

July 12, 2016



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
July 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 (via telephone)
- Dr. Jim George

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** No visitors.

**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 5:50 pm.** Steve Worsham is acting Chairman in Dr. Daniel's absence.
- 2. Minutes for the June 14, 2016 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer's report** – Board members reviewed the financial statements. Chris Pickerell reported that the financial reports from City Hall were preliminary since the fiscal year ended 12 days ago.

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

***CURRENT PROJECTS***

**Terminal Building** – Both computers in the flight planning room have been repaired.

**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. **An \$10,888.68 reimbursement was submitted to Blackcat on 7/1/16. The FY 17 contract arrived today and no funding cuts were made by TDOT.**

**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. **The \$150,000 for the turf runway extension passed the three readings for the FY17 budget.**

**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.

**Special Events** – The CAP Glider event will begin on Friday July 15<sup>th</sup> and the TN Air National Guard will hold a drill here starting July 26<sup>th</sup>.

**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

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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 Taxiway A from RWY 24 to 18 for repair. **The grant amendment has been approved by TAD to do the crack and seat on Taxiway A.**

**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. **The paving of the asphalt ramp will begin the week of July 11.**

**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. **We will need to have a special called meeting on Monday August the 1<sup>st</sup> at 2:00 pm to approve the low bid as recommended by PDC. Another option is to go ahead and make a motion to approve to approve the lowest qualified bid as recommended by PDC that is within the grant amount tonight. The request for bids ran in the Tullahoma News on 7/10/16. A motion was made and approved** to accept the lowest qualified bidder that is in the grant amount for the ODAL project as recommended by PDC and Steve Upshaw.

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

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**hangar is scheduled to be completed on July 10, presently they are 2 weeks behind schedule. The proposed lease is ready for approval. A motion was made and approved** to accept the lease agreement for XP Services.

**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. **PDC is in the process of scheduling a scope of work meeting and work authorization for this project and the extension of turf runway.**

**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.

**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. The completion date is scheduled for 7/31/16. **They are scheduled to pave the road the week of July 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** – Lisa Reany and Paul Perry with TAD completed the inspection last month. We had no State or Federal violations. We will receive a non-conditional Airport license any day now.

## **FUEL SALES**

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Fuel sales for the month of June 2016 were 31,536.55 gallons. This is a 6,967.05 gallon increase in the 24,569.50 gallons sold in June of 2015. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

**Bonnaroo Fuel Sales – 8,037.5 gallons, 65 passengers and 24 aircraft.**

Fuel Sales 1/1/16 to 5/31/16 = 109,263.39

Fuel Sales 1/1/15 to 5/31/15 = 91,402.75

June 2016	AVGAS	AVGAS SS	Total
Gallons	5,157.1	2,543.45	<b>7,700.55</b>
Flow Fee	\$515.71	\$254.34	<b>\$770.05</b>
Pump Fee	\$2,578.55	\$635.86	<b>\$3,214.41</b>

June 2016	Jet Full Price	Jet Discount	Total
Gallons	3,499.7	20,336.3	<b>23,836.0</b>
Flow Fee	\$349.97	\$2,033.63	<b>\$2,383.60</b>
Truck Fee	\$349.97	\$2,033.63	<b>\$2,383.60</b>
Pump Fee	\$3,499.70	\$15,320.44	<b>\$18,820.14</b>

Total AVGAS & Jet Gallons = 31,536.55

Total Flow Fee = \$3,153.65

Total Jet Truck Fee = \$2,383.60

Total Pump Fee = \$22,034.55

Total Part-Time Employment Cost = \$6,315.50

**Jet Truck Fee Minus Rental = +\$1,533.60**

**Pump Fee Minus Employment Cost = +\$15,719.05**

**FUEL PRICES**

7/5/16	Tulahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	<b>\$3.79</b>		\$3.59		\$3.48	\$4.23
AVGAS FS	<b>\$4.04</b>	\$3.75	\$3.59	\$3.65	\$3.58	\$4.43
Jet	<b>\$3.50</b>	\$3.50	\$3.47	\$2.91	\$3.08	\$3.33

Average AVGAS price - \$4.28 Average Jet price - \$3.73

**I believe that fuel prices will decline over the next few months.**

**AIRPORT FUEL SALES**

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<i><b>DATE</b></i>	<i><b>FUEL SOLD (gallons)</b></i>
<i><b>June 2016</b></i>	<i><b>31,536.55</b></i>
<i><b>June 2015</b></i>	24,569.50
<i><b>June 2014</b></i>	18,330.68
<i><b>June 2013</b></i>	19,946.90
<i><b>June 2012</b></i>	18,257.97
<i><b>June 2011</b></i>	25,716.1
<i><b>June 2010</b></i>	13,790.0

***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – No problems or outages for June 2016. The approach is scheduled to be decommissioned by FAA in the next 12 to 24 months. **Elger Holland is unable to maintain the NDB due to health reasons. No replacement has been found to maintain the NDB.**

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

**AWOS** – No problems or outages for June 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 June 2016.

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

**REILS AND PAPI** – No problems or outages for June 2016.

***HANGAR RENT/INSURANCE***

**OVERDUE RENT** –

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** –

***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 6/7/16.

**6. Old Business:**

- A. **XP Lease** – Board members reviewed the proposed lease for the new maintenance hangar that should be completed in the next 30 days. **A motion was made and approved** to accept the new lease with XP Services.

**7. New Business:**

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- A. RC Event** – Board members discussed the RC Aircraft event that has been held at the Airport for the last 5 to 6 years. It was noted that the RC event had grown over the last few years including jet powered RC Aircraft. It was also noted that Airport operations had grown over the last few years especially on weekends with glider and skydiving activity. **A motion was made and approved** to not have the event at the Airport for safety reasons.
- B. Employment Matter** – **A motion was made and approved** to accept the recommendation from the work session prior to the meeting. Morgan Roe will be promoted from a part-time Service Specialist position to a part-time Senior Service Specialist position.
- C. Jim Apple Hangar (S201) Request** – Jim Apple requested permission to paint the roof of his white. **A motion was made and approved** for the request. Jim Apple abstained from the vote.
- D. Larry Wilhite Hangar (S203) Request** – Larry Wilhite requested permission to sale his hangar to Livia Meuer. **A motion was made and approved** to approve the hangar purchase and enter into a new lease agreement with Livia Meuer.
- E. Other New Business** – Chris Pickerell reported that the Gaither Inc. aircraft were relocating to the Beech River Airport in the next 30 days. The relocation was based on the move of the founder of the Company. Mr. Pickerell will make a decision soon if he will relocate to west Tennessee with the Aircraft.
- 8.** Aldermen Knowis reported that he was pleased that the money was approved by BOMA for the turf runway extension.

**9. Meeting was adjourned at 6:41 pm.**

Submitted on 7/14/2016

<Original Signed>

Jon Glass  
TAA, Airport Manager

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