

June 10, 2014



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
June 10, 2014**

**Members Present**

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

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** Mike Rutherford (July 4<sup>th</sup> Air Show/Fireworks) and Bill Stuart (Public Comments).

**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 5:02 pm.**
- 2. Minutes for the May 13, 2014 meeting were approved** as written.
- 3. Public comments** - Bill Stuart reported that XP Services was ready to start construction on their 2<sup>nd</sup> hangar with the same size and colors. The hangar door will be 2 feet taller than the first hangar. **A motion was made and approved** for the construction of the hangar with City approval of the hangar.

June 10, 2014

4. **Treasurer's report** – Karla Smith was not present for the meeting.

5. **Jon Glass presented the Airport Manager report:**

### ***CURRENT PROJECTS***

#### **Terminal Building** –

**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. This project request was approved on 2/24/14. A \$150,000 request has been submitted to the City to extend the runway to 3,100 feet without TAD funding. The executed grant for the \$98,000 drainage project was received on 6/4/14. The scoping meeting will be scheduled soon.

**RTTF Access** – Requested pen and ink changes to the ALP along with information and documentation regarding TTF access at the Airport were submitted to TAD prior to the May 28 deadline.

**FAA 20/1 Approach Clearing** – FAA is completing a 20/1 approach survey at every Airport in the Country. We received our report on May 27 and have 30 days to verify the obstructions. Eight trees at the approach end of 18 and 6 were noted and have been removed. Two light poles in the TE Connectivity automobile parking lot were also noted. If removing them is not an option an obstruction light can be mounted on both light poles. We are looking at information on FAA approved solar powered obstruction lights.

**Bonnaroo** – Work schedule – part time people will be on a fixed schedule. Gunnar will take Monday, Tuesday and Wednesday off so he can get his 29 hours in Thursday to Sunday. Jimmy and I will adjust our hours for early morning and late at night as needed. Jet Fuel – we have a full load of jet fuel arriving on Tuesday morning. On Friday the 13<sup>th</sup>, I will work with Steve Johnson for another possible load of jet fuel. Prior to the 11<sup>th</sup> we are having more chocks made, have plenty of dishwashing supplies and will fill the freezer with bags of ice. Julie Uehlein will handle all catering orders and Sherry Roepke has ordered t-shirts for the staff.

**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 received on 2/20/14. Section 1 violations include 6 to 8 foot trees on the

June 10, 2014

east and west side of runway 9/27. The trees have been removed and documentation sent to TAD for the Airport non-conditional license.

**July 4 Air Show/Fireworks** – Mike Rutherford provided an update for this item.

**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 CO for the hangar was obtained the first week in January 2014. The retainage payment has been made to Curl Construction. The project was completed \$28,035.94 under budget and a refund on the local share will be issued.

Schedules for the following projects are included for Board member review.

**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. PDC will retain Richard Rinks for design work on the hangar.

**NW Ramp Expansion Project** – The 95/5 funded \$441,048 ramp expansion project was approved at the February 20, 2014 TAC meeting. The \$22,052.40 local share amount was approved by the UDAG loan committee and will be on the agenda for the March 10, 2014 BOMA meeting. TN Skydiving would like to build a hangar on this ramp also in late 2014. The grant and local share have been returned to TAD for processing. The executed grant was received on 6/4/14.

**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.

**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 schedules involving concrete and electrical work to be bid out this year. Meeting minutes for the lighting portion of this project are included for Board member review. We anticipate a July bid process with construction starting in the September time frame for the following six projects.

**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.

June 10, 2014

**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** – Cargo log attached.

***FUEL SALES***

Fuel sales for the month of May 2014 were 15,775.5 gallons. This is a 6,724.75 gallon increase in the 9,050.75 gallons sold in May of 2013. Austin Shelton's last day was May 31<sup>st</sup>. Morgan Roe and Ben Williamson have been hired to replace his weekly hours. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

May 2014	AVGAS	AVGAS SS	Total
Gallons	3,673.67	1,709.83	<b>5,383.5</b>
Flow Fee	\$367.37	\$170.98	<b>\$538.35</b>
Pump Fee	\$1,836.84	\$427.46	<b>\$2,264.30</b>

May 2014	Jet Full Price	Jet Discount	Total
Gallons	618	9,774	<b>10,392</b>
Flow Fee	\$61.80	\$977.40	<b>\$1,039.20</b>
Truck Fee	\$61.80	\$977.40	<b>\$1,039.20</b>
Pump Fee	\$618.00	\$7,245.85	<b>\$7,863.85</b>

Total AVGAS & Jet Gallons = 15,775.5  
 Total Flow Fee = \$1,577.55  
 Total Jet Truck Fee = \$1,039.20  
 Total Pump Fee = \$10,128.15  
 Total Part-Time Employment Cost = \$2,736.50  
**Jet Truck Fee Minus Rental = +\$239.20**  
**Pump Fee Minus Employment Cost = +\$7,391.65**

June 10, 2014

**FUEL PRICES**

<b>4/3/14</b>	Tullahoma	Shelbyville	Winchester	McMinnville	Fayetteville	Murfreesboro
AVGAS SS	\$5.43		\$4.85			\$5.72
AVGAS FS	\$5.68	\$4.97	\$4.85	\$4.95	\$5.50	\$5.92
Jet	\$4.99	\$4.49	\$4.81	\$4.55	\$4.50	\$4.98

Average AVGAS price - \$5.72    Average Jet price - \$5.24

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>May 2013</b>	9,050.75
<b>May 2012</b>	15,845.55
<b>May 2011</b>	4,721.4
<b>May 2010</b>	9,263.2
<b>May 2009</b>	7,387.5
<b>May 2008</b>	9,757.9

**May 2014 OPERATIONS**

Single Engine Based	302
Multi Engine Based	56
Jet or Tuboprop Based	346
Single Engine Transient	48
Multi Engine Transient	28
Jet or Turboprop Transient	20
Military	6
<b>Total</b>	<b>806</b>

**MAINTENANCE/NAVAID PROBLEMS**

**NDB** – OTS in May 2014. Elger Holland will return in late June to repair.

**VOR** – OTS in May 2014. He may or may not be able to repair the VOR due to lack of spare parts. He will reduce his monthly fee to maintain the VOR from \$800 to \$400 until it is fixed or it is time to decommission it. We should know what action to take in 2 to 3 months.

**AWOS** – No problems or outages for May 2014.

June 10, 2014

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

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for May 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. The 18 PAPI's will be turned back on with a NOTAM filed that they are unreliable.

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

**OVERDUE RENT** –

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** –

***AIRPORT MARKETING/PRESENTATIONS*** – Airport tour for 50 Bedford County students in May.

***SUGGESTION BOX*** – No suggestions as of 6/1/14.

## **6. Old Business:**

- A. July 4<sup>th</sup> Air Show/Fireworks** – Mike Rutherford reported that the Kiwanis Club received more donations after the event was canceled however they were not able to purchase fireworks prior the 4<sup>th</sup> and the event was officially canceled. The Kiwanis Club intends to host the event again next year.

## **7. New Business:**

- A. Mike Botwin Lease Agreement** – Jon Glass reported that a new lease was previously approved for Larry Wilhite on this hangar. Mr. Botwin's son reported to Jon Glass that a sale of the hangar to Mr. Wilhite was very close. Action on this item was deferred.
- B. TN Skydiving Community Hangar Lease Agreement** – Jon Glass reported that TN Skydiving had relocated their drop zone to the south of DC-3 and no action was required on this agenda item.
- C. 2014 Remote Control Event** – Dick Tonan was unable to attend the meeting but requested permission to hold the RC event again this year sponsored by the Beechcraft Heritage Museum. **A motion was made and approved** to hold the RC

June 10, 2014

event on September 13 and 14, 2014. Mr. Tonan will attend the August Board meeting to brief Board members on the event.

**8.** Alderperson Lindeman reported that the Budget would not be final until the County set the property tax rate. She will e-mail a copy of the FY 14/15 budget to Jon Glass. She suggested that Board members try to meet with the 2 candidates for County Mayor prior to the August election and brief them on the Airport.

**9. Meeting was adjourned at 5:40 pm.**

Submitted on 6/12/2014

<Original Signed>

Jon Glass  
TAA, Airport Manager

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