

April 13, 2010



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
April 13, 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, Jimmy Chapman (Tullahoma Aviation) and Mike Loehle (Public Comments).

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

**Work Session Minutes
April 13, 2010**

1. **FBO RFP Review** – Board members reviewed the draft RFP and made several revisions to the document. The RFP will be presented for Board action during the New Business portion of the meeting.

2. **Self-Serve Fuel RFP Review** – Board members reviewed the draft RFP and made one grammar change to the document. The RFP will be presented for Board action during the New Business portion of the meeting.

Meeting Minutes

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1. **Meeting called to order at 5:00 pm.**
2. **Minutes for the March 9, 2010 meeting were approved.**
3. **Public Comments** – Mike Loehle thanked Jon Glass for working on Sunday mornings with community service workers at the airport.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Chairman Miller reported that he received a letter from Frank Passarello asking for early termination of the Tullahoma Aviation contract on September 1, 2010.
5. **Treasurer's Report** – Ken Ward reported on the financial reports, deposits and payments for the month. He reported that Jon Glass presented the draft budget to the Board of Mayor and Aldermen on Monday night and did an excellent job.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building – Progress report #17 and 18 is included for Board member review. The punch list and move in date is scheduled for April 20.

Tractor Purchase – TAD has approved the contracts and the tractor was delivered March 25th. **A motion was made and approved** to make a payment of \$67,500 to Brother's Implement for the tractor purchase.

Terminal Building Fencing and Security System – P&M will install the security/camera system on April 19. B&R Fence will install new fencing around the 2nd week in May.

Airfield Signage – Jim Currey has approved the scope of work. PDC will begin work on the project April 12.

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

Wal-Mart Retaining Ponds – Jody Baltz is working with the property owners and Wal-Mart to modify the retention ponds.

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

Old Terminal Building Demolition – Demolition work is scheduled to begin around May 1, 2010.

Tree Clearing – Contracts have been approved by TAD. Jon Glass will contact Richard Raper to begin survey work on trees that need to be removed or trimmed.

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 – Fill dirt has been moved to the turf runway. Rogers Group completed the final grading work at the taxiway intersection on Monday April 12.

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

Terminal Building Cleaning – Jon Glass provided a copy of a weekly cleaning estimate from DSA Clean for Board member consideration. Estimated cost would be \$710 to \$870 per month and the service is eligible for 50% reimbursement on the TAD maintenance contract. With Board approval Jon Glass will request more bids and recommends that the 1st year payments come from terminal building donation account and then be added to TAA budget. No action taken on this item.

Budget Requests – Request for appropriation has been sent to Coffee County and Tullahoma for FY 2011. Jon Glass will attend April 12 BOMA meeting for the Airport Authority request.

Other – Jon Glass completed a survey of General Aviation airports in TN and listed FBO, City or Airport Authority management of fuel. A 5 year Capital Improvement Plan was also submitted to the City.

MAINTENANCE/NAVAID PROBLEMS

SDF – OTS 3 days in March.

NDB – No problems or outages for March.

VOR – No problems or outages for March.

AWOS – No problems or outages for March.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for March.

REILS AND PAPI – No problems or outages for March.

HANGAR RENT/INSURANCE

OVERDUE RENT – All 2009 rent payments have been made except for Mickey Miller who owes \$1,084.00. Court date for Mickey Miller overdue lease payments is May 7.

EXPIRED INSURANCE CERTIFICATE

Mickey Miller

LEASES

Dr. Freeman provided a valid insurance certificate and made 2010 annual lease payment. **A motion was made and approved** to enter into a new lease agreement with Dr. Freeman for hangar #S108. A clause was added to his lease that requires him to make annual lease payments before March 1 of each year due to his past payment history.

FBO CONTRACT COMPLIANCE

| <i>DATE</i> | <i>TIME</i> | <i>ISSUE</i> |
|--------------------|--------------------|---------------------|
| | | |
| | | |
| | | |
| | | |

AIRPORT TRAFFIC

| <i>DATE</i> | <i>FUEL SOLD (gallons)</i> | <i>TRANSIENT AIRCRAFT</i> | <i>JET OR TURBOPROP</i> |
|--------------------------|---------------------------------------|--------------------------------------|--------------------------------|
| <i>March 2009</i> | <i>5,594.5</i> | <i>138</i> | <i>24</i> |
| <i>March 2008</i> | <i>8,265</i> | <i>78</i> | <i>29</i> |
| <i>March 2007</i> | <i>7,580.7</i> | <i>103</i> | <i>21</i> |

AIRPORT MARKETING/PRESENTATIONS – None for March 2010.

SUGGESTION BOX – No comments.

OLD BUSINESS/NEW BUSINESS INFORMATION

Terminal Building Update – As of Friday April 9th \$87,900 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.

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NEW BUSINESS ITEMS – RFP for self-serve fuel and FBO were delivered to Board members. Deadline for FBO proposals is June 1, 2010. Jon Glass recommends the regular Board meeting scheduled on June 8, 2010 be rescheduled for June 1st.

7. Old Business:

- A. Terminal Building Update** – Chairman Miller reported that the front, back porch and sidewalks would be poured Wednesday and the cabinet work should be completed. The footer for Unicom tower had also been poured. Telephone, cable and internet will be installed and ready for use on Thursday.
- B. Kiwanis Club July 2nd Show** – Chairman Miller reported that the next Air Show planning meeting will be May 14. Antonio More will coordinate the static display aircraft.

8. New Business:

- A. FBO RFP Approval** – Chairman Miller will make several corrections to the RFP identified during the work session and it will be available for distribution Wednesday morning. **A motion was made and approved** to accept the final draft of the RFP. Deadline to submit proposals will be June 1 at 4:00 pm.
- B. Self-Service Fuel RFP Approval** – **A motion was made and approved** to accept the RFP for self-service fuel. Deadline to submit bids will be April 30 at 10:00 am.
- C. June Meeting Date** – Chairman Miller requested the June 8 Board meeting to be rescheduled for June 1, 2010. **A motion was made and approved** to reschedule the June Board meeting from the 8th to the 1st.

9. Alderman Sandlin Comments – Alderman Sandlin reported that Jon Glass presented the budget to the Board of Mayor and Aldermen Monday night. He toured the new terminal building prior to the meeting and commented that it looked great.

10. The Meeting was adjourned at 5:35 pm.

Submitted on 5/4/10

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting