



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
November 12 and 19, 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: 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** with no quorum present. Sharon Tinkler, Jim Apple and Dennis Hyde were present. The meeting was adjourned until November 19, 2013. **The meeting was called to order at 5:00 pm on November 19th.**
- 2. Minutes for the October 8, 2013 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Copies of the financial reports were not received prior to the meeting.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – The Irrigation system will be turned off for the winter on November 11. We will explore some new options for the mowing/landscaping contract during the winter months.

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. PDC has prepared a multi-phase and year project request with 95/5 funding for Board consideration.

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. Bids will be opened on 11/12/13 at 2:00 pm in the terminal building. B&R Fence submitted the only bid for the project at \$4,455.00. This price does not include electric power which is estimated at \$500.00. **A motion was made and approved** to accept the B&R Fence estimate for \$4,455.00.

TAA Schwab Account – Forms have been submitted to Schwab to close the account.

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. **A motion was made and approved** to release the final retainage payment of \$10,000.00 to Curl Construction.

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.

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. Work on this project is completed.

CIP List – Jon Glass attended the October 1 CIP meeting in Nashville and submitted our list. The Black Cat software will start accepting invoices for TDOT payments in January 2014.

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

FUEL SALES

Fuel sales for the month of October 2013 were 15,123.97 gallons. This is a 4,079.16 gallon decrease in the 19,203.13 gallons sold in October of 2012. A total of 6,057.28 gallons of fuel were sold during the Beechcraft Convention. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. Jimmy Chapman is attending the Eastern Aviation Fuel Quality Control Seminar in Bowling Green, KY on November 13 and 14. Eastern Aviation completed the annual inspection of the fuel system

and trucks on 11/6/13 and found no problems or issues. **A motion was made and approved** to close the Terminal building on Thanksgiving, Christmas and New Year's day with an employee on call for each day.

October 2013	AVGAS	AVGAS SS	Total
Gallons	6,978.35	2,761.32	9,739.67
Flow Fee	\$697.83	\$276.13	\$973.96
Pump Fee	\$3,489.18	\$690.33	\$4,179.51

October 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1209.8	1,781.5	2,393	5,384.3
Flow Fee	\$120.98	\$178.15	\$239.30	\$538.43
Truck Fee	\$120.98	\$178.15	\$239.30	\$538.43
Pump Fee	\$1,209.80	\$1,247.05	\$2,025.20	\$4,482.05

Total AVGAS & Jet Gallons = 15,123.97

Total Flow Fee = \$1,512.39

Total Jet Truck Fee = \$538.43

Total Pump Fee = \$8,661.56

Total Part-Time Employment Cost = \$2,664.50

Jet Truck Fee Minus Rental = -\$61.57

Pump Fee Minus Employment Cost = +\$5,997.06

FUEL PRICES

11/6/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.80		\$4.72			\$5.31
AVGAS FS	\$5.05	\$5.59	\$4.72	\$5.09	\$5.70	\$5.51
Jet	\$4.99	\$4.99	\$4.95	\$4.95	\$4.70	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
October 2012	19,203.13
October 2011	15,677.15
October 2010	11,958.5

October 2009	11,814.8
October 2008	15,672.1
October 2007	20,547.5

October 2013 OPERATIONS

Single Engine Based	624
Multi Engine Based	28
Jet or Tuboprop Based	148
Single Engine Transient	434
Multi Engine Transient	68
Jet or Turboprop Transient	36
Military	12
Total	1,350

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. The Insurance adjuster arrived today and approved the repair work to be completed.

VOR – No problems or outages for October 2013. FAA completed annual inspection on 11/6/13 and found no problems or issues.

AWOS – No problems or outages for October 2013. Kevin Angstadt replaced the transmitter two weeks ago.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for October 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. Runway 6 PAPI's have been repaired.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS – Jon Glass met with and gave Thom Robinson with TAEDC a tour of the Airport on 10/21/13.

SUGGESTION BOX – No suggestions as of 11/6/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Sharon Tinkler reported that a 3 or 4 phase project had been prepared by PDC to do rehabilitation work on 9/27. The projects would be submitted once per year to the Aeronautics Division until completed. She read a letter from Frank Van Cleave representing Mr. Parish that indicated approval of this plan to rehabilitate 9/27. Steve Worsham suggested that Jeremy Bell work with Mr. Van Cleave to clarify the details of a possible extension of the runway in writing.
- B. 9/27 Project Request – A motion was made and approved** to submit a 9/27 maintenance project to the Aeronautics Division for \$100,000 with 95/5 funding.
- C. Hangar Development** – No new update.

7. New Business:

- A. Hangar Lease Agreement CPI Increase – A motion was made and approved** to apply a 1.2% CPI increase to all lease agreements with this clause for 2014.
- B. Indemnification** – Sharon Tinkler reported that a meeting would be scheduled later in the week with Mayor Curlee and Jody Baltz regarding Indemnification.

8. Alderperson Lindeman reported that she would discuss the Indemnification issue with Jody Baltz and check on financial reports with Sue Wilson.

9. Meeting was adjourned at 5:20 pm.

Submitted on 11/20/2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting