

May 10, 2016



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
May 10, 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:** Klaus Markgraf (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 April 12, 2016 meeting were approved** with 4 grammar corrections.
- 3. Public comments** – Klaus Markgraf thanked the Board for making concrete repairs to the south hangar area. He reported that he recently received a ding in his propeller from foreign object damage (FOD). Jon Glass reported that the Airport is looking at purchasing a FOD Boss after July 1, 2016.

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4. **Treasurer's report** – Financial reports were not ready prior to the meeting. Jim Apple requested that the balance on the donor account be reported on a quarterly basis.
5. **Jon Glass presented the Airport Manager report:**

### ***CURRENT PROJECTS***

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

**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 (\$6,400) and Vandy ramp (\$12,000) will max out the 2016 Contract. The 2017 Contract goes into effect July 1.**

**ZTR Mower** – The ZTR mower needs a new clutch and engine that total \$3,135.03 with parts and labor. Faulkner's estimate the mower will last another 10 years after repair work is completed. A new ZTR mower is in the \$8,600 to \$11,000 price range. **A motion was made and approved** to have Faulkner's replace the ZTR mower engine and clutch for \$3,135.03.

**Parish/City/ Agreement** – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the TN Aeronautics Division (TAD) but 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 TAD but was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the TAD 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.

**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 General Aviation (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 within the next 90 days and spanning 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

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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 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. 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 have an additional \$23,550 in concrete repair to be completed. We are looking at areas on the North taxiway from RWY 24 to 18 for repair.**

**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 Planning, Design & Construction (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.**

**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 TN Department of Transportation (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. It was 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**

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**and the concrete slab has been poured. The Contractor will start on the building the week of 5/9/16.**

**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 - \$4,553.71 – This refund will be returned to XP Services as they paid the local share of the ramp expansion project.

**The \$4,553.71 refund arrived 4/26/16. Curl Construction has completed the sod work at the XP hangars and will be paid using this refund money.**

**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. The bid package will be ready to advertise in the Tullahoma News the week of March 7. **Work was completed on 4/22/16 and final payment made to Contractor.**

**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 started on the project 5/2/16.**

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**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** – Aeronautics Division staff will be here 5/11/16 to complete the annual Airport inspection.

**FUEL SALES**

Fuel sales for the month of April 2016 were 17,598.67 gallons. This is a 1,246.56 gallon increase in the 16,352.11 gallons sold in April 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 June 22 and 23.**

Fuel Sales 1/1/16 to 4/30/16 = 50,301.31

Fuel Sales 1/1/15 to 4/30/15 = 53,080.5

April 2016	AVGAS	AVGAS SS	Total
Gallons	3,961.05	4,506.12	<b>8,467.17</b>
Flow Fee	\$396.10	\$450.61	<b>\$846.71</b>
Pump Fee	\$1,980.52	\$1,126.53	<b>\$3,107.05</b>

April 2016	Jet Full Price	Jet Discount	Total
Gallons	1,306	7,825.5	<b>9,131.5</b>
Flow Fee	\$130.60	\$782.55	<b>\$913.15</b>
Truck Fee	\$130.60	\$782.55	<b>\$913.15</b>
Pump Fee	\$1,306.00	\$6,112.09	<b>\$7,418.09</b>

Total AVGAS & Jet Gallons = 17,598.67

Total Flow Fee = \$1,759.86

Total Jet Truck Fee = \$913.15

Total Pump Fee = \$10,525.14

Total Part-Time Employment Cost = \$3,551.00

**Jet Truck Fee Minus Rental = +\$63.15**

**Pump Fee Minus Employment Cost = +\$6,974.14**

**FUEL PRICES**

5/4/16	Tallahoma	Shelbyville	Winchester	McMinnville	Maury	Murfreesboro
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AVGAS SS	<b>\$3.60</b>		\$3.40		\$3.08	\$4.02
AVGAS FS	<b>\$3.85</b>	\$3.59	\$3.40	\$3.57	\$3.25	\$4.22
Jet	<b>\$3.25</b>	\$3.29	\$3.37	\$2.74	\$2.87	\$2.97

Average AVGAS price - \$4.15 Average Jet price - \$3.57

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>April 2015</b>	16,352.11
<b>April 2014</b>	11,319.33
<b>April 2013</b>	11,244.28
<b>April 2012</b>	9,014.39
<b>April 2011</b>	6,792.1
<b>April 2010</b>	11,820.7

**MAINTENANCE/NAVAID PROBLEMS**

**Non Directional Beacon (NDB)** – No problems or outages for April 2016. The approach is scheduled to be decommissioned by Federal Aviation Administration (FAA) in the next 12 to 24 months.

**VHF Omnidirectional range (VOR)** – FAA has sent out notices regarding the decommissioning of the VOR.

**Automated Weather Observation System (AWOS)** – No problems or outages for April 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 April 2016.

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

**Precision Approach Path Indicator (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 –**

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**OTHER** – Jon Glass reported that employee Sarah Coffelt was awarded a scholarship from the Flying Musicians for 15 hours of flight instruction. The Smyrna Air Show will be held June 4 and 5 featuring the Blue Angels and a F-22 demonstration.

**AIRPORT MARKETING/PRESENTATIONS** – Coffee County Leadership tour of Airport on 4/28/16.

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

**6. Old Business:**

**7. New Business:**

**A. Horst Electrical Contracting Temporary Lease – A motion was made and approved** to enter into a new temporary lease agreement with Horst Electrical Contracting for storage space in the tractor storage area. Jim Apple abstained from voting.

**B. Other New Business** – Jim Apple reported that the Sunrise Rotary Club is working on a scholarship for local High School students to receive flight training up to the solo flight. Paul Sirks reported that the EAA chapter is working on the Young Eagles program and aviation workshops with the High School. **A motion was made and approved** to waive the \$115.50 overdue lease balance for Jim Hudgin. Steve Worsham abstained from voting. Dr. Daniel reported that he would attend the Mayor’s Planning meeting on 5/12/16.

**8.** Aldermen Knowis reported that \$150,000 had been budgeted for FY17 by the Board of Mayor and Alderman to extend the 9/27 turf runway. It will require passage on three readings by the Board of Mayor and Alderman.

**9. Meeting was adjourned at 6:01 pm.**

Submitted on 5/19/2016

<Original Signed>

Jon Glass  
TAA, Airport Manager

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