

October 12, 2010



**Tullahoma Municipal Airport Authority**

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance  
October 12, 2010**

**Members Present**

- John Miller, Chairman
- Buddy Chellstorp
- Rod Pozo
- Jim Apple
- Karla Smith
- Sam Crimm
- Steve Worsham

**Other Officials Present**

- Jon Glass, Airport Manager
- Alderman Greg Sandlin
- Greg Altum, Tullahoma News

**Visitors**

Trev and Tamara Echols (Mid-Ten Aviation), Mike Loehle (Public Comments) and Ron Fitzgerald (PDC).

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

**Meeting Minutes  
October 12, 2010**

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the September 14, 2010 meeting were approved.**
- 3. Public Comments** – Mike Loehle updated Board members on the EAA fly-in scheduled for October 23, 2010. Jim Apple thanked Mike and Sandy Loehle for their work on the

event. Formal approval for the event will be voted on during the New Business section of the meeting.

4. **FBO Report** – Tamara Echols presented the FBO report. She reported that fuel sales for the month of September were 8,805.55 gallons which represented a 16% increase over the same month last year. She noted that the fuel filters were more than 2 years old and were suppose to be replaced annually. Chairman Miller reported that the Airport Authority would pay for the first set of filters. He also requested that copies of the daily fuel inspection logs be included with the FBO report. Mrs. Echols reported that a service charge was being made on credit cards of 4 cents per gallon for self-serve fuel. Jon Glass suggested that the 10 cent per gallon fuel flow fee be removed from self-serve fuel purchases. **A motion was made and approved** to abate the fuel flow fee from self-serve fuel until the November Airport Authority Board meeting. Mrs. Echols reported that the FBO now had Tim Hinson, a licensed A&P available for aircraft maintenance work. The FBO is also offering complimentary cookies, bottled water and popcorn. She reported that a jet fuel truck would be acquired and based at the airport after a decision was made on a fuel supplier. She reviewed plans to establish a food service business in the terminal building and will present cost estimates and a floorplan at the November 2010 Board meeting.
5. **Treasurer's Report** – Buddy Chellstorp was not present for the meeting. Jon Glass provided Board members with the financial reports, cash flow and terminal donation account information. Chairman Miller reported that he received a letter from Pete Sain regarding terminal building payments. A \$4,065.57 retainage payment was made on pay request #9 and will be withheld on the final pay request #10. The final cost for the terminal building and parking lot project is \$758,457.71. Chairman Miller thanked Sain Construction for reporting the overpayment.

#### 6. **Jon Glass presented his Airport Manager Report:**

##### ***CURRENT PROJECTS***

**Terminal Building** – The final pay request (#10) for \$92,096.26 has been submitted to TAD for processing. Richard Rinks advised Jon Glass that the final drawings would be submitted the week of October 11.

The terminal building has separate water meters for the building and irrigation system. Billing for the meters was reversed and we have been paying sewer fees for the irrigation system. Jon Glass is working with TUB to correct this mistake and we should receive a credit for the past 3 months.

**TAD Funding** – Aeronautics Division funding for airport projects is scheduled to resume in November 2010.

**Beechcraft Convention** – An invitation to attend the Convention is attached for each Board member.

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**Wildlife Management Plan** – One of the attachments to our ALP is a statement that FAA Advisory Circular 150/5200-33 (Hazardous Wildlife Attractants On Or Near Airports) will be followed. Jon Glass will forward a copy of the Circular to Dwayne Hicks.

**FBO** – Monthly inspections will start in October.

**Self-Serve Fuel** – Work is complete and the \$7,000 reimbursement has been submitted to TAD.

**Airfield Signage** – Work will be delayed for about 30 to 45 days due to TAD grant expiration. Jim Currey and Marsha Dubin will write a new grant to cover the remaining work.

**Runway 36 Threshold** – Three estimates have been obtained to complete the runway 36 threshold 800 foot relocation painting work. After completion of this work the runway will be closed for night operations until the electrical work is completed.

Seal Rite, INC. - \$8,449.05, Rogers Group, INC. - \$9,293.95 and Kerr Brothers, INC. - \$25,000.00

Funding source for the project – City of Tullahoma

**A motion was made and approved** to accept the Seal Rite, Inc. bid for \$8,449.05.

**Runway 18/36** – Jon Glass installed clear/amber 1,000 foot marker lenses on the runway lights.

**Drainage Repair** – A 90/10 \$75,000 project request has been sent to TAD for review.

**Beechcraft Museum Drainage** – The City has completed drainage repairs on airport property adjacent to the Museum. A letter from John Parish, Sr. is included for Board member review.

**Wal-Mart Retaining Ponds** – The City hired a private contractor to relocate the geese and work was scheduled to begin September 20. The start date has been delayed due to Wal-Mart requesting that a contract be executed.

**LPV Approaches** – Ron Allison with FAA advised Jon Glass that a national initiative has re-prioritized LPV approach procedures. We are now scheduled for May 2011.

**Tree Clearing** – Work is complete and the \$1,800 reimbursement has been submitted to TAD.

**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. Jim Currey

advised that an estimated \$10,000 to \$15,000 will be returned to the airport because the 6/24 overlay project was under budget. These funds can be applied toward the local share on this project.

**North Taxiway Drainage** – Ron Fitzgerald with PDC updated Board members on the lighting inventory and drainage project on the north taxiway. He reported that an electrical engineer will be at the airport next week to complete the electrical project. The final report would be ready 2 to 3 weeks after the engineer completes his work. Tony Mancini and Ron Fitzgerald will be here next week to examine the drainage problem on the taxiway.

**Airfield Poison Spraying** – Poison spraying on taxiway and runways is complete for this year.

**Other** – Copies of the State inspection, State audit and letters to Eastern Aviation, American City Bank and TN Skydiving is included for Board member review. Jon Glass thanked Dr. Holmes for painting the tetrahedron and Jim Apple for helping with weed-eating on the ramp.

#### **MAINTENANCE/NAVAID PROBLEMS**

**SDF** – No problems or outages for August. Monitor working.

**NDB** – No problems or outages for August. Sam Crimm and Jon Glass are working on the monitor.

**VOR** – No problems or outages for August. Monitor working.

**AWOS** – TUB is working on resolving the phone issues. Kevin Angstadt will replace the ceilometer.

**RUNWAY AND TAXIWAY LIGHTS** – ODEL's OTS, Don Hall notified 7/9/10.

**REILS AND PAPI** – No problems or outages for PAPI's. REILS have been repaired and a price quote for a spare circuit board will be sent to Jon Glass.

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

**OVERDUE RENT** – Copy of a letter is included for Board member review regarding past due rent from Mickey Miller. With payment from the bank we should have 100% rent collection for 2009 and 2010 by December 31, 2010.

#### **EXPIRED INSURANCE CERTIFICATE**

Item will be updated Tuesday night.

#### **LEASES**

#### **FBO CONTRACT COMPLIANCE**

<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ISSUE</u></b>
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**AIRPORT TRAFFIC**

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>	<i>TRANSIENT AIRCRAFT</i>	<i>JET OR TURBOPROP</i>
<i>September 2009</i>	<i>7,389.8</i>	<i>64</i>	<i>17</i>
<i>September 2008</i>	<i>9,871.1</i>	<i>94</i>	<i>41</i>
<i>September 2007</i>	<i>8,673.5</i>	<i>84</i>	<i>34</i>

**AIRPORT MARKETING/PRESENTATIONS** – TAD Capital Improvement Plan meeting 10/5/10.

**SUGGESTION BOX** – No comments.

**OLD BUSINESS/NEW BUSINESS INFORMATION**

**7. Old Business:**

- A. Wildlife Management Update** – Sam Crimm reported that a local company has not provided the insurance certificate needed for the deer harassment work. A retired TWRA employee will be contacted about the work.
- B. Beechcraft Convention Update** – Wade McNabb thanked the Airport Authority for the appearance of the airport. He reported that aircraft would start arriving on Wednesday for the Convention. The waiver for Julie Clark and Air Show was approved for Friday night at 6:15 pm. He thanked Mid-Ten Aviation for offering a fuel discount to Convention aircraft.
- C. Glider Operation Procedures Development** – Chairman Miller reported that another meeting was needed before the final procedures could be developed and reviewed.

**8. New Business:**

- A. NDB Status and Path Forward** – Jon Glass requested another month to work on a new monitor for the NDB.
- B. Annual Policies and Minimum Development Standards Review** – Chairman Miller reported a number of changes were made to policies and the Development

Standards during the work session portion of the meeting. **A motion was made and approved** to adopt the changes. Chairman Miller will e-mail the revisions to Board members for review.

**C. Signage and Landscaping** – Steve Worsham reported that Ralph Graham suggested red cedar trees for the southeast side of terminal building. Estimated cost for the project is \$1,500 with funds coming from the terminal building donation account. With a written agreement from the property owner the trees can be planted in the Spring timeframe. Sam Crimm volunteered to work with the Industrial Board on the money budgeted to improve airport signage.

**D. Beckwith Lease Agreements** – Jon Glass reported that construction was complete on the Beckwith hangar that has four separate hangars. **A motion was made and approved** to enter into four new lease agreements for 60 x 60 hangars with; Biplane Aviation, Dr. Flandro and two for Bill Stuart.

**E. TAD Inspection** – Jon Glass reported that the annual TAD inspection was completed on September 1, 2010. He reported that the 800 foot relocation of runway 36 would remove all trees and obstructions from section one of the inspection report. With completion of this work the airport will receive a license instead of its current conditional license. Board members will inspect the fencing behind the south hangars for replacement or repair.

**F. TAD Audit** – Jon Glass reported that the Aeronautics Division completed a desk review of airport projects and had no findings.

**G. Momentum Foundation** – Ron King with the Momentum Foundation reported that they were interested in building a 12,000 square foot hangar at the airport with the possibility of 3 more hangars. He mentioned the northwest section of the airport as suitable for the project. He discussed utility infrastructure and fencing needs for the development. Chairman Miller reported that infrastructure cost would have to be paid locally and grants could be submitted to TAD for taxiway repair and lighting projects. **A motion was made and approved** to support and assist Momentum Foundation with local assistance for the project.

**H. Other New Business** – **A motion was made and approved** to hold the EAA fly-in event at the airport on October 23, 2010.

**9. Alderman Sandlin Comments** – Alderman Sandlin reported that the private contractor would relocate the geese in the next few days. He suggested that the Coffee County Industrial Board should be contacted regarding the Momentum Foundation plans. He reminded everybody that early voting starts the following day.

**10. Meeting adjourned at 6:27 pm.**

Submitted on 10/22/10

Tullahoma Airport Authority Meeting Minutes

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October 12, 2010

<Original Signed>

Jon Glass  
TAA, Airport Manager

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