

February 10, 2015



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
February 10, 2015**

**Members Present**

- Sharon Tinkler, Chairperson
- Dr. Don Daniel
- 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:** Russ Groff and Buddy Chellstorp (Public Comments) and Bill Stuart (New Business).

**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 5:00 pm.** Sharon Tinkler attended the meeting with Steve Worsham acting as Chairman due to her illness. Chairman Worsham welcomed and introduced Dr. Don Daniel who was appointed to the Airport Authority the previous night by the Board of Mayor and Aldermen.
- 2. Minutes for the January 13, 2015 meeting were approved** as written.
- 3. Public comments** - Russ Groff reported that the Cessna 120/140 Association will have their 40<sup>th</sup> anniversary convention here on September 23 to 27. He reported that about

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85 aircraft will attend the event. He will report more details to the Board on the event as they become available. Mr. Worsham reported that the Kiwanis Club had met recently on the July 4<sup>th</sup> Fireworks and Air Show event. Due to a lack of funding, Mr. Worsham suggested personally that the Kiwanis Club hold the event at THS facilities. Buddy Chellstorp requested that the area around the South hangar be cleaned from recent drainage work completed. Dr. George requested that the area needed some concrete repair work. **A motion was made and approved** to obtain an estimate and prepare a grant request for concrete repair work.

- 4. Treasurer's report** – Board members reviewed the financial statements provided by City Hall. Karla Smith reported that the \$12,000.00 appropriation from the Coffee County had arrived. **A motion was made and approved** to transfer the \$6,126.96 balance in the donor account to a separate line item in the TAA budget and close the donor checking account by March 1, 2015. The motion also included an amendment from Sam Crimm that the funds would also only be used for terminal building repair and replacement items. All disbursements from the donor account or line item, regardless of amount, will require Board approval. **A motion was made and approved** to use the \$500.00 in the miscellaneous account toward the AOPA Kick off meeting on March 2 and 3. The funds will be used for snacks and beverages for the meeting and not exceed \$500.00. She also reported that a tentative date of April 21 had been scheduled for a joint work session with BOMA regarding the budget.

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

***CURRENT PROJECTS***

**Terminal Building** – We are acquiring estimates to replace water heaters in the bathrooms.

**Maintenance Contract** – A reimbursement of \$7,310.29 was received on 2/1/15.

**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.

**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. The \$4,883.00 reimbursement has been submitted to TAD.

**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. The \$10,000 payment has been submitted to Curl Construction.

**Project #1** – The drainage improvement project on the closed South taxiway and striping work are the only open items.

The following payment requests have been submitted to Blackcat:

0754 - \$124,295.87

0786 - \$16,000.00

0785 - \$117,274.38

**Project #2** – This project consists of taxiway B repair by crack and seat with an asphalt overlay and grade and site work for the maintenance hangar. The Work Authorization is ready to be signed.

**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.

**Project #4** – This project consists of the ramp expansion and maintenance hangar construction.

**Project #5** – This project will consist of 9/27 turf runway drainage improvements. 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.

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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. 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.

**Airport Sign** – We received a letter from the Dream Tullahoma Committee and Alderman Stanton regarding the Airport sign on Jackson Street. The Committee is looking at making improvements to the sign and is requesting a one-time donation of \$300 from the Airport and its tenants to fund the improvements. **A motion was made and approved** to pay the \$300 to Dream Tullahoma Committee for sign repairs with Sue Wilson approval of the appropriate budget line item to make this payment.

**6/24 Markings** – Jon Glass reported that the runway markings for 6/24 are very weak and should be painted again prior to October. He will explore options to complete the work with current Airport projects or obtain estimates to submit the work in a grant request with 95/5 funding.

**Part-Time Employment** – Jon Glass reported a need to hire one part time position for weekend work and one part time position for the Beech party each October. The positions will be advertised in the Tullahoma News.

**Airport Hay** – Jon Glass reported that multiple parties had contacted him about cutting hay at the Airport for the upcoming year. Cutting hay will be allowed in the NW section of the Airport. A request for sealed bids will be advertised in the Tullahoma News for a 4 year period and Insurance will be required.

### **FUEL SALES**

Fuel sales for the month of January 2015 were 9,910.45 gallons. This is a 2,955.32 gallon increase in the 6,955.13 gallons sold in January of 2014. Last month was our best January for fuel sales on record. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/13 to 12/31/13 = 118,597.24 gallons

Fuel Sales 1/1/14 to 12/31/14 = 179,611.14 gallons

Increase of 61,013.9 gallons from 2013. My goal for the next few years is to maintain the 180,000 to 200,000 gallon level of fuel sales.

<b>January 2015</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
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<b>Gallons</b>	1,512.93	1,128.22	<b>2,641.15</b>
<b>Flow Fee</b>	\$151.29	\$112.82	<b>\$264.11</b>
<b>Pump Fee</b>	\$756.46	\$282.05	<b>\$1,038.51</b>

<b>January 2015</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	1,665.5	5,603.8	<b>7,269.3</b>
<b>Flow Fee</b>	\$166.55	\$560.38	<b>\$726.93</b>
<b>Truck Fee</b>	\$166.55	\$560.38	<b>\$726.93</b>
<b>Pump Fee</b>	\$1,665.50	\$3,719.84	<b>\$5,385.34</b>

Total AVGAS & Jet Gallons = 9,910.45

Total Flow Fee = \$991.04

Total Jet Truck Fee = \$726.93

Total Pump Fee = \$6,423.85

Total Part-Time Employment Cost = \$2,118.00

**Jet Truck Fee Minus Rental = +\$126.93**

**Pump Fee Minus Employment Cost = +\$4,305.85**

**FUEL PRICES**

<b>2/2/15</b>	<b>Tullahoma</b>	<b>Shelbyville</b>	<b>Winchester</b>	<b>McMinnville</b>	<b>Fayetteville</b>	<b>Murfreesboro</b>
AVGAS SS	\$4.14					\$4.07
AVGAS FS	\$4.39	\$4.50	\$3.65	\$4.50	\$4.50	\$4.27
Jet	\$3.73	\$4.05	\$3.69	\$4.20	\$3.50	\$3.80

Average AVGAS price - \$4.70    Average Jet price - \$4.39

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>January 2014</b>	6,955.13
<b>January 2013</b>	6,204.37
<b>January 2012</b>	5,084.73
<b>January 2011</b>	3,448.9
<b>January 2010</b>	3,327.5
<b>January 2009</b>	4,673.6

**January 2015 OPERATIONS**

Single Engine Based	176
Multi Engine Based	34

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Jet or Tuboprop Based	124
Single Engine Transient	54
Multi Engine Transient	28
Jet or Turboprop Transient	38
Military	12
Total	466

***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – No problems or outages for January 2015. Smyrna Airport has agreed to give us their NDB at no charge. They have the same model that we do but it is about 15 years younger than our equipment. Elger Holland and Jimmy Chapman will go get it in the next month.

**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.

**AWOS** – No problems or outages for January 2015.

**Veeder Root Fuel System** – The fuel probe has been repaired and working properly.

**RUNWAY AND TAXIWAY LIGHTS** – We have had a problem with taxiway G lights. We believe water from the roof has got into the regulator. It has been repaired.

**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** – Nadeau sent us a check for September but we never received and the check never cleared his bank. He paid \$25 to cancel the check and submitted the September payment. **A motion was made and approved** to waive the \$11.50 late fee from September 2014.

**EXPIRED INSURANCE CERTIFICATE** –

**OTHER** – Rodney Allison (Delta Enterprises) has requested permission to enter into a new lease agreement for N200. He purchased it from Dr. Marvel and lease payment is current to 1/1/15.

***AIRPORT MARKETING/PRESENTATIONS*** –

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

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**6. Old Business:**

- A. AOPA Regional Fly In** – Karla Smith reported that an invitation list for the March 2 and 3 kick off meeting would be sent to Board members for review this week.
- B. Utility Vehicle** – Jon Glass reported that bids were opened on 2/6/15 and the Hillsboro Kubota dealership submitted the low bid in the amount \$11,150.00 for the advertised utility vehicle. **A motion was made and approved** to accept the Hillsboro Kubota dealership with an additional \$540.00 in accessories for the vehicle.

**7. New Business:**

- A. Bill Stuart Hangar Construction** – Bill Stuart reported that he was ready to proceed with hangar construction in the vacant lot behind the Vanderbilt LifeFlight hangar. He reported that the hangar would be 80 x 120 with a 24 foot eave height with bi-fold doors and ash gray sheet metal. **A motion was made and approved** for Mr. Stuart to proceed with the hangar project.
- B. Coffee County Administrative Plaza Framed Photograph** – Sam Crimm reported that Mayor Cordell had requested a framed photograph of the Airport. He will prepare a draft photograph and estimated cost for the picture to the March Board meeting.
- C. Rodney Allison (N200) New Lease Request** – Jon Glass reported that Rodney Allison purchased hangar N200 from Dr. Marvel. He requested permission to enter into a new lease agreement for the hangar in the name of Delta Enterprises. **A motion was made and approved** to enter into a new lease agreement with Delta Enterprises. Maintenance work on GA aircraft will be conducted in the hangar. Sam Crimm discussed Board member attendance and the By-Laws. He asked Board members to attend meetings and support the Airport.

**8.** Alderperson Lindeman reported that the Board of Mayor and Aldermen was excited about the AOPA Fly-In.

**9. Meeting was adjourned at 6:09 pm.**

Submitted on 2/16/2015

<Original Signed>

Jon Glass  
TAA, Airport Manager

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