

October 8, 2013



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
October 8, 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: Mike Rutherford (July 4th Air Show) and Charles Parish (Beechcraft Convention).

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 5:05 pm.**
- 2. Minutes for the September 10, 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. Karla Smith was not present for the meeting.
- 5. Jon Glass presented the Airport Manager report:**

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CURRENT PROJECTS

Terminal Building – Terminal area grass will be over seeded on either October 8 or 9th.

Parish/City/TAA Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division. TAD staff is reviewing plans for 9/27 and this project request with the TDOT Lawyer. The Airport Rules and Regulations manual has been updated with the 18/36 turf runway procedures as requested by FAA. The update is highlighted in Section 2A dealing with Aircraft Operations. It will be updated on the website after TAA approval. **A motion was made and approved** to adopt several changes with the aircraft operations, vehicle operations and fees section of the document.

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.

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 – 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. Steve Upshaw approved adding this work to the NW Taxiway repair (0780) grant. It will be advertised to bid this month.

TAA Schwab Account – We have an account with Charles Schwab that has been inactive for about 10 plus years that has a balance of \$56.14. I believe the only person on the signature card for this account passed away about 7 years ago. We are unable to gather any information for the auditors on this account. **A motion was made and approved** to add Sharon Tinkler as an authorized agent on the account and close out the Schwab account.

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. There are a few minor clean up items left for Curl Construction to complete. The project was completed under the grant amount and a refund will be issued on the local share amount paid.

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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. Jon Glass will discuss options for the local share amount needed with Sue Wilson.

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.

Runway 6/24 Approach Lighting – Environmental work for the project is completed and approved. PDC will prepare the bid package for the project. This project and the Airfield signage project will be bid together in the Spring.

NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available. TAD recommended that we rebid this and the following 4 projects this winter with work to begin in the Spring. Jon Glass notified Sain Construction.

NW Taxiway Concrete Repair and Lighting (Amendment) –

South Taxiway Light Repair –

Ramp Concrete Repair –

South Ramp Drainage Repair –

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 has completed electrical work for the area.

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. Full payment has been made to the Contractor.

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.

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FUEL SALES

Fuel sales for the month of September 2013 were 10,926.97 gallons. This is a 1,730.94 gallon decrease in the 12,657.91 gallons sold in September of 2012. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. A full load of AVGAS will arrive October 7 for the Beechcraft Convention. AVGAS prices will decrease the week of October 7.

September 2013	AVGAS	AVGAS SS	Total
Gallons	3,068.81	2,095.66	5,164.47
Flow Fee	\$306.88	\$209.56	\$516.44
Pump Fee	\$1,534.40	\$628.69	\$2,163.09

September 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,332.2	1,464.8	2,965.5	5,762.5
Flow Fee	\$133.22	\$146.48	\$296.55	\$576.25
Truck Fee	\$133.22	\$146.48	\$296.55	\$576.25
Pump Fee	\$1,332.2	\$1,098.6	\$2,613.95	\$5,044.75

Total AVGAS & Jet Gallons = 10,926.97
 Total Flow Fee = \$1,092.69
 Total Jet Truck Fee = \$576.25
 Total Pump Fee = \$7,207.84
 Total Part-Time Employment Cost = \$2,593.50
Jet Truck Fee Minus Rental = -\$23.75
Pump Fee Minus Employment Cost = +\$4,614.34

FUEL PRICES

10/2/13	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.24		\$4.79			\$5.67
AVGAS FS	\$5.49	\$5.59	\$4.79	\$5.09	\$5.70	\$5.87
Jet	\$5.07	\$4.99	\$4.91	\$4.95	\$4.50	\$5.14

AIRPORT FUEL SALES

DATE	FUEL SOLD
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	<i>(gallons)</i>
September 2012	12,657.91
September 2011	11,075.56
September 2010	8,805.5
September 2009	7,389.8
September 2008	9,871.1
September 2007	8,673.5

September 2013 OPERATIONS

Single Engine Based	464
Multi Engine Based	22
Jet or Tuboprop Based	194
Single Engine Transient	88
Multi Engine Transient	28
Jet or Turboprop Transient	64
Military	8
Total	868

MAINTENANCE/NAVAID PROBLEMS

SDF – The SDF has been removed.

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. We have one quote to repair the tower and are obtaining two more. Our Insurance deductible is \$1,000.

VOR – No problems or outages for September 2013.

AWOS – No problems or outages for September 2013.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for September 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 has arrived but it is not working. Jeff Morgan from Smyrna Airport will be here the week of October 7 to repair.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

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**AIRPORT MARKETING/PRESENTATIONS –
SUGGESTION BOX** – No suggestions as of 10/2/13.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Chairperson Tinkler reported that TAD deferred action on the 9/27 project request that was submitted for the September 2013 TAC meeting. TAD staff are planning to meet with the TDOT Lawyer regarding the Agreement.
- B. Hangar Development** – Jon Glass reported that the Hangar Construction project request had been moved to 2015 on the TDOT CIP list submitted on October 1, 2013.

7. New Business:

- A. July 4th Air Show/Firework Update** – Mike Rutherford reported that the August 31 Air Show and firework event were a tremendous success with about 6,000 people attending. He reported that Julie Clark, Keith Davis and the RV demo team were possible performers for the 2014 event. **A motion was made and approved** to hold the event on July 4, 2014 with a rain date of July 5, 2014.
- B. Beechcraft Convention** – Charles Parish reported that the Convention would be held October 16 to 20. He reported that Julie Clark would perform on Wednesday night and fireworks were planned for Saturday provided all necessary permits were obtained. Chairperson Tinkler reported that a safety meeting would be held on October 12 at 8:00 am in the Terminal building for the upcoming Convention. All pilots and tenants are welcome to attend the meeting.
- C. Indemnification** – Steve Worsham suggested that a By-Law amendment be prepared to Indemnify Board members by the City. **A motion was made and approved** to have Jeremy Bell prepare the By-law amendment and forward to the Board of Mayor and Aldermen for consideration.

8. Alderperson Lindeman inquired about the status of the XP services hangar. Jon Glass reported that it should be complete by the end of the month.

9. Meeting was adjourned at 6:05 pm.

Submitted on 10/11/2013

October 8, 2013

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting