

February 11, 2014



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
February 11, 2014**

Members Present

- Sharon Tinkler, Chairperson
- John Miller
- Dennis Hyde
- Jim Apple (via telephone)
- Karla Smith
- Sam Crimm
- Steve Worsham

Other Persons Present

- Jon Glass, Airport Manager
- Alderperson Sandy Lindeman
- Wayne Thomas, Tullahoma News

Regular Meeting Minutes

Visitors: No visitors.

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

- 1. Meeting called to order at 5:03 pm.**
- 2. Minutes for the January 28, 2014 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Board members reviewed the financial statements.
- 5. Jon Glass presented the Airport Manager report:**

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CURRENT PROJECTS

Terminal Building – Shahan will start landscaping services on February 17, 2014.

Parish/City/ Agreement – The \$306,451.75 95/5 funded 9/27 rehabilitation project request has been submitted to the Aeronautics Division and was not approved. The first phase of the multi phase rehabilitation project request at \$100,000 with 95/5 funding has been submitted to the Aeronautics Division and was not approved. A one phase \$98,000 project request for drainage repairs was submitted to the Aeronautics Division on 1/31/14.

Tree Clearing Project – A 95/5 funded \$15,000 tree clearing project request was submitted to TAD on 4/12/13. The executed grant was received on 8/22/13. The annual inspection was completed in December but we have not received the report.

Ledford Mill Road Vehicle Gate – Installation is complete and final payment has been submitted to TAD for BR Fence.

Maintenance Contract – A \$10,105 reimbursement was submitted to TAD on 1/22/14 for July 1, 2013 to December 31, 2013 maintenance expenses.

XP Services Ramp Expansion Project – PDC issued the Notice of Substantial Completion for the project on 11/30/12. Curl Construction used 40 of the 45 days allowed to complete the project. Payments 1 of 2 and 2 of 2 have been made to Curl Construction. Retainage of \$10,000 is being held until the project is complete. Steve Upshaw and Ron Fitzgerald completed the final inspection on 10/7/13. The project was completed under the grant amount and a refund will be issued on the local share amount paid. The CO for the hangar was obtained the first week in January 2014.

Northern Field Aviation Maintenance Hangar Project – TAC approved the \$500,000 grant request on 5/16/13. The executed grant was received on 8/22/13. A full ramp expansion project request was submitted to TAD for the February 20, 2014 TAC meeting. The estimated \$18,000 local share will be added to the UDAG loan for the local share amount on the hangar. TN Skydiving would like to build a hangar on this ramp also in late 2014.

NW Area Environmental Review – St. John Engineering is working on a scaled down Environmental review of the NW area that is being funded by the City. The area being reviewed is less than 100 acres.

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NW Airfield Utility Project – Water, sewer and gas line installation is complete. TUB has completed electrical work for the area. Survey work for the road layout is complete. Construction of the road is scheduled for early 2015.

The following 6 projects will be divided into 2 or 3 schedules involving concrete and electrical work to be bid out this Spring. David Moss will become our new TAD project manager effective 2/21/14. He plans on attending our March Board meeting. As of right now it looks like these projects will be advertised for bids during the month of May.

Airfield Signage – This project request was approved at the July 18, 2013 TAC meeting. The signed grant and local share amount were returned to TDOT on 9/14/13 for processing. TAD received the local share amount but not the signed grant. It will be sent again on 1/27/14.

Runway 6/24 Approach Lighting – Environmental work for the project is completed and approved.

South Taxiway Light Repair –

NW Taxiway Concrete Repair and Lighting – Bids were opened on 9/5/13. We received one bid that exceeded the grant amount available.

Ramp Concrete Repair –

South Ramp Drainage Repair –

Cargo Aircraft – No cargo traffic to date for 2014.

TN Airports Conference – Conference will be held March 17 to 19 at the Embassy Suites in Murfreesboro. Please advise Jon Glass if you plan on attending.

FUEL SALES

Fuel sales for the month of January 2014 were 6,955.13 gallons. This is a 750.76 gallon increase in the 6,204.37 gallons sold in January of 2013. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

January 2014	AVGAS	AVGAS SS	Total
Gallons	1,887.74	430.29	2,318.03
Flow Fee	\$188.77	\$43.03	\$231.80
Pump Fee	\$943.87	\$10.75	\$954.62

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January 2014	Jet Full Price	Jet Based VLF Discount	Jet Misc. Discount	Total
Gallons	989	323.1	3,325	4,637.1
Flow Fee	\$98.90	\$32.31	\$332.50	\$463.71
Truck Fee	\$98.90	\$32.31	\$332.50	\$463.71
Pump Fee	\$989.00	\$290.79	\$2,146.50	\$3,426.29

Total AVGAS & Jet Gallons = 6,955.13

Total Flow Fee = \$695.51

Total Jet Truck Fee = \$463.71

Total Pump Fee = \$4,380.91

Total Part-Time Employment Cost = \$2,058.50

Jet Truck Fee Minus Rental = -\$136.29

Pump Fee Minus Employment Cost = +\$2,322.41

FUEL PRICES

2/5/14	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$4.95		\$4.67			\$5.26
AVGAS FS	\$5.20	\$4.67	\$4.67	\$4.75	\$5.20	\$5.46
Jet	\$4.99	\$4.39	\$4.89	\$4.55	\$4.50	\$4.98

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
January 2013	6,204.37
January 2012	5,084.73
January 2011	3,448.9
January 2010	3,327.5
January 2009	4,673.6
January 2008	5,344.2

January 2014 OPERATIONS

Single Engine Based	148
Multi Engine Based	16
Jet or Tuboprop Based	64
Single Engine Transient	54
Multi Engine Transient	38
Jet or Turboprop Transient	52

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Military	14
Total	386

MAINTENANCE/NAVAID PROBLEMS

NDB – OTS entire month. Elger Holland returned on 2/7/14 and the NDB is functioning normal.

VOR – No problems or outages for January 2014.

AWOS – No problems or outages for January 2014. Kevin Angstadt completed the quarterly inspection on 2/5/14.

Veeder Root Fuel System – No problems or outages for January 2014.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2014.

REILS AND PAPI – FAA did a flight check on runway 18/36 PAPI’s. The 18 PAPI’s were taken out of service due to trees. A NOTAM has been filed. FAA was notified to schedule a flight check on 3/27/13. FAA was notified again on 10/30/13 to schedule a flight check.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE –

OTHER –

AIRPORT MARKETING/PRESENTATIONS –

SUGGESTION BOX – No suggestions as of 2/4/14.

6. Old Business:

- A. **Parish/City Agreement Committee Update**– Chairperson Tinkler reported that a \$98,000 drainage improvement project was submitted to TAD for the late February 2014 PSR meeting. She also reported that when projects are bid out in May 2014 additional drainage repairs would be included in the scope of work for runway 9/27.

7. New Business:

- A. **North Hangar Improvements** – Three estimates were obtained to improve and repair the old parts room and bathroom in the North hangar. Jon Glass reported that the expense was eligible for 50% reimbursement on the TAD maintenance contract and a monthly rental fee of \$60 would be charged to the tenant for the improved office space.

Joe Denby - \$4,548.00
 Nathan Long - \$7,930.51

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Steve Woodard - \$9,032.00

A motion was made and approved to accept the \$4,548.00 bid submitted by Joe Denby.

B. 9/27 Traffic Pattern – Chairperson Tinkler reported that with increased Skydiver traffic anticipated for 2014 a right hand traffic pattern should be considered for turf runway 9 in the interest of safety. **A motion was made and approved** to publish a NOTAM for right handed traffic on runway 9 and to fly mid-field operations at pilot discretion. Information from the NOTAM will also be e-mailed to all local pilots.

8. Alderperson Lindeman reported that Jim Apple was reappointed for a 2nd full term to the Airport Authority at the February 10th Board of Mayor and Aldermen meeting.

9. Meeting was adjourned at 5:26 pm.

Submitted on 2/13/2014

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting