

November 18, 2014



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
November 18, 2014**

**Members Present**

- Sharon Tinkler, Chairperson
- John Miller
- Dr. Jim George
- 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:** 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 4:14 pm.** The Board meeting was scheduled for 11/11/14 but did not have a quorum and rescheduled to 11/18/14.
- 2. Minutes for the October 14, 2014 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Board members reviewed the financial statements provided by City Hall. Karla Smith was not present for the meeting.

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

***CURRENT PROJECTS***

**Terminal Building** – Irrigation system has been turned off for the winter.

**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.

Jody Baltz reported that the 9/27 extension was programmed for FY 16 and is waiting for final approval from BOMA in the January 2015 time frame.

**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. Four light poles in the TE Connectivity automobile parking lot were also noted. TE Connectivity has given us permission to install the lights and TAD has approved a \$5,000 95/5 funded project request to purchase the obstruction lights. The executed grant has been received and the obstruction lights have been received. Jimmy Chapman installed 4 obstruction lights on the light poles. B&R Fence will install the last obstruction light on the fence when he returns from vacation. FAA has been notified on the progress to date.

**Tree Clearing Project** – Bids were opened on 9/5/14 for the tree clearing project. 2 bids were received from Curl Construction and GBR Construction. Curl Construction is the low bidder. Bids were submitted by a per tree cost. Curl Construction bid equaled \$11.00 per tree and GBR was \$70 per tree. Curl Construction completed the work on 9/26/14. Their \$10,000 invoice was accepted into Blackcat on 10/7/14. The tree clearing grant has a remaining balance of \$5,000.00.

**Project #1** – Work started on this project on 11/3/14. Milling work on taxiway K is complete. Concrete to be replaced on taxiway K and north end of the ramp has been cut for removal. Work will begin on cleaning out the expansion joints on 11.10.14.

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**Project #2** – This project consists of crack and seat to taxiway B with an asphalt overlay. We anticipate a January/February 2015 bid process with work to begin in April 2015.

**Project #3** – This project consists of taxiway lighting for taxiway B and K. It will also include electrical improvements to taxiway F, Airfield signage and ODAL's for runway 6. We anticipate a January/February bid process with work to begin in April 2015.

**Project #4** – This project consists of the ramp expansion and maintenance hangar construction. We anticipate a January/February bid process with work to begin in April 2015.

**Project #5** – This project will consist of 9/27 turf runway drainage improvements. Survey work will begin in the next 2 weeks. Repair work is scheduled for June or July of 2015.

**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. It is near completion and the final plat has been submitted to the Planning Commission.

**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. Road work is scheduled to be bid in February with a June to July completion date for construction.

**Cargo Aircraft** – No new cargo aircraft operations since the last Board meeting.

***FUEL SALES***

Fuel sales for the month of October 2014 were 24,268.58 gallons. This is a 9,144.61 gallon increase in the 15,123.97 gallons sold in October of 2013. Eastern Aviation completed the annual audit of fuel farm and found no problems or issues. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

**Beech Party 2014**

144 Aircraft  
8,876.21 gallons of fuel sold

Fuel Sales 1/1/13 to 10/31/13 = 103,612.25 gallons  
Fuel Sales 1/1/14 to 10/31/14 = 155,047.87 gallons

Previous record for annual Fuel Sales (2012) - 146,293.66

<b>October 2014</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
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<b>Gallons</b>	8,228.33	3,620.05	<b>11,848.38</b>
<b>Flow Fee</b>	1,234.25	\$543.00	<b>\$1,777.25</b>
<b>Pump Fee</b>	4,114.17	\$905.01	<b>\$5,019.18</b>

<b>October 2014</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	2,904	9,516.2	<b>12,420.2</b>
<b>Flow Fee</b>	\$290.40	\$951.62	<b>\$1,242.02</b>
<b>Truck Fee</b>	\$290.40	\$951.62	<b>\$1,242.02</b>
<b>Pump Fee</b>	\$2,904.00	\$6,890.21	<b>\$9,794.21</b>

Total AVGAS & Jet Gallons = 24,268.58  
 Total Flow Fee = \$3,019.27  
 Total Jet Truck Fee = \$1,242.02  
 Total Pump Fee = \$14,813.39  
 Total Part-Time Employment Cost = \$3,145.00  
**Jet Truck Fee Minus Rental = +\$642.02**  
**Pump Fee Minus Employment Cost = +\$11,668.39**

**FUEL PRICES**

<b>11/5/14</b>	<b>Tullahoma</b>	<b>Shelbyville</b>	<b>Winchester</b>	<b>McMinnville</b>	<b>Fayetteville</b>	<b>Murfreesboro</b>
AVGAS SS	\$4.74		\$4.41			\$5.36
AVGAS FS	\$4.99	\$5.05	\$4.41	\$4.95	\$5.75	\$5.56
Jet	\$4.70	\$4.49	\$4.49	\$4.55	\$4.70	\$4.83

Average AVGAS price - \$5.52    Average Jet price - \$5.10

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>October 2013</b>	15,123.97
<b>October 2012</b>	19,203.13
<b>October 2011</b>	15,677.15
<b>October 2010</b>	11,958.5
<b>October 2009</b>	11,814.8
<b>October 2008</b>	15,672.1

**OCTOBER 2014 OPERATIONS**

Single Engine Based	236
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Multi Engine Based	48
Jet or Tuboprop Based	174
Single Engine Transient	554
Multi Engine Transient	96
Jet or Turboprop Transient	126
Military	24
Total	1,258

***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – No problems or outages for October 2014.

**VOR** – Elger Holland is working on the process to decommission VOR. He has not found any Airports that are interested in spare parts as of 11/6/14. The VOR building will remain here and serve as the electrical vault for runway and taxiway lights.

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

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

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for October 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. PAPI's have been turned back on.

***HANGAR RENT/INSURANCE***

**OVERDUE RENT** – Jon Glass reported that the Hodges aircraft had relocated from the Community hangar to another Airport. **A motion was made and approved** to waive the \$3.00 remaining balance on the account.

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** –

***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 11/5/14.

**6. Old Business:**

- A. AOPA RFP** – Chairperson Tinkler, Karla Smith and Jon Glass had a phone interview with Chris Eads from AOPA regarding the event. The phone interview went extremely well and all aspects of the event were discussed. AOPA should contact Airports for a site visit in the next 4 to 6 weeks.

- B. **RTTF Access Fee** – Chairperson Tinkler reported that She would contact FAA with the fees charged to residents in Chandelle Airpark.

7. **New Business:**

- A. **Hangar Lease CPI** – Jon Glass reported that the CPI increase for 2015 was 1.7% as published by the Bureau of Labor Statistics. **A motion was made and approved** to add 1.7% CPI to all applicable lease agreements for 2015.
- B. **Hangar Lease Credit Card Processing Fees** – Jon Glass reported that Sue Wilson requested that we add 3% credit card processing fee to customers that pay hangar fees by credit card. **A motion was made and approved** to add 3% to hangar lease payments made by credit card minus Shell credit cards. Shell does not charge a credit card processing fee to Airport customers.
- C. **Fuel Reserve Account** – **A motion was made and approved** to leave a minimum balance of \$25,000 in the fuel reserve account for repair work of the fueling system and tanks.
- D. **Utility Vehicle** – Jon Glass reported that the Airport was not eligible for another 75/25 funded ground maintenance grant until 2016. However, the previous grant used to purchase the tractor was under budget and the \$3,000 refund had been applied for. Using this refund and the 50/50 funded Maintenance contract reimbursement would equal 75/25 funding on a \$12,000 utility vehicle. **A motion was made and approved** to advertise for bids and purchase a new utility vehicle for towing aircraft.
- E. **AVGAS Truck UDAG Loan** – Jon Glass reported that the estimated pay off on the UDAG loan for the AVGAS truck was \$1,700.00. Paying off this loan would allow the Airport to reduce the flow fee on AVGAS from 15 cents to 10 cents per gallon and reduce the price of AVGAS by 5 cents. Total flow fee for the month of October collected at the Airport was \$3,019.27. **A motion was made and approved** to pay off the AVGAS truck UDAG loan.
- F. **Fuel Flow Fee** – Jon Glass recommended increasing the flow fee on jet fuel from 10 cents to 14 cents per gallon that will be applied to a courtesy vehicle in the future. This 4 cent increase will generate an additional \$350 per month toward a courtesy vehicle. **A motion was made and approved** to increase the flow fee on jet fuel from 10 cents to 14 cents per gallon.
- G. **Courtesy Car** – We have received 2 estimates to repair the 1997 Oldsmobile courtesy van for \$3,000.00. Searches for replacement engines have not been

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successful and both repair shops advised not to complete the repair work. **A motion was made and approved** to ask for City assistance to dispose of the 1997 Oldsmobile and to obtain a surplus vehicle to be used as a courtesy vehicle at the Airport.

**8.** Alderperson Lindeman welcomed Dr. George to the Board. She reported that she would help the Airport obtain a vehicle to be used as a courtesy vehicle from the City. She will also ask Sue Wilson if it would be beneficial to the City for the Airport to not pay off the AVGAS truck UDAG loan early.

**9. Meeting was adjourned at 4:52 pm.**

Submitted on 11/19/2014

<Original Signed>

Jon Glass  
TAA, Airport Manager

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