Crimm
- Steve Worsham

Other Persons Present

- Jimmy Chapman, Deputy Airport Manager
- Alderperson Sandy Lindeman
- Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: No visitors.

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 November 19, 2013 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Copies of the financial reports were distributed at the meeting.
- 5. Jimmy Chapman presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – A motion was and approved to terminate the current lawn care monthly service with MLS effective 12/31/13 at \$275.00 per month. Three estimates will be obtained and presented for the January Board meeting. The new service would start effective March 1, 2014.

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division.

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. This project will be bid after TAD completes the annual Airport inspection that is scheduled for any day now.

Ledford Mill Road Vehicle Gate – Steve Upshaw approved adding this work to the NW Taxiway repair (0780) grant. Work should be completed on vehicle gate prior to Christmas.

Coffee County Appropriation – A letter will be sent on January 2nd requesting the \$12,000 appropriation approved by the County Commission for FY 2013/14.

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. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The project was completed under the grant amount and a refund will be issued on the local share amount paid. XP Services is working with Planning and Codes to obtain the CO for the hangar.

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. Steve Upshaw recommended we submit a ramp expansion project in the NW area for this hangar. PDC will work on an estimate for the project request. The estimated \$7,500 to \$9,000 local share for the ramp expansion project can be sourced by amending the UDAG loan for the hangar construction local share amount. This project request will be ready for Board approval at the January meeting and will be ready for the February TAC meeting.

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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.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. The signed grant and local share amount were returned to TDOT on 9/14/13 for processing. This project and the following two along with the NW taxiway lighting portion will be bid as two separate projects in the month of January 2014 with work to begin in the Spring.

Runway 6/24 Approach Lighting – Environmental work for the project is completed and approved.

South Taxiway Light Repair –

NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. This project and the following 3 will be rebid during the month of January 2014 with work to begin in the Spring.

Ramp Concrete Repair –

South Ramp Drainage Repair –

NW Airfield Utility Project – Water and sewer line installation is complete. Survey work for the road layout is complete. TUB has completed electrical work for the area.

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

FUEL SALES

Fuel sales for the month of November 2013 were 8,036.32 gallons. This is a 4,888.28 gallon decrease in the 12,924.6 gallons sold in November of 2012. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

November 2013	AVGAS	AVGAS SS	Total
Gallons	2,314.09	2,257.63	4,571.72
Flow Fee	\$231.41	\$225.76	\$457.17
Pump Fee	\$1,157.05	\$564.41	\$1,721.46

November 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,042	1,027.1	1,395.5	3,464.6

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Flow Fee	\$104.20	\$102.71	\$139.55	\$346.46
Truck Fee	\$104.20	\$102.71	\$139.55	\$346.46
Pump Fee	\$1,042.00	\$616.26	\$1,111.85	\$2,770.11

Total AVGAS & Jet Gallons = 8,036.32

Total Flow Fee = \$803.63

Total Jet Truck Fee = \$346.46

Total Pump Fee = \$4,491.57

Total Part-Time Employment Cost = \$1,849.00

Jet Truck Fee Minus Rental = -\$253.54

Pump Fee Minus Employment Cost = +\$2,642.57

FUEL PRICES

12/3/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.80		\$4.70			\$5.15
AVGAS FS	\$5.05	\$4.99	\$4.70	\$5.09	\$5.20	\$5.35
Jet	\$4.99	\$4.59	\$4.93	\$4.55	\$4.50	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
November 2012	12,924.6
November 2011	12,927
November 2010	6,250
November 2009	Missing
November 2008	4,970.7
November 2007	Missing

November 2013 OPERATIONS

Single Engine Based	296
Multi Engine Based	32
Jet or Turboprop Based	140
Single Engine Transient	108
Multi Engine Transient	18
Jet or Turboprop Transient	32
Military	0

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Total	626
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MAINTENANCE/NAVAID PROBLEMS

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. Two quotes have been obtained and the Insurance company has been contacted about completing the repair work. We expect the work to be completed this month.

VOR – No problems or outages for November 2013.

AWOS – No problems or outages for November 2013.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for November 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. FAA was notified again on 10/30/13 to schedule a flight check.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS – Jon Glass did a TV interview with Lighttube on 11/26/13 regarding the NW area hangar development.

SUGGESTION BOX – No suggestions as of 12/3/13.

6. Old Business:

A. Parish/City Agreement Committee Update– No new update.

B. 9/27 Project Request – Chairperson Tinkler reported that the project request had been submitted to TAD for staff review. It is unknown when they will meet to review the project request. PDC will attend the January meeting to update Board members on the 9/27 Study.

7. New Business:

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A. Vehicle Gate Code – Jimmy Chapman reported the vehicle access gate code would be changed effective January 1, 2014.

B. Indemnification – Chairperson Tinkler reported that a meeting was scheduled later in the week with the City Attorney and TAA Attorney regarding Indemnification.

8. Alderperson Lindeman reported that coyotes on the Airport would help with the geese problem in the area.

9. Meeting was adjourned at 5:16 pm.

Submitted on 12/17/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting