

April 8, 2014



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
April 8, 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: Jason Waller, Brian Simmons (TN Skydiving) 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 5:00 pm.**
- 2. Minutes for the March 11, 2014 meeting were approved** as written with one grammar correction to item #7 (B).
- 3. Public comments** – Jason Waller introduced Brian Simmons the new TN Skydiving pilot to the Board.

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4. Treasurer's report – Karla Smith reported that the audit was complete and there were no significant findings. Karla Smith and Jon Glass met with Sue Wilson on the upcoming budget presentation on April 22 at City Hall. A report was provided for overdue balances on hangar lease payments. Jon Glass reported that Tom Gast requested that their \$18.15 overdue payment to be waived. **A motion was made and approved** to waive the \$18.15 balance on hangar #N204.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – A preventive maintenance crack filling project was completed in the terminal building parking lot.

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 and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14. This project request was approved on 2/24/14. The grant and local share amount due were returned to TDOT earlier today.

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 received on 2/20/14. Section 1 violations include 6 to 8 foot trees on the east and west side of runway 9/27. These will be removed in the next 30 days. Randy Roepke removed the trees on west side of runway. Hilltop has agreed to remove the trees on east side.

Maintenance Contract – A \$10,105 reimbursement was submitted to TAD on 1/22/14 for July 1, 2013 to December 31, 2013 maintenance expenses. It was received on 3/14/14.

FY 2015 Budget – Budget work session with BOMA is scheduled April 22 at City Hall. A \$12,000 appropriation request was submitted to the Coffee County Commission on 3/31/14.

July 4 Air Show/Fireworks – The event is scheduled for Friday July 4. Keith Davis will be the main aerial performer.

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

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\$10,000 is being held until the project is complete. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The CO for the hangar was obtained the first week in January 2014. The \$10,000.00 retainage payment has been made to Curl Construction. The project was completed \$28,035.94 under budget and a refund on the local share will be issued.

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. PDC will retain Richard Rinks for design work on the hangar. Meeting minutes for this project and the ramp expansion are included for Board member review.

NW Ramp Expansion Project – The 95/5 funded \$441,048 ramp expansion project was approved at the February 20, 2014 TAC meeting. The \$22,052.40 local share amount was approved by the UDAG loan committee and will be on the agenda for the March 10, 2014 BOMA meeting. TN Skydiving would like to build a hangar on this ramp also in late 2014. The grant and local share have been returned to TAD for processing.

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.

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. Construction of the road is scheduled for early 2015.

The following 6 projects will be divided into 2 schedules involving concrete and electrical work to be bid out this year. Meeting minutes for this project and the updated CIP list 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.

Ramp Concrete Repair –

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South Ramp Drainage Repair –

Cargo Aircraft – Cargo log attached.

FUEL SALES

Fuel sales for the month of March 2014 were 18,246.33 gallons. This is a 12,455.76 gallon increase in the 5,790.57 gallons sold in March of 2013. We are accepting applications for part time help until April 11, 2014. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

March 2014	AVGAS	AVGAS SS	Total
Gallons	3,537.54	1,429.99	4,967.53
Flow Fee	\$353.75	\$142.99	\$496.74
Pump Fee	\$1,768.77	\$357.50	\$2,126.27

March 2014	Jet Full Price	Jet Based Discount	Jet Transient Discount	Total
Gallons	1,148.5	7,879.3	4,251	13,278.8
Flow Fee	\$114.85	\$787.93	\$425.10	\$1,327.88
Truck Fee	\$114.85	\$787.93	\$425.10	\$1,327.88
Pump Fee	\$1,148.50	5,605.47	3,434.40	\$10,188.37

Total AVGAS & Jet Gallons = 18,246.33

Total Flow Fee = \$1,824.62

Total Jet Truck Fee = \$1,327.88

Total Pump Fee = \$12,314.64

Total Part-Time Employment Cost = \$2,221.50

Jet Truck Fee Minus Rental = +\$727.88

Pump Fee Minus Employment Cost = +\$10,093.14

FUEL PRICES

4/3/14	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.99		\$4.76			\$5.72
AVGAS FS	\$5.24	\$4.97	\$4.76	\$4.95	\$5.50	\$5.92
Jet	\$4.99	\$4.39	\$4.81	\$4.55	\$4.50	\$5.04

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AIRPORT FUEL SALES

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>
<i>March 2013</i>	5,790.57
<i>March 2012</i>	11,512.94
<i>March 2011</i>	4,943.4
<i>March 2010</i>	8,422.8
<i>March 2009</i>	5,594.5
<i>March 2008</i>	8,265.0

March 2014 OPERATIONS

Single Engine Based	280
Multi Engine Based	42
Jet or Tuboprop Based	74
Single Engine Transient	154
Multi Engine Transient	16
Jet or Turboprop Transient	74
Military	12
Total	652

MAINTENANCE/NAVAID PROBLEMS

NDB – OTS in March 2014. Elger Holland repaired the NDB on 4/7/14 and it is working properly.

VOR – OTS in March 2014.

AWOS – No problems or outages for February 2014.

Veeder Root Fuel System – No problems or outages for March 2014.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for March 2014.

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 –

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OTHER – A motion was made and approved to enter into a new lease agreement with William McClure for hangar #N316. The Lease agreement will be signed when the hangar is purchased from Dr. Flandro.

AIRPORT MARKETING/PRESENTATIONS – Met with Alex Bertelli the new Aerospace/Defense coordinator for ECD and gave an Airport tour to the Gattis Leadership group.

SUGGESTION BOX – No suggestions as of 4/1/14.

6. Old Business:

- A. Parish/City Agreement Committee Update**– Chairperson Tinkler reported that several drainage improvements would be completed on runway 9/27 this year. Funding to extend the turf runway to 3,140 has not been obtained and all options to obtain funding are being explored.
- B. TN Skydiving Lease – A motion was made and approved** to accept the TN Skydiving lease with the revision to clause #2 as requested by Paul Russo with TN Skydiving.

7. New Business:

- A. Beechcraft Convention Update** – Charles Parish reported that the annual Beechcraft Convention will be held from October 15 to the 19th this year. He reported that more King Air's would attend this year with the 50 year anniversary of the King Air first flight and the Duke Flyers Association would also attend. **A motion was made and approved** to have an airfield closure for a Julie Clark performance on the 15th. **A motion was made and approved** to allow parking of Aircraft on taxiway G with a NOTAM to close the taxiway. Stevens Aviation is a sponsor of the event and will assist Beechcraft Convention staff with parking of aircraft contingent upon proof of Insurance from Stevens Aviation. **A motion was made and approved** for the Beechcraft Museum to construct a gravel road from Taxiway H to Taxiway G to de-conflict vehicle traffic from runway 18/36.
- B. Aerospace Education Program** – Chairperson Tinkler discussed the Kentucky Aerospace High School program that was presented at the recent TN Airport Conference. More details will be gathered on this agenda item to be discussed in the future.

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C. Other New Business – John Miller reported that several possible break-ins had occurred in hangars over the last 2 weeks. Jon Glass will request special patrols from the Police Department in the north and south ramp areas.

8. Alderperson Lindeman was not present for the meeting.

9. Meeting was adjourned at 5:50 pm.

Submitted on 4/10/2014

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting