

September 13, 2016



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
September 13, 2016**

**Members Present**

- Dr. Don Daniel, Chairman
- Steve Worsham, Vice Chairman
- Chris Pickerell, Treasurer
- Jason Waller, Assistant Treasurer
- Paul Sirks, Secretary
- Jim Apple, Assistant Secretary
- Dr. Jim George

**Other Persons Present**

- Jon Glass, Airport Manager
- Alderman Ray Knowis
- Tullahoma News

**Regular Meeting Minutes**

**Visitors:** Chuck Armstrong and Charles Parish.

**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.**
- 2. Minutes for the August 9, 2016 meeting were approved** as written.
- 3. Public comments** – Chuck Armstrong complimented the Airport and the Board members.
- 4. Treasurer’s report** – Jason Waller reviewed the financial statements. Jason will work with Sue Wilson to make some changes to the financial statements.

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

***CURRENT PROJECTS***

**Terminal Building** – We are looking at replacing the existing outside lights with LED fixtures after one fixture received damage to it. Board members agreed to replace one fixture per month with LED lights.

**Maintenance Contract** – A \$9,286.32 reimbursement has been submitted and accepted in Blackcat. An \$8,911.32 reimbursement was received on 2/15/16. An \$10,888.68 reimbursement was submitted to Blackcat on 7/1/16 and approved on 7/29/16. **The \$10,888.68 reimbursement was received on 8/12/16.**

**NW Area Fencing Project Request** – We have obtained estimates to fence the southern border of new access road including 2 vehicle gates for \$43,667.66. **A motion was made and approved** to submit the project request to TAD in the amount of \$45,000.00.

**Tree Clearing Project** – The tree clearing grant has a remaining balance of \$5,000.00.

**General Assembly HB1147/SB982** – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair.

**Project #1** – Work is complete on this project. We have \$200,000 left remaining in the ramp concrete repair project that would require a local share. An amendment request has been submitted to Blackcat. The additional concrete repair work could be completed on south end of ramp using the current Curl Construction unit prices. The signed amendment and \$20,000 local share were submitted for execution on 10/1/15. Curl has completed work in the south ramp hangar area. Some additional concrete milling work was included to help with drainage in front of 4 hangars. We have an additional \$23,550 in concrete repair to be completed. We are looking at areas on Taxiway A from RWY 24 to 18 for repair. The grant amendment has been approved by TAD to do the crack and seat on Taxiway A. **The milling work for taxiway A started 9/7/16 and will take about 2 weeks to complete. The crack and seat Contractor will arrive after the milling work is complete.**

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**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 has been signed and PDC is working on the design for the project. Four Contractors attended the pre-bid meeting and bids will be opened on 9/10/15 at 12:00 pm. Curl Construction started work on the project 10/31/15. Dirt work for the asphalt ramp and hangar pads is complete along with drainage improvements. The binder of the asphalt ramp was completed on 8/5/16. **Our TAD Project Manager Steve Upshaw has approved an asphalt driveway from the new road to this ramp if money is left over in the grant. The final layer of asphalt will be completed when milling and crack and seat work is completed. The Contractor will also complete the asphalt overlay for taxiway A and B at that time.**

**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 are looking at the possibility of using solar powered taxiway lights. We will need to have a special called meeting on Monday August the 1<sup>st</sup> at 2:00 pm to approve the low bid as recommended by PDC. Another option is to go ahead and make a motion to approve to approve the lowest qualified bid as recommended by PDC that is within the grant amount tonight. The request for bids will be in the Tullahoma News on 7/10/16. Bids were opened on 7/29/16 and Guardian Electric was the low bidder at \$203,595.51. The bid award letter has been sent to them so they can start ordering the towers for the lights. **Guardian Electric started work on 8/29/16. Site prep for the towers has been completed and work will resume when the towers arrive.** The Work Authorization with PDC for the Airfield signage and taxiway lighting improvements has been approved. **Request for bids for the Airfield signage and taxiway F modification were advertised in the Tullahoma News on 9/4/16. Bids will be opened on 9/28/16 at 2:00 pm in the terminal building. A pre bid meeting will be held on 9/14/16 at 2:00 pm in the terminal building. A motion was made and approved to accept the lowest qualified bid as recommended by PDC and Steve Upshaw that is within the grant amount.**

**Project #4** – This project consists of the ramp expansion and maintenance hangar construction. The Work Authorization for Project #2 includes the ramp expansion design work. The \$225,000.00 amendment request was entered into Blackcat on 4/10/15 and will be on the agenda for the May 21 TAC meeting. Project approval will require a \$11,250.00 local share. The \$225,000 amendment request was approved and has been sent to the TDOT Commissioner for signature. A meeting is being scheduled for July 16 at 2:00 pm with Richard Rinks to discuss the hangar. Jon Glass will attend the September 8 Planning Commission meeting for the hangar. Bids on the maintenance hangar were received on 9/30/15 and the bid tab form is included for Board member review. Sain Construction is the low bidder at \$714,400.00 however this is over the grant amount (\$61,000) with Engineer fees included. A request for an additional \$40,000 UDAG loan will be on the 11/9/15 BOMA agenda and \$21,000 in cuts have been made to the hangar. With FAA approval of the Buy America Type 3 waiver request (5 to 7 days) we will be ready to

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execute the contract with Sain Construction and schedule the pre-construction meeting. The hangar is being constructed with 99.66% American made steel and parts. Sain Construction has been issued a Notice to Proceed and has ordered the building. It was recommend that we use the Vandy LifeFlight lease as a template for the lease on this hangar with XP Services/Sarasota Avionics. The building arrived 4/5/16 and the concrete slab has been poured. The Contractor will start on the building the week of 5/9/16. The hangar is scheduled to be completed on 8/16/16 or sooner. Liquidated damages are being assessed to the Contractor for loss of rental payments on the Hangar. **The hangar was completed on 8/18/16. The final change order is included for Board member review. Final payments have not been made yet.**

**Project #5** – This project will consist of 9/27 turf runway drainage improvements and extension of the runway. PDC has completed design work for this project. The work should be done at the same time that the runway is extended. Scot St John is working on a more detailed cost estimate for the Environmental work needed to extend the turf runway. The Work Authorization with PDC has been approved for the 354-foot extension to 9/27. **The request for bids will be advertised in the 9/14/16 edition of Tullahoma News. The pre-bid meeting will be held at 2:00 pm on 9/22/16 and bids will be opened on 10/5/16 at 2:00 pm in the terminal building.**

**Airport Pavement Condition Report** – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports.

**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. The contract for the access road has been awarded to Rogers Group. It is scheduled to be complete by July 1, 2016. Rogers Group started on the project 5/2/16. The completion date is scheduled for 7/31/16. They are scheduled to pave the road the week of July 11. **Work is complete on the new road.**

**Select TN Site Development Grant** – The City is in the process of applying for a grant for the Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. The application request was not approved but can be resubmitted for the next round of funding that is available. **The 2<sup>nd</sup> round of funding has been approved by ECD. The application will be submitted by the December deadline.**

**FOD Razor** – It has arrived and is working well.

**Airport Inspection** –

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**FUEL SALES**

Fuel sales for the month of August 2016 were 17,719.12 gallons. This is a 570.71 gallon increase in the 17,148.41 gallons sold in August of 2015. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Morgan Roe has accepted a full time job with Walgreens but will remain on the payroll and work weekends occasionally. A part-time position open advertisement ran in the 9/11/16 edition of the Tullahoma News.

Fuel Sales 1/1/16 to 8/31/16 = 150,380.84

Fuel Sales 1/1/15 to 8/31/15 = 128,723.22

| August 2016 | AVGAS      | AVGAS SS | Total             |
|-------------|------------|----------|-------------------|
| Gallons     | 3,080.4    | 1,429.72 | <b>4,510.12</b>   |
| Flow Fee    | \$308.04   | \$142.97 | <b>\$451.01</b>   |
| Pump Fee    | \$1,540.20 | \$357.43 | <b>\$1,897.63</b> |

| August 2016 | Jet Full Price | Jet Discount | Total              |
|-------------|----------------|--------------|--------------------|
| Gallons     | 5,124.1        | 8,084.9      | <b>13,209</b>      |
| Flow Fee    | \$512.41       | \$808.49     | <b>\$1,320.90</b>  |
| Truck Fee   | \$512.41       | \$808.49     | <b>\$1,320.90</b>  |
| Pump Fee    | \$5,124.10     | \$5,731.91   | <b>\$10,856.01</b> |

Total AVGAS & Jet Gallons = 17,719.12

Total Flow Fee = \$1,771.91

Total Jet Truck Fee = \$1,320.90

Total Pump Fee = \$12,753.64

Total Part-Time Employment Cost = \$5,209.50

**Jet Truck Fee Minus Rental = +\$470.90**

**Pump Fee Minus Employment Cost = +\$7,544.14**

**FUEL PRICES**

| 9/8/16   | Tullahoma     | Shelbyville | Winchester | McMinnville | Maury County | Murfreesboro |
|----------|---------------|-------------|------------|-------------|--------------|--------------|
| AVGAS SS | <b>\$3.62</b> |             | \$3.56     |             | \$3.48       | \$4.12       |
| AVGAS FS | <b>\$3.87</b> | \$3.75      | \$3.56     | \$3.47      | \$3.58       | \$4.32       |
| Jet      | <b>\$3.40</b> | \$3.50      | \$3.58     | \$2.83      | \$3.08       | \$3.33       |

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Average AVGAS price - \$4.24 Average Jet price - \$3.74

**I believe that fuel prices will decline over the next few months.**

***AIRPORT FUEL SALES***

| <b><i>DATE</i></b>        | <b><i>FUEL SOLD<br/>(gallons)</i></b> |
|---------------------------|---------------------------------------|
| <b><i>August 2016</i></b> | <b><i>17,719.12</i></b>               |
| <b><i>August 2015</i></b> | 17,148.41                             |
| <b><i>August 2014</i></b> | 14,734.67                             |
| <b><i>August 2013</i></b> | 10,542.96                             |
| <b><i>August 2012</i></b> | 14,787.95                             |
| <b><i>August 2011</i></b> | 9,935.75                              |
| <b><i>August 2010</i></b> | 6,986.8                               |

***MAINTENANCE/NAVAID PROBLEMS***

**NDB** – No problems or outages for August 2016. The approach is scheduled to be decommissioned by FAA in the next 12 to 24 months. Aeronautics Division advised that we could continue to operate the NDB without a maintenance contract and file a NOTAM that is it not monitored. **FAA would not allow us to file the NOTAM since the NDB has not been flight checked recently. We are waiting to hear back from them on a flight check.**

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

**AWOS** – No problems or outages for August 2016. TAD will replace and upgrade our AWOS in 2019. **TAD is ahead of schedule on the upgrades. It could happen here in the next 12 months.**

**Veeder Root Fuel System** – No problems or outages for August 2016.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for August 2016.

**REILS AND PAPI** – No problems or outages for August 2016.

***HANGAR RENT/INSURANCE***

**OVERDUE RENT** – None

**EXPIRED INSURANCE CERTIFICATE** – None

**OTHER** – Nothing

***AIRPORT MARKETING/PRESENTATIONS*** –

***SUGGESTION BOX*** – No suggestions as of 9/8/16.

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**6. Old Business:**

**7. New Business:**

**A. Beech Party** – Charles Parish reported that the Beech Party will be held on October 12 - 16 this year. The highlight of the event will be a flying Beechcraft Starship. The Aircraft owner will have daily seminars on the Aircraft. There will also be a seminar on ADS-B compliance. About 150 aircraft and 500 people attend the event on average each year. They will also hold a ground breaking ceremony for an 18,000 square foot addition to the Bonanza/Baron hangar.

**B. CIP Plan Review** – Jon Glass made several recommendations to update the Airport CIP Plan. The ALP will be pushed back a few years, the NW area fencing project was approved to submit earlier in the meeting, North taxiway repair is revised from \$500,000 to \$250,000, the 18/36 concrete repair project should be planned for 2019 with NPE funds and a new project for crack repair and sealcoat for taxiway F and the Harton Hangar Plaza was recommended. Board members agreed with the recommendations. Jon Glass will attend the TAD meeting 10/18/16 in Crossville to update the CIP list.

**C. Taxiway B Dead End Issue** – Jon Glass reported that a request for funding will be submitted to ECD for drainage repairs, clearing and grubbing in the NW area and concrete repair to taxiway B where the asphalt overlay will end. The request will be submitted in December. Board members reviewed and discussed the current ongoing projects along with the issues on taxiway B that connects to runway 18.

**D. Other New Business** – Paul Sirks discussed some safety recommendations for the Airport. Charles Parish reported that the Skydiver and Glider pilots do a tremendous job of making radio calls. Jon Glass will check on getting glider and skydiver symbols to the sectional chart. Dr. Daniel asked Jason Waller to continue to be a conduit between the Board and Skydiving operation.

**8.** Aldermen Knowis had no comments.

**9. Meeting was adjourned at 6:24 pm.**

Submitted on 9/15/2016

<Original Signed>

Jon Glass

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TAA, Airport Manager

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