

July 13, 2021



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
July 13, 2021**

Members Present

- Paul Sirks, Chairman
- Karla Smith, Vice Chairman
- Jennifer Benetti-Longhini, Secretary
- Dr. Don Daniel, Treasurer
- Dr. Mike Rutherford, Assistant Treasurer
- Mike Leigh
- Steve Cope

Other Persons Present

- Jon Glass, Airport Manager
- Mayor 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 5:00 pm.**
- 2. Minutes for the June 8, 2021 meeting were reviewed and approved as written.**
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Dr.Daniel, Treasurer, provided a high level view of our financial status. We are sound financially. A print out of our current financials was made available.

July 13, 2021

5. Jon Glass presented the below information as the Airport Manager report:

CURRENT PROJECTS

Terminal Building –

CARES Act – We will receive \$30,000 that can be spent on just about any Airport items. The Aeronautics Division should send us an application to receive the money any day now. I believe we should spend \$15,000 in this fiscal year and \$15,000 in next fiscal year on items such as part time salaries. Will work with Sue Wilson to track the expenses and spend the money where needed. The grant is being executed by TDOT. We have 2 fuel invoices and cancelled checks to be submitted for reimbursement. The money will be used to cover operational expenses. The \$30,000 reimbursement has been received. Chances are good that this Act will be renewed again later this year for Airports. Our Airport status has been upgraded from community service to regional Airport. If the CARES Act is renewed we would receive \$60,000 instead of \$30,000. **The funding levels were decreased for Part 2 of the Cares Act. We will receive \$23,000 which is the highest amount available for Regional General Aviation Airport. It will be available in the next 30 days.**

City Website – The City website is in the process of being updated. Airport information has been submitted and updated.

Title VI Training – Has been completed.

FY 2020 Audit – Sue Wilson reported that the City and Airport had no audit findings.

Coffee County Appropriation – The FY22 request has been submitted.

CAP Glider Academy – Started on July 9 and continues to the 17th.

ALP Update and AGIS Survey – The TN Aeronautics Commission approved the project at the 6/18/20 meeting. The grant has been signed by us and returned to TDOT for signature. The grant has been executed by TDOT. The scoping meeting was completed in September and the work authorization has been approved. The survey work was completed last month. PDC received the imagery work on 12/3/20 and is working on the forecasting. The 30% design meeting was held on 5/26/21. The survey work for Runway Safety Area's is complete. **We will schedule a meeting with Chairman Sirks regarding issues on 2 runways.**

North Taxiway Overlay – The TN Aeronautics Commission approved the project at the 6/18/20 meeting. The grant has been signed by us and returned to TDOT for signature. The

July 13, 2021

grant has been executed by TDOT. The scoping meeting was completed in September and the work authorization has been approved. The preliminary design work is scheduled to be reviewed the week of 10/12/20. The design phase will continue until the project is ready to bid in the February time frame. With bids received we will then request the construction grant. Work will involve full depth replacement and the taxiway will be shut for about 3 weeks. The 2nd Engineer grant through the bid phase has been submitted for TDOT approval. We will start the bid phase of the project over the next month. The pre-bid meeting was on 4/8/21 and bids will be opened on 4/21/21 at 1:00 pm. We received 2 bids – Tinsley Asphalt (\$353,017.05) and Cleary Construction (\$592,449.00). Motion to accept Tinsley Asphalt bid? Curl Construction will work with Tinsley on site prep work. The TN Aeronautics Commission approved the \$422,000 construction grant request on 5/26/21. We have received the grant and returned it for TDOT execution. **Hangar owners have been advised the work is expected to start around 8/16/21 and last about 30 days. The Chairman asked the Airport Manager to contact the affected hangar owners to inform them the start date could move out 2 weeks.**

Airport CIP List

These are the projects that have been ranked by the Board for priority over the next 4 years:

1. Runway 18/36 concrete repair (\$400,000).
2. Runway 6/24 crack repair and seal coat (\$375,000).
3. New Airfield Electrical vault or VOR building (\$150,000).
4. Drainage repairs – Undetermined (\$125,000).
5. Ramp/Taxiway Concrete Repair (\$500,000).

Our CIP meeting is scheduled for 6/16/21 for fiscal year 2023 to 2025.

Runway 6/24 Seal Coat and Crack Repair – Aeronautics Division advised Jon Glass that we did make the list for this work to be completed this year at no cost to the Airport. The Engineer Company inspected runway 6/24 last month and will do some core samples later this month. The Aeronautics Division is running behind with west TN Airports. **COVID has reduced revenue for TAD and we are now looking at Spring of 2022 for this work to be completed.**

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. The terminal building

July 13, 2021

parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant. We received a \$13,680.13 reimbursement last month. Reimbursement for the \$1,319.87 will be submitted on 6/8/20. We have received full reimbursement for the 2019 grant. The 2020 grant has been executed by TDOT. The \$1,996.00 reimbursement has been received and the grant is closed for the fiscal year. **The 2021 grant has been sent to TAD for execution.**

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. TN House and Senate votes on the Southwest Airline amendment have been delayed until 2019. Southwest and FEDEX are requesting a 2nd round of tax breaks that will most likely get approved in the General Assembly. Governor Lee is proposing \$40,000,000 in next years budget for the TN equity fund. The TN Aviation Association will lobby for a stable funding source for the equity fund in the future. **The General Assembly has lowered the fuel sales tax from 4.5% to 4.25%. A \$5,000,000 cap has also been approved effective 7/1/22.**

Airport Inspection – I have requested TAD to complete the Airport inspection earlier this year so any issues can be corrected prior to the AOPA Fly-In. They did the inspection on 6/4/19 and I should have the report in a week. We had no section 1 violations and received our Airport license. Aeronautics Division completed the Airport inspection the last week of July. The section 1 violation involves the runway 24 threshold lighting. An Engineer grant has been submitted to TAD to correct this issue. This project will consist of changing the threshold markings and lighting. It will be an estimated \$90,000 grant with a 5% local share. It is not eligible for the local share to be paid by the CARES Act since it was not on our CIP list. The Engineer grant has been submitted to TDOT for approval. The letter has been submitted to TAD to extend our conditional Airport license until this project is complete. The Engineering grant has been executed. The scoping meeting will be scheduled 5/26/21 with the 30% design meeting on the ALP update. **TAD completed the Airport inspection the last week of June. We have a section 1 violation for runway 9/27 and received a conditional license. We have at least 1 tree in the 20 to 1 approach slope on the east side of the runway. The property either belongs to the Harton or Parish family so we should not have an issue removing the tree. The survey work from the ALP Update will help us determine which tree it is.**

The 24 threshold work is scheduled to be advertised the last week of July with a bid opening date 3 weeks later.

July 13, 2021

FUEL SALES

Fuel sales for the month of June 2021 were 15,833.21 gallons. This is a 9,413.73 gallon decrease in the 25,246.94 gallons sold in June of 2020. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/21 to 6/30/21 = 103,445.4

Fuel Sales 1/1/20 to 6/30/20 = 88,451.96

June 2021	AVGAS	AVGAS SS	Total
Gallons	2,558.1	1,974.11	4,532.21
Flow Fee	\$255.81	\$197.41	\$453.22
Pump Fee	\$1,279.05	\$493.52	\$1,772.57

June 2021	Jet Full Price	Jet Discount	Total
Gallons	1,229.7	10,071.3	11,301
Flow Fee	\$122.97	\$1,007.13	\$1,130.10
Truck Fee	\$122.97	\$1,007.13	\$1,130.10
Pump Fee	\$1,229.70	\$7,640.71	\$8,870.41

Total AVGAS & Jet Gallons = 15,833.21

Total Flow Fee = \$1,583.32

Total Jet Truck Fee = \$1,130.10

Total Pump Fee = \$10,642.98

Total Employment Cost = \$8,730.50

Jet Truck Fee Minus Rental = +\$280.10

Pump Fee Minus Employment Cost = +\$1,912.48

FUEL PRICES

6/3/21	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.70	\$4.44	\$4.42	\$4.33	\$4.60	\$4.80
AVGAS FS	\$4.95	\$4.64	\$4.42		\$4.81	\$5.00
Jet	\$4.10	\$3.95	\$4.23	\$3.55	\$3.86	\$3.70

Airports within 50 miles of Tallahoma

Average AVGAS price - \$5.04 Average Jet price - \$4.26

July 13, 2021

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
June 2021	15,833.21
June 2020	25,246.94
June 2019	27,432.33
June 2018	26,664.91
June 2017	26,341.04

ANNUAL FUEL SALES (Gallons)

2020	212,645.23
2019	255,545.34
2018	234,691.04
2017	192,043.95
2016	219,458.44

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems or outages for June 2021.

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

AWOS – No problems or outages for June 2021.

Veeder Root Fuel System – No problems or outages for June 2021.

RUNWAY AND TAXIWAY LIGHTS – Taxiway C and G was out of service. Bakers Electric repaired the regulator.

REILS AND PAPI – No problems or outages for June 2021.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – None

AIRPORT MARKETING/PRESENTATIONS – None

6. Old Business:

- A. North Hangar Improvements – Bill Stuart has completed work on the restrooms. One urinal is not working properly and will be replaced as soon as the new one arrives.

7. New Business

July 13, 2021

A. UTSI Lease Payment – XP Services took over the Lease agreement for the UTSI hangar earlier this year. UTSI had a balance of \$1,874.31 at the time including late fees. They requested Board permission to waive the late fees. A motion was made and approved to waive the \$170.38 in late fees.

B. Other New Business – None.

8. Mayor Knowis Comments – Mayor Knowis reported that the July 4th Firework show was a success with about 12,000 people in attendance. The kickoff meeting for the Comprehensive Development Plan was held on July 6. He also reported that the City is updating it's website.

9. Meeting was adjourned at 5:35 pm.

Submitted on 7/14/2021

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting