

January 28, 2014



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
January 28, 2014**

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: Mark Paslick and Ron Fitzgerald (PDC), Charles Parish, Wade McNabb and Frank Van Cleave (Turf Runway Study Update), Bill Stuart (Gaither's Sublease).

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 5:01 pm.**
- 2. Minutes for the December 10, 2013 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Karla Smith reviewed the financial reports.
- 5. Jon Glass presented the Airport Manager report:**

January 28, 2014

CURRENT PROJECTS

Terminal Building – New Business item.

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. Steve Upshaw reported that this project request was rejected at the PSR meeting on January 27th.

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. The annual inspection was completed in December but we have not received the report.

Ledford Mill Road Vehicle Gate – Installation is complete and final payment has been submitted to TAD for BR Fence.

Coffee County Appropriation – The \$12,000 appropriation was received on January 13, 2014.

Maintenance Contract – A \$10,105 reimbursement was submitted to TAD on 1/22/14 for July 1, 2013 to December 31, 2013 maintenance expenses.

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. The CO for the hangar was obtained the first week in January 2014.

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. A full ramp expansion project request was submitted to TAD for the February 20, 2014 TAC meeting. The estimated \$18,000 local share will be added to the UDAG loan for the local share amount on the hangar. TN Skydiving would like to build a hangar on this ramp also in late 2014.

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. Thom Robinson with TAEDC advised that this project was in its final stage.

January 28, 2014

NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. The following 6 projects will be divided into 2 or 3 schedules involving concrete and electrical work to be bid out this Spring. Meeting minutes from the December 16 meeting are included for Board member review.

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. TAD received the local share amount but not the signed grant. It will be sent again on 1/27/14.

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 –

Cargo Aircraft – A comparison of 2012 and 2013 Cargo aircraft traffic is included with the list.

TN Airports Conference – Conference will be held March 17 to 19 at the Embassy Suites in Murfreesboro. Please advise Jon Glass if you plan on attending.

FUEL SALES

Fuel sales for the month of December 2013 were 6,948.67 gallons. This is a 60.97 gallon decrease in the 7,009.64 gallons sold in December of 2012. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

ANNUAL FUEL SALES (Gallons)

2013	118,597.24
2012	146,293.66
2011	117,223.75
2010	97,983.8
2009	94,408.7
2008	113,262.8

Tulahoma Municipal Airport Authority Meeting Minutes

January 28, 2014

2007	107,196.8
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December 2013	AVGAS	AVGAS SS	Total
Gallons	1,847.7	1,401.97	3,249.67
Flow Fee	\$184.77	\$140.19	\$324.96
Pump Fee	\$923.85	\$350.49	\$1,274.34

December 2013	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	1,459	296	1,944	3,699
Flow Fee	\$145.90	\$29.60	\$194.40	\$369.90
Truck Fee	\$145.90	\$29.60	\$194.40	\$369.90
Pump Fee	\$1,459.00	\$177.60	\$1,700.45	\$3,337.05

Total AVGAS & Jet Gallons = 6,948.67

Total Flow Fee = \$694.86

Total Jet Truck Fee = \$369.90

Total Pump Fee = \$4,611.39

Total Part-Time Employment Cost = \$1,908.00

Jet Truck Fee Minus Rental = -\$230.10

Pump Fee Minus Employment Cost = +\$2,703.39

FUEL PRICES

1/8/14	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.80		\$4.68			\$5.26
AVGAS FS	\$5.05	\$4.74	\$4.68	\$4.75	\$5.20	\$5.46
Jet	\$4.99	\$4.59	\$4.92	\$4.55	\$4.50	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
December 2012	7,009.64
December 2011	8,934.09
December 2010	3,978.9
December 2009	5,204.4
December 2008	6,848.5
December 2007	5,344.2

January 28, 2014

December 2013 OPERATIONS

Single Engine Based	198
Multi Engine Based	12
Jet or Tuboprop Based	84
Single Engine Transient	36
Multi Engine Transient	28
Jet or Turboprop Transient	56
Military	8
Total	422

MAINTENANCE/NAVAID PROBLEMS

NDB – OTS entire month. The tower has been repaired. Elger Holland returned on 1/24/14 to get the NDB operational but we are still having some power problems. He will return next month with some new transistors.

VOR – No problems or outages for December 2013.

AWOS – No problems or outages for December 2013.

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for December 2013. Two damaged runway light globes were replaced on runway 6/24.

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 – TDOT Civil Rights Office held Title VI training at the terminal building on January 24, 2014 with 7 Airports represented.

SUGGESTION BOX – No suggestions as of 1/23/14.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Chairperson Tinkler reported that the Aeronautics Division rejected the multi-phased project request to correct drainage problems on 9/27. Steve Upshaw recommended that the request be

January 28, 2014

resubmitted for under \$100,000 as a one-time project for drainage maintenance repairs. The amended project request will be submitted by 1/31/14.

- B. Turf Runway Study Update** – Mark Paslick updated Board members on recent changes made with the Turf Runway study. He answered questions from Charles Parish and Wade McNabb regarding the Part 77 issues with the runway and options to extend the turf runway.

7. New Business:

- A. Gaither’s Inc. Sign Request** – Bill Stuart reported that Gaither’s Inc. wanted to sublease his hangar with an option to purchase it in 2 years. **A motion was made and approved** to allow Bill Stuart to sublease hangar #N206 to Gaither’s Inc. **A motion was made and approved** to allow Gaither’s Inc. to place the Company logo presented to Jon Glass on the hangar door.

- B. Terminal Landscaping Bids** – Jon Glass presented 3 bids for the Terminal Landscaping service. MLS presented a revised bid on their previous service at \$230 per month. Shahan Outdoor Services presented a bid of \$285 per month and Perry’s presented a bid of \$350 per month. Shahan and Perry’s presented a scope of work and Insurance certificates with their bids. **A motion was made and approved** to accept the bid from Shahan Outdoor Services at \$285.00 per month.

- C. Jet Fuel Discount Program** – **A motion was made and approved** to add a 50 cent per gallon discount for based and transient aircraft that purchase 2,000 gallons of jet fuel per month.

8. Alderperson Lindeman was not present for the meeting.

9. Meeting was adjourned at 5:40 pm.

Submitted on 1/30/2014

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting