

January 12, 2016



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
January 12, 2016**

**Members Present**

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

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** Bill Stuart and Leo Benetti-Loughini (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.** Sam Crimm reported that the service for John and Betty Stubbs will be held at 2:00 pm on January 16 at the St. Barnabas Church. Paul Sirks was reappointed to the Airport Authority the previous night at the Board of Mayor and Aldermen meeting.
- 2. Minutes for the December 8, 2015 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Karla Smith reviewed the financial reports.

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

***CURRENT PROJECTS***

**Terminal Building** – We will get carpets cleaned during the month of January.

**AOPA Grant** – All canceled checks have been obtained and the 15k reimbursement will be submitted to TAD.

**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.

**Ramp FOD Walks** – Cub Scout Pack 142 will do a FOD walk on the ramp on January 23 at 10:00 am for Community service work.

**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 met 1/7/16 and meeting minutes will be provided as soon as they are available.**

**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**

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**change order with Curl Construction. Curl has completed concrete repair work on the main ramp. They will work on the area in South ramp around the hangars when temperature allows.**

**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. They will stop work until the hangar is completed. A motion was made and approved** to make a payment to Curl Construction in the amount of \$124,662.22.

**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. **Sain Construction has been issued a Notice to Proceed and has ordered the building.**

**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.**

**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. **Jon Glass checked with TAD on the status of these refunds on 1/7/16.**

16-0153 - \$9,503.47

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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 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 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.**

**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.**

**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.**

**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 December 2015 were 11,981.24 gallons. This is a 2,678.33 gallon increase in the 9,302.91 gallons sold in December of 2014. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

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

Fuel Sales 1/1/15 to 12/31/15 = **206,683.02**

**2015 fuel sales increased by 15% or 27,071.88 gallons over 2014.**

December 2015	AVGAS	AVGAS SS	Total
Gallons	2,679.4	2,030.24	<b>4,709.64</b>
Flow Fee	\$267.94	\$203.02	<b>\$470.96</b>
Pump Fee	\$1,339.70	\$1,015.12	<b>\$2,354.82</b>

December 2015	Jet Full Price	Jet Discount	Total
Gallons	1,906.6	5,365	<b>7,271.6</b>
Flow Fee	\$190.66	\$536.50	<b>\$727.16</b>
Truck Fee	\$190.66	\$536.50	<b>\$727.16</b>
Pump Fee	\$1,906.60	\$4,180.30	<b>\$6,086.90</b>

Total AVGAS & Jet Gallons = 11,981.24

Total Flow Fee = \$1,198.12

Total Jet Truck Fee = \$727.16

Total Pump Fee = \$8,441.72

Total Part-Time Employment Cost = \$3,826

**Jet Truck Fee Minus Rental = -\$122.84**

**Pump Fee Minus Employment Cost = +\$4,615.72**

**FUEL PRICES**

1/4/16	Tulahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.40		\$3.35		\$3.29	\$3.92
AVGAS FS	\$3.65	\$3.84	\$3.35	\$3.95	\$3.40	\$4.12
Jet	\$3.50	\$3.69	\$3.52	\$3.65	\$3.55	\$3.23

Average AVGAS price - \$4.30    Average Jet price - \$3.85

**AIRPORT FUEL SALES**

DATE	FUEL SOLD (gallons)
<b>December 2015</b>	11,981.24
<b>December 2014</b>	9,302.91
<b>December 2013</b>	6,948.67
<b>December 2012</b>	7,009.64

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<b>December 2011</b>	8,934.09
<b>December 2010</b>	3,978.9

***MAINTENANCE/NAVAID PROBLEMS***

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

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

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for December 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** – CAP has been paying for 2 gliders since 8/14 however one of the gliders went to Georgia that month and was destroyed in a storm. **A motion was made and approved to issue a rent credit to CAP in the amount of \$1,840.00 and \$66.00 in tie down fees to Bill Stuart.**

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** – Jon Glass thanked Sam Crimm for his service to the Airport Authority.

***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 1/7/16.

**6. Old Business:**

**A. Ledford Mill Road Property** – Steve Worsham reported that the Board of Mayor and Alderman deferred action on rezoning this property from commercial to residential. He and TAA Attorney Jeremy Bell are reviewing a 2003 MOA between the City, Airport Authority and TN Aeronautics Division to see if it has any impacts on this MOA. Mr. Worsham reported that the property was annexed by the City in 2005 and was designated residential by the Planning Commission in a Land Use Plan. Sam Crimm reported that he would contact Brian Caldwell about the MOA and this property. Alderman Knowis prefers that the property zoning be sent back to the Planning Commission for review. Sam Crimm suggested that Board members attend the January 25 Board of Mayor and Alderman meeting to provide the Airport Authority position on the rezoning request.

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**7. New Business:**

**A. CAP Glider Academy** – Leo Benetti-Loughini reported that CAP would like to host a glider academy at the Airport in the July 15 to 23 timeframe. CAP cadets from the Southeast will attend and receive extensive glider training. The glider academy was held at the Airport in 2015 and went extremely well. **A motion was made and approved** to allow CAP to host the event at the Airport.

**B. Bill Stuart Hangar Purchase S114** – Bill Stuart reported that he purchased hangar #S114 from Joey Kemp. **A motion was made and approved** to enter into a new lease agreement with Bill Stuart for hangar S114.

**8.** Aldermen Knowis will check with Thom Robison on the requirements for the Select TN Site Development Grant. Jim Apple asked the Board to explore some options for a sweeper to pick up FOD on the ramps and taxiways. Jon Glass reported that Curl Construction has a sweeper and he is checking with them to see if the Airport could use it and store the sweeper in our hangar at no cost.

**9. Meeting was adjourned at 6:11 pm.**

Submitted on 1/15/2016

<Original Signed>

Jon Glass  
TAA, Airport Manager

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