

December 8, 2015



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
December 8, 2015**

Members Present

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

Other Persons Present

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

Regular Meeting Minutes

Visitors: Bill Stuart (New Business).

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 November 10, 2015 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Financial reports were not submitted prior to the meeting.
- 5. Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – Hot water heaters have been replaced and working. Jon Glass will sign a 2 year agreement with TUB that will save \$50 to \$60 per month on Lighttube services. The Terminal building will be closed on 12/25/15 and 1/1/16.

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. **PDC provided a cost estimate of \$35,000 for Engineer work to extend the turf runway which does not include Environmental cost. They reported that combining the extension and drainage improvement projects would lead to cost savings on the 2 projects.**

Tree Clearing Project – The tree clearing grant has a remaining balance of \$5,000.00.

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. **Meeting minutes from the October 22 meeting are included for Board member review.**

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. The signed amendment and \$20,000 local share were submitted for execution on 10/1/15. **PDC is preparing a change order with Curl Construction. They will have 10 days to complete the work and hope to finish it prior to Christmas. We will notify hangar owners prior to the start date.**

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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. **Curl Construction started work on the project 10/31/15. Dirt work for the asphalt ramp and hangar pads is complete along with drainage improvements. A motion was made and approved** to submit payments to Curl Construction in the amount of \$118,429.11 and \$106,914.43.

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. Bids on the maintenance hangar were received on 9/30/15 and the bid tab form is included for Board member review. Sain Construction is the low bidder at \$714,400.00 however this is over the grant amount (\$61,000) with Engineer fees included. A request for an additional \$40,000 UDAG loan will be on the 11/9/15 BOMA agenda and \$21,000 in cuts have been made to the hangar. **With FAA approval of the Buy America Type 3 waiver request (5 to 7 days) we will be ready to execute the contract with Sain Construction and schedule the pre-construction meeting. The hangar is being constructed with 99.66% American made steel and parts.**

Project #5 – This project will consist of 9/27 turf runway drainage improvements. **PDC has completed design work for this project and will present it for the January Board meeting.**

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.

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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. **Project is complete and final payment has been to Blackcat.**

North/South Asphalt Taxiway Seal Coat – This project has been submitted to Blackcat for TAD approval and funding. The project request was denied. **Work on the south taxiway will be deferred. The north taxiway will be completed and submitted on the 50/50 maintenance contract.**

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.

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 contract for the access road has been awarded to Rogers Group.**

Airport Inspection – Brian Caldwell and Paul Perry completed the Airport inspection on 12/4/15. They mentioned a few minor issues to correct. Jon Glass should receive the written report in 30 days.

December 14 BOMA Meeting – Sam Crimm and Jon Glass will attend the study session following the BOMA meeting regarding Drones and Lasers.

FUEL SALES

Fuel sales for the month of November 2015 were 12,182.88 gallons. This is a 3,077.48 gallon decrease in the 15,260.36 gallons sold in November of 2014. 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 10/31/14 = 170,308.23

Fuel Sales 1/1/15 to 10/31/15 = 194,701.77

November 2015	AVGAS	AVGAS SS	Total
Gallons	2,066.89	2,713.1	4,779.99
Flow Fee	\$206.68	\$271.31	\$477.99

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Pump Fee	\$1,033.45	\$678.28	\$1,711.73
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November 2015	Jet Full Price	Jet Discount	Total
Gallons	896	6,506.9	7,402.9
Flow Fee	\$89.60	\$650.69	\$740.29
Truck Fee	\$89.60	\$650.69	\$740.29
Pump Fee	\$896.00	\$4,733.62	\$5,629.62

Total AVGAS & Jet Gallons = 12,182.89
 Total Flow Fee = \$1,218.28
 Total Jet Truck Fee = \$740.29
 Total Pump Fee = \$7,341.35
 Total Part-Time Employment Cost = \$2,957.00
Jet Truck Fee Minus Rental = -\$109.71
Pump Fee Minus Employment Cost = +\$4,384.35

FUEL PRICES

12/1/15	Tullahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.58		\$3.45		\$3.29	\$3.92
AVGAS FS	\$3.83	\$3.84	\$3.45	\$3.95	\$3.40	\$4.12
Jet	\$3.60	\$3.69	\$3.56	\$3.65	\$3.55	\$3.38

Average AVGAS price - \$4.38 Average Jet price - \$4.00
 AVGAS prices should continue to decline the rest of the year.

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
November 2014	15,260.36
November 2013	8,036.32
November 2012	12,924.6
November 2011	12,927
November 2010	6,250
November 2009	missing

MAINTENANCE/NAVAID PROBLEMS

NDB – No problems or outages for November 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.

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

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

RUNWAY AND TAXIWAY LIGHTS – **All runway and taxiway lights went out Thanksgiving night. Blown fuse in TUB transformer was the problem and corrected the following day. We are looking at a possible generator for backup.**

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 – Jon Glass gave the Gattis Leadership group a tour of the Airport on 11/27/15.

SUGGESTION BOX – No suggestions as of 12/2/15.

6. Old Business:

- A. Ledford Mill Road Property** – **A motion was made and approved** to submit a letter to Mayor Curlee stating the Airport Authority was opposed to the zoning change of commercial to residential on the Ledford Mill Road property located adjacent to the skating rink. **Steve Worsham abstained from voting.** Alderman Knowis reported that the property was designated R-1 on a land use plan 10 years ago but that was prior to the Airport changing primary runways and developing the Airpark along Ledford Mill Road. He recommends that this zoning change request be sent back to the Planning Commission for further review. He reported that TAEDC will also submit a letter opposing this zoning change.

7. New Business:

- A. Jim Apple (S201) Hangar Modification** – Jim Apple presented a written request to resurface the hangar floor. **A motion was made and approved** to allow the hangar modification to S201. **Jim Apple abstained from voting.**
- B. AOPA Office Space** – Sam Crimm reported that Karla Smith had accepted a new job with AOPA as an Aviation Event Planner. She requested permission to lease the training room in the terminal as an AOPA office. Sam Crimm responded that this was

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a win-win situation for the Airport since the room was not being utilized for anything. Jon Glass presented some comparisons for lease rates from the Airport and office space ranging from .20 to .68 cents per square foot. The training room is 72 square feet and this does not include the storage closet. **A motion was made and approved** to lease the training room to Karla Smith and AOPA for \$36.00 per month plus \$30.00 per month for a phone line. She will provide a certificate of Insurance from AOPA and the lease will begin effective 1/1/16.

C. Gaither Hangar Purchase N206 and N314 – Bill Stuart reported that Gaither Inc. exercised the option to purchase both hangars. **A motion was made and approved** to enter into a new lease agreement with Gaither Inc. on hangar N206 and N314.

8. Aldermen Knowis suggested that representatives from XP Services be contacted to see if they could attend the December 14, 2015 BOMA meeting.

9. Meeting was adjourned at 5:49 pm.

Submitted on 12/14/2015

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting