

February 14, 2017



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
February 14, 2017**

Members Present

- Dr. Don Daniel, Chairman
- Steve Worsham, Vice Chairman
- Jennifer Benetti-Longhini
- Jason Waller, Assistant Treasurer
- Paul Sirks, Secretary
- Jim Apple, Assistant Secretary (via telephone)
- Dr. Jim George

Other Persons Present

- Jon Glass, Airport Manager
- Alderman Ray Knowis
- 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 5:04 pm.** Dr. Daniel welcomed Jennifer Benetti-Longhini to the Board. Board members thanked Mr. Worsham for his 10 years of service on the Board.
- 2. Minutes for the January 10, 2017 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:

CURRENT PROJECTS

Terminal Building – We are 50% complete on the project to replace all terminal exterior lights with LED bulbs and fixtures.

North/South Hangar – Estimates were obtained to install day/night camera system in the community hangars for \$4,898.00 from Life Communications & Security that has a contract with City Hall. **The work is complete and the Contractor will be paid when invoices are submitted.**

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. The project has been submitted to Blackcat for TAD staff consideration. The application will be reviewed at the November TAD staff meeting. TAD staff approved the project with Federal NPE funds at \$71,000. The grant will arrive the week of December 12 for Dr. Daniel's signature and will require a \$3,550 local share amount. The signed grant has been returned to TDOT for signatures and the \$3,550.00 local share has been paid. **We are still waiting for the signed grant to be returned to us from TDOT. We went ahead and had a scoping meeting with PDC and Steve Upshaw on 1/20/17 to prepare the work authorization.**

Coffee County Appropriation – The \$15,000 appropriation was received on 1/17/17.

Budget Process – The appropriation request will be due at Coffee County on 3/1/17. Jon Glass will prepare it for Dr. Daniel and Jason Waller's signature. Board members approved requesting \$15,000 from Coffee County for FY 18. The City Budget Work Session with the Board of Mayor and Aldermen will be held after the April 10th BOMA meeting.

Part-Time Staff – The open positions will be advertised in the 2/12/17 edition of the Tulahoma News.

Airport Conference – The annual conference is scheduled for 3/20/17 to 3/22/17 at the Embassy Suites in Murfreesboro. Please let Jon Glass know if you would like to attend.

VOR Building – While the VOR is out of service the 1960's era building from Arnold AFB is still used as a vault to house the regulators for the runway and taxiway lights. The roof of the building has numerous leaks and we have protected the regulators with tarps. Our next step is to have a local roofing Contractor remove the VOR

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antenna and cover from above the roof and stop the leaks with a tarp. We will then look at submitting a project request in the \$10,000 to \$15,000 dollar range to fix the existing roof of the building depending on cost. There are prefabricated metal electrical vault buildings available in the \$11,000 to \$15,000 range.

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. **Board members watched a 7 minute video on a recent Senate Transportation Committee meeting.**

Taxiway A – Work is complete on this project. We have \$200,000 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 to repair. The grant amendment has been approved by TAD to do the crack and seat on Taxiway A. The milling, crack and seat and the asphalt paving work is all completed on taxiway as of 10/7/16. The asphalt will need to cure for 30 days before centerline and hold line can be painted on the taxiway. **Taxiway A center line and hold lines are scheduled to be painted 2/13/17.**

Taxiway B – 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. The schedule now is to complete all paving work on Friday (10/14/16). **Taxiway B center line is scheduled to be painted 2/13/17.**

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Electrical Lighting Projects – 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 1st 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 and all trenching has been completed and work will resume when the towers arrive. The solar powered LED taxiway lights were installed on taxiway B and K the last week of October. **Work on the ODAL's has reached substantial completion. Steve Upshaw will now allow us to control the ODAL's with radio controller on the UNICOM frequency instead of the burning all night and trying to obtain another frequency for the ODAL's. This will allow the system to work longer and have less confusion for pilots that would have had to go to another frequency to turn on the ODAL's.** 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. The lowest bid submitted by Guardian Electric was \$44,248.00 over the 2 grant amounts. I have asked Steve Upshaw to consider letting us use some of the money from the ODAL project that is way under budget to cover these 2 grants bid amount or possibly remove a few signs. The duct work for taxiway F was moved to the ODAL project and 3 signs were removed to get the project under the grant amount. The duct work is complete. Guardian has also reached substantial completion on the Taxiway F project. It will take about 8 weeks for the signs to be made and arrive here at the Airport. Guardian Electric will prepare the concrete bases for the signs prior to Thanksgiving then install them in January.

Maintenance Hangar – 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 recommended 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. We still have a few items left to be completed by the Contractor for final inspection.**

Turf Runway – 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. The Work Authorization with PDC has been approved for the 354-foot extension to 9/27. The project is scheduled to be completed by the end of 2016. The bids were opened on 10/5/16 with Curl Construction as the apparent low bidder. The drainage improvements is a \$95,000 state grant and the bid price exceeds the grant amount by about \$9,000. The scope of work can be modified to bring down the cost on the project within the grant amount. The extension work is being funded by the City and the bid price was within the budget amount. **Curl Construction is 90% complete with the project. Final grading and grass seed is left to be completed.**

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. There was not enough money left over in taxiway B project to add the driveway from the TDOT road to the new maintenance hangar. Curl Construction submitted an estimate of \$20,000 to complete the driveway. This work can be submitted for 50/50 reimbursement on the maintenance contract. Motion to approve? We have \$54,000 remaining in the project. It will take \$30,000 to pave the shoulders of taxiway B which leaves enough money to complete the driveway. We will not have to fund the driveway above the grant amount. Work on the driveway is complete.

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

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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 2nd round of funding has been approved by ECD. **The application was submitted by the December deadline. The grant announcements will be in the March/April timeframe.**

Airport Inspection -

FUEL SALES

Fuel sales for the month of January 2017 were 11,028.61 gallons. This is a 1,087.5 gallon increase in the 9,941.11 gallons sold in January of 2016. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/17 to 1/31/17 = 11,028.61

Fuel Sales 1/1/16 to 1/31/16 = 9,941.11

January 2017	AVGAS	AVGAS SS	Total
Gallons	1,431.03	1,926.38	3,357.41
Flow Fee	\$143.10	\$192.63	\$335.73
Pump Fee	\$715.51	\$481.59	\$1,197.10

January 2017	Jet Full Price	Jet Discount	Total
Gallons	2,482.8	5,188.4	7,671.2
Flow Fee	\$248.28	\$518.84	\$767.12
Truck Fee	\$248.28	\$518.84	\$767.12
Pump Fee	\$2,482.80	\$3,588.24	\$6,071.04

Total AVGAS & Jet Gallons = 11,028.61

Total Flow Fee = \$1,102.85

Total Jet Truck Fee = \$767.12

Total Pump Fee = \$7,268.14

Total Part-Time Employment Cost = \$2,602.00

Jet Truck Fee Minus Rental = -\$82.88

Pump Fee Minus Employment Cost = +\$4,666.14

FUEL PRICES

2/3/17	Tullahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.55		\$3.53		\$3.76	\$4.33

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AVGAS FS	\$3.80	\$3.89	\$3.53	\$3.76	\$3.92	\$4.53
Jet	\$3.60	\$3.65	\$3.75	\$3.04	\$3.24	\$3.54

Average AVGAS price - \$4.30 Average Jet price - \$3.82

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
January 2017	11,028.61
January 2016	9,941.11
January 2015	9,910.45
January 2014	6,955.13
January 2013	6,204.37
January 2012	5,084.73
January 2011	3,448.9
January 2010	3,327.5

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – Rebel Services will clean the jet tank as soon as the fuel level is down to 0 gallons.

NDB – No problems or outages for January 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 – TAD will replace and upgrade our AWOS in 2019. TAD is ahead of schedule on the upgrades. It could happen here by the summer of 2017. We have completed all the TAD paperwork necessary for the new upgraded system. The lease agreement for the new NDB has been signed. The transmitter has been replaced and is working.

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

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

REILS AND PAPI – The REIL’s for runway 18 are out of service. Steve Upshaw will allow Guardian Electric to replace these REIL’s under the ODAL project. Guardian will use the REIL’s from runway 6 that they replaced on runway 18.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

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**AIRPORT MARKETING/PRESENTATIONS –
SUGGESTION BOX** – No suggestions as of 2/9/17.

NEW BUSINESS

Steve Lawton (New Lease Agreement N312) – Steve Lawton would like to enter into a new Lease agreement for the vacant lot behind the Vanderbilt LifeFlight hangar. He should be at the meeting to brief the Board on the proposed 70 x 70 hangar. **Motion to approve?**

6. Old Business:

- A. Beechcraft Heritage Museum Lease Agreement** – Mr. Worsham, Jody Baltz and Jon Glass met on 2/8/17 to discuss the extension of this Lease agreement. The recommendation was for the Airport Authority to have Jeremy Bell prepare the extension with a 20 plus 20 - year term and review the insurance clause. Mr. Worsham will review the extension for the City and it will be sent to the Beechcraft Heritage Museum for approval.
- B. Consultant Selection Process** – Jon Glass reported that the Request for Qualifications for Professional Airport Services was advertised in the 1/1/17 edition of the Tullahoma News. The deadline to submit was 1/31/17. We received 1 proposal from PDC who has been under contract with the Airport for the last 10 years. **A motion was made and approved** to enter into a new 5 - year agreement with PDC.

7. New Business:

- A. New Lease Agreement Request (Steve Lawton)** – Mr. Lawton was unable to attend the meeting. Jon Glass reported that he is requesting permission to enter into a new Lease agreement for the vacant lot (N312) behind Vanderbilt LifeFlight. He will submit drawings and plans for a 70 x 70 hangar on the lot prior to construction. **A motion was made and approved** to enter into a new Lease agreement with Steve Lawton for N312.
- B. Other New Business** – Dr. Daniel reported that he attended the Mayor’s Planning and Coordinating meeting last week. He encouraged other Board members to attend when he can’t.
- C. Other New Business** – Paul Sirks discussed the drainage issue around Russ Groff’s hangar on the south end of the ramp. Jon Glass will see if Roto-Rooter can clean out the floor drains in that area. Mr. Sirks is working on a Fly-In with the EAA chapter and will advise the Board when a date is selected.

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8. Aldermen Knowis Comments – Alderman Knowis thanked Mayor Curlee for the GA Appreciation month proclamation that was presented to Board members at the 2/13/17 Mayor and Board of Aldermen meeting. He encouraged Board members to be a part of the Dream Tullahoma Committiee.

9. Meeting was adjourned at 6:05 pm.

Submitted on 2/22/2017

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting