

January 11, 2011



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

**Meeting Attendance
January 11, 2011**

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
- Wayne Thomas, Tullahoma News

Visitors

Trev and Tamara Echols (Mid-Ten Aviation), Mike Mullins and Steve Tudor (TN Skydiving) and Dr. George (New Business).

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

**Meeting Minutes
January 11, 2011**

- 1. Meeting called to order at 5:02 pm.**
- 2. Minutes for the December 14, 2010 meeting were approved.**

3. **Public Comments** – Trev Echols reported that he was working on an EAA cross country fly-in event that would start and end at the Airport on September 10, 2011. He will keep the Board informed of the event as details become available.
4. **FBO Report** – Tamara Echols presented the FBO report. Fuel sales for December were 3,978.9 gallons which is a 27% decrease over the same month for 2009. She reported that Ascent is currently behind on fuel farm maintenance in this region but an update would be given soon on scheduling the maintenance items and fuel filter replacement. Mid-Ten has notified charter companies that a jet fuel truck is based at the Airport and received positive customer feedback for this service. The quarterly fuel reports were submitted to TDOT prior to the 1/31/11 deadline. The FBO has scaled back on employees due to the economy and lack of fuel sales. When fuel sales increase the FBO will add employees. She reported that wholesale fuel prices had increased 70 cents per gallon over the past 3 weeks.
5. **Treasurer's Report** – Buddy Chellstorp presented the FBO report. He provided updates on the financial statements, cash flow report and terminal building account status. Jon Glass reported there was a large increase in expenses and bills paid for the month of December but an \$8,500 maintenance contract reimbursement from the Aeronautics Division due February 1, 2011 would help the cash flow status.

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

CURRENT PROJECTS

Terminal Building – The final payment of \$5,472 for the parking lot contract should arrive by January 12, 2011. Sain Construction has scheduled repair of the west vestibule for Monday the 10th which should take 3 to 4 days. Southern Creations has replaced the dead shrubs on southwest side of building.

36 Threshold Work – Guardian Electric has submitted a bid of \$6,900 to move the PAPI's and will submit a bid to relocate the threshold lights. The two projects combined should be in the \$15,000 range we estimated.

TAD Funding – Project request are being accepted and the next scheduled Aeronautics Commission meeting is scheduled for 2/10/11.

Maintenance Contract Reimbursement – Jon Glass submitted a maintenance contract reimbursement request for \$8,661.45 on 12/28/10.

Runway 6/24 – NOTAMS have been issued that 6/24 has runway and taxiway lights, REIL's and PAPI's. Jon Glass is working with FAA in Oklahoma City (POC Don Smith) to issue a NOTAM that the GPS and VOR approaches are available at night on 6/24. They have to verify on our 405 Survey that the 20 to 1 approach slopes are clear before issuing the NOTAM.

Momentum Foundation – A 75/25 project has been submitted to TAD for a ramp expansion project with an estimated cost of \$275,000. Application for the 84/16 funded

January 11, 2011

water/sewer infrastructure grant with estimated cost of \$295,500 to the TN Department of Economic and Community Development is pending. Momentum Foundation submitted a Business Plan for the application on 12/10/10. Representatives from ECD and the Industrial Board will be at the Airport January 11, 2011 at 10:00 am to discuss the Business Plan with Ron King or Rodney Allison. Chairman Miller reported that the meeting went extremely well. Some follow up information was requested and Jody Baltz will fax it to ECD the following morning. The Loan and Grant Committee for ECD is meeting on 1/12/11 and the Momentum Foundation project could be placed on the meeting agenda if the requested information is received in time.

FBO Inspection – Jon Glass completed on 12/29/10. All items were noted as excellent and attached for Board member review.

2011 Air Show – The Nashville FISDO and DOD have approved the Airport for a Military demo team. Work is progressing to add AEDC as a sponsor of the show with the Kiwanis Club for their 60th anniversary which would allow them to support Military and Warbird aircraft for the event.

NDB Monitor – Buddy Chellstorp located an antenna for the NDB monitor. Information included for Board member review. Estimated cost with parts and shipping is \$500.00. **A motion was made and approved** to purchase this antenna if Sam Crimm's contingency does not work.

Airfield Signage – See TAD meeting summary.

Lighting Inventory – See TAD meeting summary.

Drainage Repair – See TAD meeting summary.

North Taxiway Drainage – See TAD meeting summary.

Wal-Mart Retaining Ponds – The Contractor is applying repellent and using the laser again the week of January 3. Wayne Limbaugh advised it will take some time to discourage the geese from coming back to the area.

LPV Approaches – Date for publication has been moved to June 30, 2011. FAA has submitted numerous forms to Jon Glass for completion regarding airfield and runways. This is a good sign the June 30, 2011 date for publication will be met. Some of the forms are for amendments to approaches for runway 36 due to threshold relocation.

Tree Clearing – This project will be left open for future tree clearing requirements from TAD inspections. It has \$10,000 remaining in the grant.

Self-Serve Fuel Light – Baker's Electric submitted a bid to install an explosion proof light on the self-serve fuel terminal for \$2,641.56. An estimate was also provided to lower and

repair the lights on south hangar facing the ramp for \$650.00. Chairman Miller asked Jon Glass to check with Richard Steiner on the need for an explosion proof light.

Ramp Repair – Contracts have been returned to TAD for approval. It is a \$500,000 contract with 90/10 funding. Funding for the local share has been determined. Jon Glass reported that the City had about \$35,000 available for capital improvement projects at the Airport. A refund from TAD on past Airport projects will take care of the remaining local share money needed for this project.

Abandoned Aircraft – Jim Baron (N432U) arrived at the Airport on 1/4/11 and the aircraft was towed to Bill Stuart’s hangar. He is working on removing the wings so the aircraft can be removed from the Airport.

FAA Conference – Jon Glass will attend the FAA Communications Conference (Registration Fee of \$150) in Atlanta on January 27 and 28, 2011.

Other – A NOTAM has been issued for the current airfield snow and ice conditions. The damage to the fence between the north and south hangar has been repaired. Someone drove into the south hangar from the terminal building parking lot causing some sheet metal damage to the hangar.

MAINTENANCE/NAVAID PROBLEMS

SDF – No problems or outages for December 2010.

NDB – No problems or outages for December 2010.

VOR – No problems or outages for December 2010.

AWOS – The phone line switch to AT&T is scheduled to take place around 1/5/11.

RUNWAY AND TAXIWAY LIGHTS – ODEL’s OTS, Don Hall inspecting circuit boards.

REILS AND PAPI – No problems or outages for PAPI’s and REILS during December 2010. PAPI’s on 36 are turned off due to threshold relocation.

HANGAR RENT/INSURANCE

OVERDUE RENT – Notices were sent to all hangar owners December 23, 2010 regarding rental payments, late fees, CPI increases and reminders that prior TAA permission is needed for modifications to hangars. American City Bank (N310) is one month behind and has been notified.

EXPIRED INSURANCE CERTIFICATE

Rodney Allison (S122), phone call and notice sent to him.

Other – As of January 7, 2011 \$6,366.26 of \$35,805.12 due in hangar rent has been collected for 2011.

LEASES

FBO CONTRACT COMPLIANCE

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

January 11, 2011

| | | |
|-----------------|----------------|-------------------------------|
| 12/13/10 | 7:30 am | Late arrival (8:00 am) |
| 12/20/10 | 7:30 am | Late arrival (8:40 am) |
| | | |
| | | |

AIRPORT TRAFFIC

| DATE | FUEL SOLD (gallons) | TRANSIENT AIRCRAFT | JET OR TURBOPROP |
|----------------------|--------------------------------|-------------------------------|-------------------------|
| December 2009 | 5,204.4 | 27 | 8 |
| December 2008 | 6,848.5 | 47 | 16 |
| December 2007 | 5,344.2 | 58 | 25 |

AIRPORT MARKETING/PRESENTATIONS – No presentations for December 2010.

SUGGESTION BOX – No comments as of 1/6/11.

7. Old Business:

- A. Glider and Parachute Operations Guidelines Review (Chairman Miller)** – Chairman Miller reported that the requirement for glider operators to notify the Flight Service Station before conducting operations had been removed. The glider operators suggested that the word “shall” be replaced with “should”. After Board discussion the word “shall” will remain in the guidelines. Mike Mullins and Steve Tudor with TN Skydiving addressed the Board on the draft Parachute operations. Mr. Mullins made a few suggestions regarding the language of the guidelines, radio calls and a few operational procedures regarding entering the traffic pattern for the jump aircraft. Mr. Mullins also suggested that an advisory be added to the AWOS message during skydiving operations. Steve Tudor will include briefings to skydiving spectators about walking across the ramp during skydiving operations. Mr. Mullins advised that the Airport Authority could designate the drop zone without FAA assistance. Chairman Miller will incorporate these changes into the guidelines and it will be placed on the agenda for the February 8, 2011 Board meeting.

8. New Business:

- A. Jim George Hangar Roof Replacement** – Dr. George advised the Board that he consulted with a few Contractors on painting the roof of his hangar. The Contractors recommended that a silver paint would give the best appearance and last the longest. Dr. George offered to pay a fine in lieu of painting the roof. **A motion was made and approved** to approve the silver color for Dr. George to paint the roof

when the temperature allows and maintain the roof at an acceptable manner for the term of the lease. Buddy Chellstorp voted nay.

B. January 5 TAD Meeting - Sam Crimm and Buddy Chellstorp will do the performance review for January. Chairman Miller reported that Bob Woods requested a meeting on January 5 to resolve some project funding issues with TAD. He reported that about \$33,000 would be returned to the Airport for project under runs that could be applied toward the \$50,000 local share for the ramp repair project. A project is still available for ramp lighting and he asked for suggestions for additional lighting. It was suggested a light included at the AVGAS tank for self-serve fuel customers and at the vehicle gate adjacent to the terminal building. Two drainage projects were combined into a \$94,000 drainage repair project for the north ramp. Jon Glass prepared a written summary of the meeting for Board member review.

9. Alderman Sandlin Comments - Alderman Sandlin reported that he received a copy of the capital improvement plan for the Airport to be submitted to the City. He reported that a public hearing would be held on the recycling center Thursday night and encouraged Board members to attend. Alderman Sandlin reported that he met with a pilot that was investing in some property in Tullahoma and that he was very impressed with the Airport and Terminal building. Steve Worsham will present a letter from Chairman Miller at the public hearing regarding the recycling center.

10. Meeting adjourned at 6:45 pm.

Submitted on 1/18/11

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting