

September 8, 2015



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
September 8, 2015**

**Members Present**

- Sam Crimm, Chairman
- Dr. Don Daniel
- Dr. Jim George
- Jim Apple (via telephone)
- Karla Smith
- Vacant
- Steve Worsham

**Other Persons Present**

- Jon Glass, Airport Manager
- Alderman Ray Knowis
- Wayne Thomas, Tullahoma News

**Regular Meeting Minutes**

**Visitors:** Chuck Armstrong (Public Comments).

**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 August 11, 2015 meeting were approved** as written.
- 3. Public comments** – Chuck Armstrong reported that the XP Services/Sarasota Avionics dealership has received all final approvals.
- 4. Treasurer’s report** – Karla Smith reviewed the financial reports.
- 5. Jon Glass presented the Airport Manager report:**

## ***CURRENT PROJECTS***

**Terminal Building** – The Phillips AED and 2 new benches have arrived. We have contacted TUB to upgrade the lobby TV to HD.

**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 and Mr. Parish had a productive meeting on the extension of the runway.

**Tree Clearing Project** – The tree clearing grant has a remaining balance of \$5,000.00. TAD will complete the 2015 Airport inspection in the next 6 weeks.

**General Assembly HB1147/SB982** – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. The Task Force is being formed and should start looking at Airport funding issues later this month.

**Project #1** – Work is complete on this project. We have \$200,000 left remaining in the ramp concrete repair project that would require a local share. An amendment request has been submitted to Blackcat. The additional concrete repair work could be completed on south end of ramp using the current Curl Construction unit prices.

**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. Four Contractors attended the pre-bid meeting and bids will be opened on 9/10/15 at 12:00 pm. **A motion was made and approved** to accept the lowest qualified bidder as determined by PDC.

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**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 are looking at the possibility of using solar powered taxiway lights. The Work Authorization will be discussed during the Project #2 90% design meeting.

**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. The \$225,000.00 amendment request was entered into Blackcat on 4/10/15 and will be on the agenda for the May 21 TAC meeting. Project approval will require a \$11,250.00 local share. The \$225,000 amendment request was approved and has been sent to the TDOT Commissioner for signature. A meeting is being scheduled for July 16 at 2:00 pm with Richard Rinks to discuss the hangar. Jon Glass will attend the September 8 Planning Commission meeting for the hangar. Advertisement schedule for the hangar:

Advertisement – 9/6/15

Pre-Bid Meeting – 9/16/15

Bid Opening – 9/30/15

**Project #5** – This project will consist of 9/27 turf runway drainage improvements. The work authorization has been approved and PDC is working on the design work for the project. The 50% design meeting will be scheduled for July.

**Project Refunds** – We had several projects that TAD is closing out and were under budget which means we will get a refund on the local share amount paid.

16-0153 - \$9,503.47

16-0484 - \$99.00

16-0780 - \$4,953.71 – This refund will be returned to XP Services as they paid the local share of the ramp expansion project.

**Maintenance Contract Reimbursement** – A request has been submitted for a \$6,880.00 reimbursement on the Maintenance contract. The FY 2016 contract is the same dollar amount as FY15 contract. TAD accepted the invoice for payment to us on 8/7/14. Reimbursement was received on 8/26/14.

**Vandy LifeFlight Ramp** – Steve Upshaw visited the Airport 4/9/14. He will not support an emergency project request since Vandy could land on our ramp. He would like for us to examine milling out a few inches of concrete on the surface and repair the ramp.

**6/24 Striping and Marking** – The \$100,500.00 project was entered into Blackcat on 4/10/15 and will be on the agenda for the May 21 TAC meeting. TAC approved the project and the local share amount of \$5,025.00 has been sent to TDOT along with the grant for the Commissioner's signature. The grant was executed on June 9, 2015. The request for bids ran in the August 2<sup>nd</sup> edition of the Tullahoma News and bids will be opened on August 24 with a pre-bid meeting on August 11. The following bids were received:

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Peek Pavement Marking, LLC - \$33,588.36  
Hi-Lite Airfield Services, LLC - \$50,433.05  
JJ Cunningham LLC - \$54,277.05  
American Stripers, LLC - \$81,316.50

The Engineer Estimate from PDC to complete the work was \$68,225.75. **A motion was made and approved** to accept the Peek Pavement Marking, LLC bid in the amount of \$33,588.36.

**North/South Asphalt Taxiway Seal Coat** – This project has been submitted to Blackcat for TAD approval and funding. The project request was denied. Jon Glass will recommend for New Business discussion to proceed with work on north taxiway at \$6,708.15 with 50/50 maintenance contract funding and defer work on the south taxiway at \$15,135.80.

**Airport Pavement Condition Report** – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports. Jon Glass will give a summary of the report findings. This report is the reason why the seal coat project was rejected and the CIP list needs to be updated.

**Airport CIP Plan** – The Middle TN meeting to update the plan with TAD will be in Sparta on Tuesday October 27. Jon Glass will attend the meeting. Recommended changes in project priorities will be made as New Business agenda item.

**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 this month.

**Employment** – Bob Burt is unavailable to work for several months and Bryan Larson has been hired. Lexi Stroop has been hired to work during AOPA and Beech Party to process credit card payments. Sherry Roepke took a full time job at Beechcraft Museum.

#### **FUEL SALES**

Fuel sales for the month of August 2015 were 17,148.41 gallons. This is a 2,413.74 gallon increase in the 14,734.67 gallons sold in August of 2014. The new 2004 model 3,000 gallon jet truck arrived last month. The 2 AVGAS rental trucks will arrive on September 23 and be

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here for 30 days. 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 8/31/14 = 114,966.3

Fuel Sales 1/1/15 to 8/31/15 = 128,723.22

<b>August 2015</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	2,790.7	1,980.81	<b>4,771.51</b>
<b>Flow Fee</b>	\$279.07	\$198.08	<b>\$477.15</b>
<b>Pump Fee</b>	\$1,395.35	\$495.20	<b>\$1,890.55</b>

<b>August 2015</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	1,449	10,927.9	<b>12,376.9</b>
<b>Flow Fee</b>	\$144.90	\$1,092.79	<b>\$1,237.69</b>
<b>Truck Fee</b>	\$144.90	\$1,092.79	<b>\$1,237.69</b>
<b>Pump Fee</b>	\$1,449.00	\$7,702.52	<b>\$9,151.52</b>

Total AVGAS & Jet Gallons = 17,148.41

Total Flow Fee = \$1,714.84

Total Jet Truck Fee = \$1,237.69

Total Pump Fee = \$11,042.07

Total Part-Time Employment Cost = \$3,425.50

**Jet Truck Fee Minus Rental = +\$637.69**

**Pump Fee Minus Employment Cost = +\$7,616.57**

**FUEL PRICES**

<b>9/4/15</b>	Tulahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.57		\$3.98		\$3.98	\$4.90
AVGAS FS	\$3.82	\$3.99	\$3.98	\$4.37	\$4.09	\$5.10
Jet	\$3.60	\$3.69	\$3.61	\$3.80	\$3.92	\$3.75

Average AVGAS price - \$4.75    Average Jet price - \$4.21

AVGAS prices should continue to decline the rest of the year.

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>August 2014</b>	14,734.67

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<b>August 2013</b>	10,542.96
<b>August 2012</b>	14,787.95
<b>August 2011</b>	9,935.75
<b>August 2010</b>	6,9886.8
<b>August 2009</b>	5,975.2

**August 2015 OPERATIONS**

Single Engine Based	184
Multi Engine Based	82
Jet or Tuboprop Based	76
Single Engine Transient	140
Multi Engine Transient	50
Jet or Turboprop Transient	64
Military	22
Total	618

**MAINTENANCE/NAVAID PROBLEMS**

**NDB** – No problems or outages for August 2015. The approach is scheduled to be decommissioned by FAA in the next 12 to 24 months.

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

**AWOS** – No problems or outages for August 2015. TAD will replace and upgrade our AWOS in 2019.

**Veeder Root Fuel System** – We took a lightning strike in July and the estimated cost to repair is \$3,995.00. The Insurance company has been notified for a claim. It has been repaired.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for August 2015.

**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 9/2/14.

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**6. Old Business:**

**A. AOPA Regional Fly-In** – Karla Smith presented a power point presentation on the Minneapolis AOPA Fly-In. She will purchase tote bags for the first 2,000 guest that arrive at the AOPA Fly-In. **A motion was made and approved** to purchase the tote bags with Airport logo for a price to not exceed \$3,000.00. The draft fuel form was presented for review. **A motion was made and approved** to process fuel payments 48 hours after the AOPA Fly-In. Karla and Jon will attend Coffee County School Board meeting on 9/14/15 to request school busses for the Friday tours.

**7. New Business:**

**A. Treasurer Position** – Karla Smith was nominated and approved by acclamation to the Treasurer position.

**B. Taxiway Sealcoat Project Request** – Jon Glass recommended that the seal coat project for the North taxiway proceed and to defer action on the South taxiway. **A motion was made and approved** to submit the North taxiway seal coat project on the TAD 50/50 maintenance contract for reimbursement.

**C. Airport CIP Plan** – Jon Glass reviewed the recently completed Airport Pavement Condition Report completed by TAD. **A motion was made and approved** to put the runway 18/36 and North taxiway concrete repair projects at the top of the Airport CIP list for submission to TAD.

**8.** Aldermen Knowis reported that he was excited to serve on the Airport Authority. He recalled learning to fly at our Airport in the past. He is very proud of the Airport and airfield with its multiple runways.

**9. Meeting was adjourned at 6:17 pm.**

Submitted on 9/15/2015

<Original Signed>

Jon Glass  
TAA, Airport Manager

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