

April 12, 2016



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
April 12, 2016**

**Members Present**

- Dr. Don Daniel, Chairman
- Steve Worsham, Vice Chairman
- Chris Pickerell, Treasurer
- Jason Waller, Assistant Treasurer
- Paul Sirks, Secretary
- Jim Apple, Assistant Secretary
- Dr. Jim George

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** Major Dallas Clements and Charles Parish (Old & 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 March 8, 2016 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Board members reviewed the financial reports.
- 5. Jon Glass presented the Airport Manager report:**

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## ***CURRENT PROJECTS***

**Terminal Building** – We are obtaining estimates to replenish the pea gravel around the terminal building.

**Part-Time Employees** – Since the Affordable Care Act (ACA) was approved by Congress we have not been able to let any worker go past 29 hours per week. We can now let part-time employees work up to 40 hours per week but not exceed 1,560 hours per year. This is a big benefit for the Airport. Part-Time employees can work more in the busy summer months and less in the December to February time frame.

**Maintenance Contract** – A \$9,286.32 reimbursement has been submitted and accepted in Blackcat. A \$8,911.32 reimbursement was received on 2/15/16. **Reimbursements for the taxiway seal coat project and Vandy ramp will max out the 2016 Contract. The 2017 Contract goes into effect July 1.**

**Airport Conference March 15 and 16 wrap up** – Paul Sirks mentioned that his 3 ‘take-aways’ were the importance that the Airport can play as the ‘first’ impression of the Tullahoma community to visitors that land. The appearance and welcome can have a lasting memory. He cited the presentation made by John Patterson of the Clarksville Airport and how the business community has benefited from their first impression of that Clarksville Airport. He also mentioned that he enjoyed the electronic NOTAM creation training that is being offered. Alderman Knowis discussed the outstanding presentation made by Senator Mark Green to the attendees. The presentation surrounded his (Green’s) experiences as a medical Doctor in the Army and the capture and interrogation of Saddam Hussein. Jason Waller commented that some of the materials covered during the seminar were not familiar to him but that he learned and enjoyed the experience.

**TDOT Audit** – TDOT audited 3 of our grants from last year and had no findings.

**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.

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**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 Non Primary Entitlement (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.

**Project #1** – Work is complete on this project. We have \$200,000 left 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. Curl has completed work in the south ramp hangar area. Some additional concrete milling work was included to help with drainage in front of 4 hangars. We still have about \$30,000 remaining in concrete repair work left over. **An update on completion of this project will be given at the May Board meeting.**

**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. **Work on the taxiway and asphalt ramp will resume after the hangar is complete. A motion was made and approved** to make payments to Curl Construction in the amounts of \$178,231.06 and \$47,800.00.

**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

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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. Sain Construction has been issued a Notice to Proceed and has ordered the building. Recommend that we use the Vandy LifeFlight lease as a template for the lease on this hangar with XP Services/Sarasota Avionics. **The building arrived 4/5/16 and the concrete slab is scheduled to be poured on 4/20/16.**

**Project #5** – This project will consist of 9/27 turf runway drainage improvements. PDC has completed design work for this project. The work should be done at the same time that the runway is extended. Scot St John is working on a more detailed cost estimate for the Environmental work needed to extend the turf runway.

**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. **The refunds are expected to arrive by the end of February.**

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.

**Vandy LifeFlight Ramp** – Steve Upshaw, our TAD Project Manager 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. There is no guarantee the milling option at \$3,000 to \$4,000 will correct the damaged concrete. Curl Construction will remove and replace 1,500 square feet of the damaged concrete for \$12,000 while they are fixing concrete on the ramp. This would be eligible for 50/50 reimbursement on the maintenance contract. **Curl Construction completed the concrete repair work. A motion was made and approved to make payment in the amount of \$12,000.00 to Curl Construction.**

**Coffee County Appropriation and Request** – **The \$12,000 appropriation from last year arrived on 3/14/16. The \$15,000 request for next year was submitted on 3/21/16.**

**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

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Commissioner's signature. The grant was executed on June 9, 2015. Project is complete and final payment has been submitted 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. The bid package will be ready to advertise in the Tulahoma News the week of March 7. **Jon Glass presented the bid results that were opened earlier today:**

Cantrell Construction - \$9,386.00

American Pavement Solutions - \$15,800.00

**Seal Rite - \$6,481.25**

American Strippers - \$9,999.00

Barton Construction - \$6,832.00

**A motion was made and approved** to accept the \$6,481.25 bid from Seal Rite.

**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. It is scheduled to be complete by July 1, 2016. **Rogers Group plans to start work the week of April 11.**

**Select TN Site Development Grant** – The City is in the process of applying for a grant for the Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. **The application request was not approved but can be resubmitted for the next round of funding that is available.**

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

### ***FUEL SALES***

Fuel sales for the month of March 2016 were 13,776.79 gallons. This is a 3,204.38 gallon decrease in the 16,981.17 gallons sold in March of 2015. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. **Jon Glass will attend the Fuel Quality Control seminar at Pine Mountain, GA on July 22 and 23.**

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Fuel Sales 1/1/16 to 3/31/16 = 32,702.64

Fuel Sales 1/1/15 to 3/31/15 = 36,728.39

| March 2016 | AVGAS      | AVGAS SS | Total             |
|------------|------------|----------|-------------------|
| Gallons    | 4,029.1    | 1,525.49 | <b>5,554.59</b>   |
| Flow Fee   | \$402.91   | \$152.54 | <b>\$555.45</b>   |
| Pump Fee   | \$2,014.55 | \$381.37 | <b>\$2,395.92</b> |

| March 2016 | Jet Full Price | Jet Discount | Total             |
|------------|----------------|--------------|-------------------|
| Gallons    | 1,003          | 7,219.2      | <b>8,222.2</b>    |
| Flow Fee   | \$100.30       | \$721.92     | <b>\$822.22</b>   |
| Truck Fee  | \$100.30       | \$721.92     | <b>\$822.22</b>   |
| Pump Fee   | \$1,003.00     | \$5,354.70   | <b>\$6,357.70</b> |

Total AVGAS & Jet Gallons = 13,776.79

Total Flow Fee = \$1,377.67

Total Jet Truck Fee = \$822.22

Total Pump Fee = \$8,753.62

Total Part-Time Employment Cost = \$3,313.00

**Jet Truck Fee Minus Rental = -\$27.78**

**Pump Fee Minus Employment Cost = +\$5,440.62**

**FUEL PRICES**

| 4/5/16   | Tulahoma      | Shelbyville | Winchester | McMinnville | Maury County | Murfreesboro |
|----------|---------------|-------------|------------|-------------|--------------|--------------|
| AVGAS SS | <b>\$3.15</b> |             | \$3.21     |             | \$2.98       | \$3.97       |
| AVGAS FS | <b>\$3.40</b> | \$3.59      | \$3.21     | \$3.39      | \$3.14       | \$4.17       |
| Jet      | <b>\$3.25</b> | \$3.29      | \$3.18     | \$2.53      | \$2.82       | \$2.87       |

Average AVGAS price - \$4.07    Average Jet price - \$3.45

**AIRPORT FUEL SALES**

| DATE       | FUEL SOLD (gallons) |
|------------|---------------------|
| March 2015 | 16,981.17           |
| March 2014 | 18,246.33           |

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|                   |           |
|-------------------|-----------|
| <b>March 2013</b> | 5,790.57  |
| <b>March 2012</b> | 11,512.94 |
| <b>March 2011</b> | 4,943.4   |
| <b>March 2010</b> | 8,422.8   |

***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – No problems or outages for March 2016. 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 March 2016. TAD will replace and upgrade our AWOS in 2019. **TAD is ahead of schedule on the upgrades. It could happen here in the next 12 months.**

**Veeder Root Fuel System** – No problems or outages for March 2016.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for March 2016.

**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** – Updates to the contact list were made in the Airport Emergency Operations and Security plan this month.

***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 4/5/16.

**6. Old Business:**

- A. TN National Guard Ice Storm Drill** – Major Dallas Clements with the TN National Guard briefed Board members on the Tennessee Maneuvers drill from May 13 to 15 at the Airport. It will be a joint operation between the Guard, Coffee and Grundy counties. About 300 soldiers will bivouac at the Airport with about a dozen Blackhawk helicopters. A majority of the activity at the Airport will center on transporting medical patients along with search and rescue missions.

**7. New Business:**

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- A. Beechcraft Heritage Museum Update** – Charles Parish reported on the upcoming events at the Museum. He reported that 130 Ladies visited the Museum in March from the Women in Aviation group. The annual Board of Directors meeting will be held next week. The Recreation Flyers will be here in June and the CAP Glider Academy in July. The Beech Party will be held October 12 to 16. Visitors at the Museum have increased greatly since the Fall and the Museum is looking at expanding the Bonanza/Baron hangar this year.
- B. XP Services Lease Credit** – Board members reviewed an email from Jon Glass to Rodney Allison regarding a recently completed ramp expansion project. **A motion was made and approved** to offer XP Services a \$4,500.00 rent credit for their hangars in the NW section of Airport.
- C. Sam Crimm Hangar Modification** – Jon Glass reported that Sam Crimm requested permission to paint his exterior walls tan and the roof white on hangar #S113. **A motion was made and approved** to make the hangar improvements.
- D. Jason Waller** reported that the Dream Tulahoma Committee would like to relocate the Airplane model currently at Northgate Mall to the Airport. **A motion was made and approved** to find a suitable location for the Airplane model at the Airport.

**8.** Aldermen Knowis reported that he was pleased to see a majority of Board members that attended the budget work session last night with BOMA. Dr. Daniel reported that he will attend the Mayor’s Planning and Coordinating meeting on Thursday.

**9. Meeting was adjourned at 6:18 pm.**

Submitted on 4/14/2016

<Original Signed>

Jon Glass  
TAA, Airport Manager

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