

Tullahoma Municipal Airport Authority
P.O. Box 1584 – Tullahoma, TN 37388



Meeting Attendance
June 14, 2011

Members Present

☒	John Miller, Chairman
☒	Sharon Tinkler
☒	Rod Pozo
☒	Jim Apple
☒	Karla Smith
☒	Sam Crimm
☒	Steve Worsham

Other Officials Present

☒	Jon Glass, Airport Manager
☒	Alderman Mike Norris
☒	Wayne Thomas, Tullahoma News

Visitors

Jeremy Bell (TAA Attorney), Trev Echols (Mid-Ten Aviation), Mike Rutherford (July 1 Air Show), Neil Loeffler (Public Comments).

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

Meeting Minutes
June 14, 2011

1. Meeting called to order at 5:04 pm.
2. Minutes for the May 10, 13, 16 to 18 and 31, 2011 meeting were approved with the following correction. Page numbers will be added to the May 10 meeting and Rod Pozo will be marked as attending the May 31 meeting.

3. **Public Comments** - Neil Loeffler thanked the Board for handling the recent fuel situation and protecting the interests of the City.
4. **FBO Report** - Trev Echols presented the FBO report. He reported on the fuel sales and traffic for the month of May 2011. Fuel flowage fee is now figured into the price of fuel and will not be submitted by Mid-Ten to TAA after this Board meeting. Mr. Echols reported that 74 aircraft arrived for Bonaroo from Wednesday June 8 to June 13, 2011, and a total of 9,846.9 gallons was sold to these aircraft.
5. **Treasurer's Report** - Karla Smith presented the Treasurer's report. She provided updates on the financial statements, cash flow report, fuel account and terminal building account status. She will meet with Pat Williams, Sue Wilson, Linda Bean and Jon Glass regarding fuel sales. She reported that payments for fuel dispensing to Mid-Ten had been made weekly instead of bi-weekly.
6. **Jon Glass presented his Airport Manager Report:**

CURRENT PROJECTS

Terminal Building - Richard Rinks is checking on a solution for the HVAC problem in the Conference room. He suggested we go ahead and tint the windows and Jon Glass would like to add FBO office. The estimated cost is \$750 with funding from the terminal building donation account.

36 Threshold Electrical Work - Ron Fitzgerald with PDC will inspect the work on June 17. A motion was made to approve the invoice payment of \$24,860 with Fitzgerald's approval of the work.

36 Threshold Markings - Steve Upshaw will review the revised drawings at PDC office on June 15. Jon Glass will either attend the meeting or call the PDC office when Steve arrives. The runway 24 threshold markings will be included also.

Consultant 5 Year Agreement - Our current 5 year Agreement with PDC/Hanson will expire September 2011. Jon Glass will run the necessary advertisements and have written proposals from Consultants ready for the August 9, 2011 TAA Board meeting.

Maintenance Contract Reimbursement - Jon Glass submitted a maintenance contract reimbursement for \$7,000 on 4/13/11. We have \$1,800 remaining on the contract for FY 11 with May and June 2011 to submit.

Runway 6/24 Overlay Project - Jon Glass submitted the \$37,000 Rogers Group final bill for the 9/27 drainage repair work to TAD.

Momentum Foundation - PDC has completed core sample and survey work for the ramp expansion project.

2011 Air Show - The Air Show portion of the event will start around 6:00 pm on July 1. It will feature the National Anthem, Skydiver with American flag, F-16 flyby, RV-8 demo (Joe Shetterly), DR-107 demo (Greg Shetterly), P-51 demo (Vlado Lench), A-10 demo (Joe Shetterly), A-10/P-51 Heritage Flight and a T-45 flyby. Following the Air Show will be a band performance and then the fireworks. Jon Glass reported that parking passes and wrist bands would be distributed to hangar owners one week prior to the Air Show.

Tulahoma Airport Authority Meeting Minutes
June 14, 2011

Insurance Cost - The City has agreed to insure the courtesy van which will save TAA \$997 per year. With approval of the City Employment Agreement, workers comp insurance in the amount of \$1,400 per year will be canceled.

Airfield Signage/Lighting Inventory - PDC is scheduling the electrical engineer to return to the Airport and complete his work.

Drainage Repair - PDC has completed survey work for the taxiway drainage repair project.

Wal-Mart Retaining Ponds - The Geese population appears to be reduced from about 24 to 2. Glass and Luckado use the bird bangers anytime they are near the Airport.

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. Jon Glass talked to Allan Young with FAA on 3/3/11 and work is progressing.

TDOT Title VI Reports - All annual Title VI reports and training were completed and sent back to TDOT on 6/2/11.

Residential TTF Report - FAA has sent us some reports to complete prior to August 1, 2011 on Residential Thru-The-Fence Agreements.

Ramp Repair - The grant amount is \$500,000 with 90/10 funding. Local share funding will come from TAD refund on previous projects.

TAD Conference - The TAD Airport Conference will be held August 18 and 19, 2011 at the Nashville Airport Marriott.

FUEL SALES

The spreadsheet listing every fuel sale since 5/14/11 is attached for Board member review.

DATE/FUEL LOAD/BUY PRICE	DATE/JET A/GALLONS SOLD	AVGAS/GALLONS SOLD
5.14.11/ Jet A 1994 Gallons/ \$4.02 per gallon	5.22.11/Jet A/1994 Gallons	
5.23.11/ Jet A 3970 Gallons/ \$3.47 per gallon	6.9.11/Jet A/2959.7 Gallons	
6.4.11 /Jet A 3957 Gallons/ \$3.40 per gallon		
5.20.11/ AVGAS 1989 Gallons/ \$4.22 per gallon		As of 6/9/11 1348.6 Gallons Have Been Sold
5.28.11/ AVGAS 3971 Gallons/ \$4.29 per gallon		
6.10.11/Jet A 4000 Gallons/ \$3.49 per gallon		
6.12.11/Jet A 6000 Gallons/		

MAINTENANCE/NAVAID PROBLEMS

SDF - No problems or outages for May 2011. The SDF has worked excellent the past 4 months.

NDB - No problems or outages for May 2011. The new NDB monitor is about 90% complete.

VOR - No problems or outages for May 2011.

AWOS - Phone line switch to AT&T completed 2/2/11 and working properly.

RUNWAY AND TAXIWAY LIGHTS - No problems or outages for May 2011.

REILS AND PAPI - PAPI's on 36 are back in service. REILS on 18 are out of service and Don Hall has been notified. FAA flight checked 6/24 PAPI's and will return in a few weeks to flight check 18/36 PAPI's. Don Hall will be here for flight check to make any requested adjustments.

HANGAR RENT/INSURANCE

HANGAR RENT - The new hangar rent total due for 2011 is \$42,844.44 (Vandy LF not included) with CPI increases. As of 6/10/11 \$28,365.40 has been collected for 2011.

OVERDUE RENT - As of 6/10/11 Bill Stuart and Tom Perkins are 2 months behind. All other leases are current.

EXPIRED INSURANCE CERTIFICATE - A letter was sent to hangar owners March 18 about the requirement to list both the City and TAA as additional insured according to the terms of the Lease agreement. As of 6/4/11 we have received 37 updated Insurance certificates.

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>May 2010</i>	9,263.2	57	32
<i>May 2009</i>	7,387.5	163	42
<i>May 2008</i>	9,757.9	108	33
<i>May 2007</i>	8,133.1	137	29

AIRPORT MARKETING/PRESENTATIONS - No presentations for May 2011.

SUGGESTION BOX - No suggestions for May 2011.

7. Old Business:

Tulahoma Airport Authority Meeting Minutes
June 14, 2011

- A. **July 1 Air Show** - Mike Rutherford provided an update to Board members on the July 1 Air Show/Firework event. He reported that the gates would open at 3:00 pm this year. The National Anthem will start at 6:00 pm with the skydivers delivering the American flag and an F-16 flyby. Local WWII veterans will be honored and the Air Show will follow. A musical group will perform and the event will conclude with the Fireworks.
- B. **Proposed City Employment Agreement** - Chairman Miller reported that the Board discussed the Agreement during the work session portion of the meeting and agreed to forward it as written to the Board of Mayor and Aldermen for consideration.
- C. **Proposed Momentum Foundation Lease Agreement** - Jeremy Bell reported that Momentum Foundation made substantial changes to the proposed lease regarding payment terms, completion of hangar date, lease and sub-lease terms and future lease terms. Chairman Miller reported that the lease agreement agreed to in the work session with Momentum Foundation representatives would be offered to Momentum Foundation and Jeremy Bell will write a letter asking them to meet with the Board and discuss the lease terms. **A motion was made and approved** to have Jeremy Bell write a letter to Momentum Foundation and request a meeting with them on the proposed lease.

8. **New Business:**

- A. **Proposed Eastern Aviation Contract** - Chairman Miller reported that Jeremy Bell would make a few modifications to the proposed contract and Jet Fuel truck lease agreement. If Eastern Aviation agrees to put a cap on TAA maintenance cost of \$500 or \$1,000 per year on the Jet Fuel truck or offers a new truck for \$750 per month, then Chairman Miller or Jim Apple will sign the contract and lease.
- B. **Proposed Eastern Aviation Jet Truck Lease Agreement** - This item was covered in the previous agenda item.
- C. **Personnel Actions** - Chairman Miller reported that the temporary personnel action on Jon Glass was rescinded and a monetary bonus would be paid for his work over the past 2 months on fuel issues. Mr. Glass accumulated 159 hours of comp time from 5/14/11 to 7/1/11.
- D. **Other New Business** - Jim Apple asked the Board to review the 40 cent per gallon self-serve fee to Mid-Ten Aviation at the July Board meeting. Chairman Miller reported that the new hangar standard lease agreement was ready for Board member review and asked for any comments to be sent to him by the end of the week prior to using it for new lease agreements.

9. **Alderman Sandlin Comments** - Alderman Sandlin reported that the 2nd reading of the FY 12 City budget passed last Monday night. He reported that Jody Baltz received the City Manager of the year award for the State of Tennessee. It was reported that Sam Crimm and Jim Miller were recently featured in AOPA and Plane and Pilot magazines.

10. **Meeting adjourned at 6:07 pm.**

Submitted on 6/21/11

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting