

January 13, 2015



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
January 13, 2015**

Members Present

- Sharon Tinkler, Chairperson
- John Miller
- Dr. Jim George
- Jim Apple
- Karla Smith
- Sam Crimm
- Steve Worsham

Other Persons Present

- Jon Glass, Airport Manager
- Alderperson Sandy Lindeman
- Wayne Thomas, Tullahoma News

Work Session – A work session was held at 4:00 pm prior to the regular meeting regarding Internal Control and Compliance procedures. Sue Wilson and Linda Bean from Housholder and Artman attended the work session and reviewed the audit report.

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 5:11 pm.**
- 2. Minutes for the November 18, 2014 meeting were approved** as written.
- 3. Public comments** – No comments.

4. **Treasurer's report** – Board members reviewed the financial statements provided by City Hall.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building –

Maintenance Contract – A reimbursement of \$8,523.29 has been submitted to TAD for July 1 to December 31, 2015.

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. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14.

Jody Baltz reported that the 9/27 extension was programmed for FY 16 and is waiting for final approval from BOMA in the January 2015 time frame.

RTTF Access – Requested pen and ink changes to the ALP along with information and documentation regarding TTF access at the Airport were submitted to TAD prior to the May 28 deadline.

FAA 20/1 Approach Clearing – FAA is completing a 20/1 approach survey at every Airport in the Country. We received our report on May 27 and have 30 days to verify the obstructions. Eight trees at the approach end of 18 and 6 were noted and have been removed. Four light poles in the TE Connectivity automobile parking lot were also noted. TE Connectivity has given us permission to install the lights and TAD has approved a \$5,000 95/5 funded project request to purchase the obstruction lights. The executed grant has been received and the obstruction lights have been received. Jimmy Chapman installed 4 obstruction lights on the light poles. B&R Fence will install the last obstruction light on the fence when he returns from vacation. FAA has been notified on the progress to date. The \$5,140.00 reimbursement has been submitted to TAD.

Tree Clearing Project – Bids were opened on 9/5/14 for the tree clearing project. 2 bids were received from Curl Construction and GBR Construction. Curl Construction is the low bidder. Bids were submitted by a per tree cost. Curl Construction bid equaled \$11.00 per

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tree and GBR was \$70 per tree. Curl Construction completed the work on 9/26/14. Their \$10,000 invoice was accepted into Blackcat on 10/7/14. The tree clearing grant has a remaining balance of \$5,000.00. **A motion was made and approved** to make a \$10,000.00 payment to Curl Construction.

Project #1 – The 2 drainage improvement projects are the only items remaining for completion.

A Motion was made and approved to make payments to Curl Construction for project #1 in the amount of:

0754 - \$124,295.87

0786 - \$16,000.00

0785 - \$117,274.38

Project #2 – This project consists of crack and seat to taxiway B with an asphalt overlay. We anticipate a January/February 2015 bid process with work to begin in April 2015.

Project #3 – This project consists of taxiway lighting for taxiway B and K. It will also include electrical improvements to taxiway F, Airfield signage and ODAL's for runway 6. We anticipate a January/February bid process with work to begin in April 2015.

Project #4 – This project consists of the ramp expansion and maintenance hangar construction. We anticipate a January/February bid process with work to begin in April 2015.

Jon Glass reported that PDC and TAD project manager Steve Upshaw were still negotiating the Engineer fees for project #2 to 4.

Project #5 – This project will consist of 9/27 turf runway drainage improvements. Repair work is scheduled for June or July of 2015.

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. It is near completion and the final plat has been submitted to the Planning Commission.

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. Road work is scheduled to be bid in February with a June to July completion date for construction.

Cargo Aircraft – No new cargo aircraft operations since the last Board meeting.

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FUEL SALES

Fuel sales for the month of December 2014 were 9,302.91 gallons. This is a 2,354.24 gallon increase in the 6,948.67 gallons sold in December of 2013. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/13 to 12/31/13 = 118,597.24 gallons

Fuel Sales 1/1/14 to 12/31/14 = 179,611.14 gallons

Increase of 61,013.9 gallons from 2013.

| December 2014 | AVGAS | AVGAS SS | Total |
|---------------|------------|----------|-------------------|
| Gallons | 2,053.09 | 1,290.32 | 3,343.41 |
| Flow Fee | \$205.31 | \$129.03 | \$334.34 |
| Pump Fee | \$1,026.55 | \$322.58 | \$1,349.13 |

| December 2014 | Jet Full Price | Jet Discount | Total |
|---------------|----------------|--------------|-------------------|
| Gallons | 689 | 5,270.5 | 5,959.5 |
| Flow Fee | \$68.90 | \$527.05 | \$595.95 |
| Truck Fee | \$68.90 | \$527.05 | \$595.95 |
| Pump Fee | \$689.00 | \$3,794.90 | \$4,483.90 |

Total AVGAS & Jet Gallons = 9,302.91

Total Flow Fee = \$930.29

Total Jet Truck Fee = \$595.95

Total Pump Fee = \$5,833.03

Total Part-Time Employment Cost = \$2,230.00

Jet Truck Fee Minus Rental = -\$4.05

Pump Fee Minus Employment Cost = +\$3,603.03

FUEL PRICES

| 1/2/15 | Tullahoma | Shelbyville | Winchester | McMinnville | Fayetteville | Murfreesboro |
|----------|-----------|-------------|------------|-------------|--------------|--------------|
| AVGAS SS | \$4.14 | | \$3.86 | | | \$4.38 |
| AVGAS FS | \$4.39 | \$4.50 | \$3.86 | \$3.90 | \$5.50 | \$4.58 |
| Jet | \$4.05 | \$4.49 | \$4.21 | \$4.20 | \$4.50 | \$3.80 |

Average AVGAS price - \$4.99 Average Jet price - \$4.65

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AIRPORT FUEL SALES

| DATE | FUEL SOLD (gallons) |
|----------------------|--------------------------------|
| December 2014 | 9,302.91 |
| December 2013 | 6,948.67 |
| December 2012 | 7,009.64 |
| December 2011 | 8,934.09 |
| December 2010 | 3,978.9 |
| December 2009 | 5,204.4 |

December 2014 OPERATIONS

| | |
|----------------------------|--|
| Single Engine Based | |
| Multi Engine Based | |
| Jet or Tuboprop Based | |
| Single Engine Transient | |
| Multi Engine Transient | |
| Jet or Turboprop Transient | |
| Military | |
| Total | |

MAINTENANCE/NAVAID PROBLEMS

NDB – No problems or outages for December 2014. FAA annual inspection was on 1/6/15 and found no problems or issues. Jon Glass will obtain spare NDB, runway and taxiway light parts from Smyrna Airport.

VOR – Elger Holland is working on the process to decommission VOR. He has not found any Airports that are interested in spare parts as of 1/6/14. The VOR building will remain here and serve as the electrical vault for runway and taxiway lights.

AWOS – No problems or outages for December 2014.

Veeder Root Fuel System – We lost a fuel probe on AVGAS tank due to a lightning strike on December 23. It will cost about \$1,200 to refurbish the probe.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for December 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. PAPI’s have been turned back on.

HANGAR RENT/INSURANCE

OVERDUE RENT – Several overdue balances have been collected in the past 2 weeks. We will prepare an update for the end of the year.

EXPIRED INSURANCE CERTIFICATE –

OTHER –

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AIRPORT MARKETING/PRESENTATIONS – Jon Glass did a TV interview with TUB regarding fuel sales and AOPA Fly-In.

SUGGESTION BOX – No suggestions as of 1/6/14.

6. Old Business:

- A. AOPA Regional Fly In** – Karla Smith reported that the event will be held here on October 10, 2015. AOPA staff will be here sometime in late February to hold the event kick off meetings at the Airport.
- B. RTTF Access Fee** – Chairperson Tinkler provided copies of the FAA letter approving and accepting the Airport’s RTTF Access Fee plan from Deandra Brooks. A separate line item will be established to account for these fees from the Residential Airpark and from the owners of based aircraft on the airfield. **A motion was made and approved** to collect these fees and to account for them in a separate line item in the operating account.

7. New Business:

- A. Board Member Numbers** – Chairperson Tinkler asked the Board their opinion on lowering the number of Board members from 7 to 5. Steve Worsham asked Alderperson Lindeman to check on the number of applications that are on file for the Board. She will notify the Board of how many are on file.
- B. Shell Contract Fuel Program** – Jon Glass reported that the Airport had withdrawn from the program and this was no longer an agenda item.

8. Alderperson Lindeman had no comments.

9. Meeting was adjourned at 5:32 pm.

Submitted on 1/15/2015

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting