

March 9, 2010



**Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance**

**March 9, 2010**

**Members Present**

- John Miller, Chairman
- Buddy Chellstorp
- Stephen Corda
- Jim Apple
- Karla Smith
- Ken Ward
- Steve Worsham

**Other Officials Present**

- Jon Glass, Executive Director
- Alderman Greg Sandlin
- Wayne Thomas, Tullahoma News

**Visitors**

Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Al Henninger (Public Comments) and Mike Rutherford (4<sup>th</sup> of July Celebration).

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes**

**March 9, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the February 9, 2010 regular meeting and the February 19, 2010 special called meeting were approved.**
- 3. Public Comments** – Al Henninger inquired about the furniture in the old terminal building. Chairman Miller responded that Sain Construction indicated that they will

donate the furniture to the Sportsman Club so that it could be given to families in need. Frank Passarello inquired about moving the water fountain from the old terminal building to the north hangar. Chairman Miller advised him to check with Pete Sain about the water fountain since the contents now belonged to Sain Construction.

4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Fuel sales for February increased over the previous month. He reported that a DC-9 with cargo for Nissan was due to arrive at the Airport later that night. He also reported that Kaleb Anderson was no longer employed with Tullahoma Aviation. Frank Passarello reported that he was attempting to schedule a meeting later in March with the Department of Revenue regarding alleged taxes owed.
5. **Treasurer's Report** – Ken Ward was not present for the meeting. Board members reviewed the February financial statements.
6. **Jon Glass presented his Airport Manager Report:**

### ***CURRENT PROJECTS***

**Terminal Building** – Progress report #16 is included for Board member review. HVAC units and ceiling grids have been installed. The March progress report meeting was held Tuesday the 9<sup>th</sup> at 10 am. Award letters have been sent to furniture and appliance bid winners.

**Tractor Purchase** – The new tractor will be ready for delivery as soon as the signed grant from Commissioner Nicely's office arrives.

**Terminal Building Fencing and Security System** – Work should begin on these two projects around April 1.

**Airfield Signage** – PDC will present a cost estimate for Jim Curry to review before proceeding with the project.

**Runway 36 Threshold** – FAA Form 7480 for the runway modification has been submitted to Jim Curry. PDC is working on the specifications for the project.

**Wal-Mart Retaining Ponds** – Jon Glass met with Allen York from Wildlife Damage Logistics. He is a retired TWRA agent and can help with deer problems. He cannot help with the geese.

**LPV Approaches** – The revised runway 6/24 elevations have been submitted to FAA. Publication dates for the LPV approaches is expected by late summer of this year.

**Old Terminal Building Demolition** – Demolition work is scheduled to begin not later than May 1, 2010.

**Tree Clearing** – Waiting for TAD approved contract.

March 9, 2010

**Ramp Repair** – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Local share funding has not yet been determined.

**9/27 Drainage Repair** – Payment for this project (\$37,000) will be made when Rogers Group completes the work and the final inspection checklist.

**North Taxiway Drainage** – Approved TAD contract has been received. Jon Glass advised PDC to begin the specifications and bid process for this project.

**FY 2009/2010 Maintenance Contract** – A \$9,200 reimbursement was received in February for the maintenance contract.

**DTN Weather Service** – We currently pay \$2,100 per year for the weather service in the terminal building. If Board members agree that free internet weather services are sufficient I will cancel the subscription in July. **A motion was made and approved** to cancel the DTN subscription when it expires in July.

**Other** – Jon Glass estimated that a total of 12,096 hours of community service work have been performed at the Airport over the past 10 years.

#### ***MAINTENANCE & NAVAID PROBLEMS***

**SDF** – No problems or outages for February.

**NDB** – No problems or outages for February.

**VOR** – No problems or outages for February.

**AWOS** – No problems or outages for February.

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

**REILS AND PAPI** – No problems or outages for February.

#### ***HANGAR RENT / INSURANCE***

**OVERDUE RENT** – The following payment remains overdue for 2009:

Mickey Miller - \$1,084.00. Attorney Jim Conley has filed a lawsuit against Mickey Miller for overdue ground lease payments.

## EXPIRED INSURANCE CERTIFICATE

Dr. Freeman and Mickey Miller. A copy of the notice that was delivered to Dr. Freeman March 5, 2010, was provided to Board members.

## LEASES

### *FBO CONTRACT COMPLIANCE*

<i>DATE</i>	<i>TIME</i>	<i>ISSUE</i>
<i>2/14/10</i>	<i>1pm</i>	<i>Terminal Building Closed</i>
<i>2/21/10</i>	<i>1:30pm</i>	<i>Terminal Building Closed</i>

### *AIRPORT TRAFFIC*

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>Feb. 2009</i>	<i>6,637.8</i>	<i>61</i>	<i>31</i>
<i>Feb. 2008</i>			
<i>Feb. 2007</i>	<i>8,972.5</i>	<i>89</i>	<i>24</i>

*AIRPORT MARKETING / PRESENTATIONS* – None for February 2010.

*SUGGESTION BOX* – No comments.

### *OLD BUSINESS / NEW BUSINESS INFORMATION*

**Terminal Building Update** – As of Friday, March 5<sup>th</sup> \$88,900 has been pledged to furnish the terminal building and other airport improvement items. In-kind donors include Jack Daniels (rocking chairs), Lakeway (furnish conference room), Citizen's Tri-County Bank (phone system), Mike Norris (50 inch plasma TV), TUB (installation services and 2 - 32 inch TV's), ERPUD (fireplace), and Goodrich (Golf cart, Unicom radio and antenna). In-kind donations total an estimated \$30,600.

#### **7. Old Business:**

- A. Terminal Building Update** – Chairman Miller reported that Architect Richard Rinks was present at the airport earlier in the day to inspect the new terminal building. He advised that the sealer in the expansion joints should be replaced with a darker color grout (sealer was color specified, but when installed does not match). Completion date from Sain is now adjusted to 8 May due to weather delays.
- B. Kiwanis Club July 2<sup>nd</sup> Show** – Mike Rutherford reported that the Kiwanis Club had hired Kedric Rutz to be the Air Boss for the July 2<sup>nd</sup> air show. He reported that the AeroShell team and Red Eagle are being considered to perform at the Air Show

March 9, 2010

portion of the event. **A motion was made and approved** for the Kiwanis Club Air Show on July 2<sup>nd</sup> with a rain date of July 3<sup>rd</sup>. Chairman Miller reported that a grand opening for the new terminal building will also be held on July 2<sup>nd</sup> a few hours prior to the Air Show and fireworks. Donors, Commissioner Nicely, Board of Mayor and Aldermen and Aeronautics Commission members will be invited to the grand opening.

**8. New Business:**

- A. Irrigation System, Poison Sprayer and Conference Room Laptop Computer Bids** – Sealed bids were opened at 4:00 pm prior to the meeting. Three bids were received for the irrigation system. **A motion was made and approved** to accept the Roberts irrigation bid in the amount of \$7,500.00. One bid was received for the laptop computer. **A motion was made and approved** to accept the Dell bid in the amount of \$1,039.00. Four bids were received for the poison sprayer. **A motion was made and approved** to accept the Tractor Supply bid in the amount of \$559.99.
- B. Self-Service Fuel** – Jon Glass reported that Steve Johnson with Shell Aviation and a contractor would come to the airport in the next week or two to provide a cost estimate to install the credit card reader. A letter was presented to Tullahoma Aviation requesting a price proposal with self-service fuel at the June Board meeting. Jon Glass will prepare an RFP for the self-service fuel. Chairman Miller reviewed the needs list for the new terminal building and reported that a reserve amount will be held for additional furniture items yet to be decided upon.
- C. Officer Elections** – John Miller was nominated for the Chairman position. **A motion was made and approved** (5-0) to elect John Miller Chairman. Steve Worsham was nominated for the Vice-Chairman position. **A motion was made and unanimously approved** to elect Steve Worsham Vice-Chairman. Ken Ward was nominated for the Treasurer position. **A motion was made and unanimously approved** to elect Ken Ward Treasurer. Buddy Chellstorp was nominated for the Assistant/Treasurer position. **A motion was made and unanimously approved** to elect Buddy Chellstorp for Assistant Treasurer. Jim Apple was nominated for the Secretary position. **A motion was made and unanimously approved** to elect Jim Apple for Secretary. Karla Smith was nominated for the Assistant Secretary position. **A motion was made and unanimously approved** to elect Karla Smith Assistant Secretary. Buddy Chellstorp volunteered to install an external speaker for the UNICOM frequency.

**9. Alderman Sandlin Comments** – Alderman Sandlin was at a Board of Mayor and Aldermen meeting and unable to attend the Airport Authority meeting.

10. The Meeting was adjourned at 5:57 pm.

Submitted on 3/11/10

<Original Signed>

Jon Glass  
TAA, Executive Director

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