

March 10, 2015



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
March 10, 2015**

**Members Present**

- Sharon Tinkler, Chairperson
- Dr. Don Daniel
- 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

**Regular Meeting Minutes**

**Visitors:** Wade McNabb (AOPA Fly-In).

**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 February 10, 2015 meeting were approved** with the following corrections. A grammar mistake was corrected in New Business (A) and a grammar mistake was corrected in Alderperson Lindeman's report. An amendment made by Sam Crimm in the Treasurer's report was clarified. A motion was made and approved to clarify section 4 of the Treasurer's report to reflect that all disbursements, regardless of amount from the donor account (now identified as separate line item account number 27101, "Fund Equity-Temporary Restricted") must receive prior Airport Board approval.

**3. Public comments** – No comments.

**4. Treasurer's report** – Board members reviewed the financial statements provided by City Hall. Karla Smith reported that a budget work session would be held with the Board of Mayor and Aldermen on April 27. The \$6,127.52 balance in the donor account had been transferred to account number 27101, "Fund Equity-Temporary Restricted". She recommended that a marketing and public relations line item be added to the budget next fiscal year. Items like upgrades to the Airport sign, Coffee County picture and plaques could be funded from this line item. **A motion was made and approved** to request a \$20,000 appropriation from the Coffee County Commission. The request is due on March 16.

**5. Jon Glass presented the Airport Manager report:**

### ***CURRENT PROJECTS***

**Terminal Building** – We are acquiring estimates to replace water heaters in the bathrooms.

**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. Alderperson Lindeman will check on the status of this funding.

**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

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the fence when he returns from vacation. FAA has been notified on the progress to date. The \$4,883.00 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 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. The \$10,000 payment has been submitted to Curl Construction.

**Project #1** – The drainage improvement project on the closed South taxiway and striping work are the only open items.

The following payment requests have been submitted to Blackcat:

0754 - \$124,295.87 (paid to Contractor on 3/6/15)

0786 - \$16,000.00

0785 - \$117,274.38 (paid to Contractor on 3/6/15)

**Project #2** – This project consists of taxiway B repair by crack and seat with an asphalt overlay and grade and site work for the maintenance hangar. The Work Authorization has been signed and PDC is working on the design for the project.

**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.

**Project #4** – This project consists of the ramp expansion and maintenance hangar construction. The Work Authorization for Project #2 includes the ramp expansion design work.

**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 February 2015 were 9,836.77 gallons. This is a 2,533.65 gallon increase in the 7,303.12 gallons sold in February of 2014. Last month was our best February for fuel sales on record. Terminal building hours are now from 8:00 am to 6:00 pm until November. Interviews for part – time positions available will be on Friday with Casta Brice. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/14 to 2/28/14 = 14,258.25

Fuel Sales 1/1/15 to 2/28/15 = 19,747.22

<b>February 2015</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	1,972.28	1,126.09	<b>3,098.37</b>
<b>Flow Fee</b>	\$197.22	\$112.60	<b>\$309.82</b>
<b>Pump Fee</b>	\$986.14	\$281.65	<b>\$1,267.79</b>

<b>February 2015</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	2,074	4,664.4	<b>6,738.4</b>
<b>Flow Fee</b>	\$207.40	\$466.44	<b>\$673.84</b>
<b>Truck Fee</b>	\$207.40	\$466.44	<b>\$673.84</b>
<b>Pump Fee</b>	\$2,074.00	\$2,680.15	<b>\$4,754.15</b>

Total AVGAS & Jet Gallons = 9,836.77

Total Flow Fee = \$983.66

Total Jet Truck Fee = \$673.84

Total Pump Fee = \$6,021.94

Total Part-Time Employment Cost = \$2,303.00

**Jet Truck Fee Minus Rental = +\$73.84**

**Pump Fee Minus Employment Cost = +\$3,718.94**

**FUEL PRICES**

<b>3/4/15</b>	<b>Tullahoma</b>	<b>Shelbyville</b>	<b>Winchester</b>	<b>McMinnville</b>	<b>Fayetteville</b>	<b>Murfreesboro</b>
AVGAS SS	\$3.54					\$4.17
AVGAS FS	\$3.79	\$4.24	\$3.65	\$3.90	\$4.50	\$4.37
Jet	\$3.79	\$3.69	\$3.78	\$4.20	\$3.50	\$3.44

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Average AVGAS price - \$4.62    Average Jet price - \$4.44

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>February 2014</b>	7,303.12
<b>February 2013</b>	5,166.83
<b>February 2012</b>	8,112.55
<b>February 2011</b>	2,918.6
<b>February 2010</b>	6,237.5
<b>February 2009</b>	6,637.8

**February 2015 OPERATIONS**

Single Engine Based	124
Multi Engine Based	28
Jet or Tuboprop Based	142
Single Engine Transient	60
Multi Engine Transient	4
Jet or Turboprop Transient	32
Military	8
Total	398

**MAINTENANCE/NAVAID PROBLEMS**

**NDB** – No problems or outages for January 2015. Smyrna Airport has agreed to give us their NDB at no charge. They have the same model that we do but it is about 15 years younger than our equipment. Elger Holland and Jimmy Chapman will go get it in the next month.

**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.

**AWOS** – No problems or outages for February 2015.

**Veeder Root Fuel System** – No problems or outages for February 2015.

**RUNWAY AND TAXIWAY LIGHTS** – We have had a problem with taxiway G lights. We believe water from the roof has got into the regulator. Baker's Electric has ordered parts for the regulator.

**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** –  
**EXPIRED INSURANCE CERTIFICATE** –  
**OTHER** –

***AIRPORT MARKETING/PRESENTATIONS*** –  
***SUGGESTION BOX*** – No suggestions as of 3/4/14.

**6. Old Business:**

**A. AOPA Regional Fly In** – Karla Smith covered the following on the AOPA Fly-In.

- We had largest public meeting so far.
- Main goal now is to encourage people to go to AOPA.org and register as a volunteer. This includes TAA Board and others that would like to help out that weekend. Mayor has already done it.
- AOPA staff will be back in April to work on Insurance, hold harmless and other paperwork.
- We will need volunteers for Event set up, Parking aircraft, Ground Transportation, Guest greater, and Event tear down.
- Meet with Cindy Depree and the department of Tourism.
- Brian Caldwell with TAD wants to meet with us again to see what State can help with. (I will do that during airport conf)
- I am going to work with TDOT for additional signage.
- We will meet with local hotels to work on discounts.
- Meet with rental car companies but Enterprise is a corporate sponsor for AOPA so they come first.
- Meet again and/or group email with the local EAA chapters to work out details of pancake breakfast and drink vendors.
- Work on our automobile parking plan.
- Meet with Wayne Limbaugh and public works to come up with trash plan.
- Working on power point for speaking to local non profits.
- AOPA gave us names and numbers of previous fly-in airport staff to communicate with.
- Steve Johnson from Eastern/Shell has offered to take Jon and I to Indy to chat with them.
- Friday off site tours are being handled with Public Affairs office for the Base and Tammy Haddack with Jack Daniels and the AOPA staff.
- Friday night dinner is being worked on with Tammy Haddack with Jack Daniels and AOPA staff.
- Paul Liem is working on Friday night entertainment.

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Jon Glass reported that Toni Mensching was working on the air operations plan for the event. Board members and Wade McNabb discussed the draft use agreement for the event. Toni Mensching will have conference calls with all interested parties on the arrival procedure for the event. Board members agreed that AOPA staff did a great job and were well prepared for the kick off meetings.

**7. New Business:**

**A. Officer Elections** – The annual officer elections were held with the following results:

Sam Crimm was nominated and approved for the **Chairman** position by a 7 to 0 vote.

Steve Worsham was nominated and approved for the **Vice-Chairman** position by a 7 to 0 vote.

Sharon Tinkler and Karla Smith were nominated for the **Treasurer** position. Sharon Tinkler was approved by a 5 to 2 vote with Sam Crimm, Steve Worsham, Sharon Tinkler, Dr. Daniel and Dr. George voting for Sharon Tinkler.

Jim Apple was nominated and approved for the **Secretary** position by a 7 to 0 vote.

Dr. Daniel was nominated and approved for the **Vice-Treasurer** position by a 7 to 0 vote.

Dr. George was nominated and approved for the **Vice-Secretary** position by a 7 to 0 vote.

**8.** Alderperson Lindeman reported that the AOPA kick off meetings were well organized and thanked Karla Smith. She will sign up to volunteer for the event. The Airport Authority budget meeting will follow the BOMA meeting on April 27. Sam Crimm thanked all past and future Board members. Steve Worsham thanked Karla Smith for her work on the AOPA Fly-In.

**9. Meeting was adjourned at 6:03 pm.**

Submitted on 3/16/2015

<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**