

August 8, 2017



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
August 8, 2017**

Members Present

- Dr. Don Daniel, Chairman
- Karla Smith
- Jennifer Benetti-Longhini
- 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: Rodney Allison (XP Services).

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 June 13, 2017 meeting were approved** as written. The July 11, 2017 Board meeting was canceled.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Jason Waller reviewed the financial statements.
- 5. Jon Glass presented the Airport Manager report:**

August 8, 2017

CURRENT PROJECTS

Terminal Building – We are 60% complete on the project to replace all terminal exterior lights with LED bulbs and fixtures. The terminal building will change from the Clayton American City Bank Terminal to the Clayton First Bank Terminal Building at no cost to us.

Airport CIP List – Aeronautics Division is having CIP meetings in October. I will have our CIP list ready for Board member review at the 9/12/17 Board meeting. PDC will be here next week to provide some cost estimates for some taxiway and apron seal coat projects.

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 went ahead and had a scoping meeting with PDC and Steve Upshaw on 1/20/17 to prepare the work authorization. The signed grant was received on 2/21/17. PDC is working on the design phase and it should be ready to advertise for bids soon. The advertisement for bids ran in the Tullahoma News on 3/24/17. A pre-bid meeting will be held on 4/18/17 and bids will be opened on at 2:00 pm on 5/4/17. Curl Construction is completing the contract books. The amendment request has been signed and returned to TDOT with the additional local share amount. The electricians have set the transformer for power to the gates. **The pre-construction meeting was held on 7/6/17 with Curl Construction. The Contractor will start work on the project this month.**

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The 1st and 2nd quarter reimbursements for \$9,388.77 were submitted on 3/13/17. **The 3rd and 4th quarter reimbursements that total \$10,411.23 will be submitted this week.**

VOR Building – The roof is leaking and repairs need to be completed to prevent damage to the Airfield regulators. The cone and antenna have been removed and the holes have been patched. We are obtaining estimates to construct a roof from Contractors.

Beacon – We have a Contractor that has removed all the Air Show antennas from the tower. He will paint the tower next. **He completed work on painting the segmented circle.**

August 8, 2017

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. TN House and Senate votes on the Southwest Airline amendment have been delayed until 2018.

Taxiway A – 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 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. Painting work is completed and we are processing final payments to the Contractor. **Final payments have been submitted to Blackcat.**

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. **Final payments have been submitted to Blackcat.**

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

August 8, 2017

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. Guardian Electric has received all the Airfield signs and is scheduled to start work on March 13th. Guardian Electric has completed installation of the Airfield signage. A sign at the intersection of 18/36 and 6/24 has the wrong directional arrows. It will be corrected in about a week. **Final inspection was completed on 7/6/17 and all signs are correct. Final bills will be submitted to Blackcat.**

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

August 8, 2017

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 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. All punch list items have been completed by the Contractor. **All final payments have been made and the project can be closed out. Sain Construction will check and make repairs for a water leak on the west side of hangar.**

NW Hangar 2 – The \$200,000 grant request will be on the September TAC meeting agenda. The \$200,000 TML loan has been approved.

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. Curl Construction has completed the project and final inspection has been completed. We should be able to open the extension portion of the runway the week of the 12th. **East side of runway is open. We mowed the extension for the first time on 8/3/17. Curl will plant more grass seed on it this Fall.**

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.

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 2nd round of funding has been approved by ECD. The application was

August 8, 2017

submitted by the December deadline. The grant announcements will be in the March/April timeframe. Thom Robinson, Scot St. John, Winston Brooks and Jon Glass went to the ECD office on March 8 and made a presentation for the grant. ECD should announce the final decision on grants in 4 to 6 weeks. We did receive the grant for tree clearing and drainage improvements in the amount of \$280,000. Contracts for the grant should be ready by July 1. **The grant has been executed by the City and ECD.**

CAP Glider Academy – Scheduled for July 8 to 15 with 20 cadets. They will have 4 gliders and 4 tow planes. **Leo reported that it was the best Academy ever with over 330 cadet flights and 800 total flights. Five of the Cadets did their solo flight.**

Airport Inspection –

FUEL SALES

Fuel sales for the month of July 2017 were 15,872.87 gallons. This is a 7,525.46 gallon decrease in the 23,398.33 gallons sold in July 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 7/31/17 = 105,656.01

Fuel Sales 1/1/16 to 7/31/16 = 132,661.72

July 2017	AVGAS	AVGAS SS	Total
Gallons	3,468.9	2,497.97	5,966.87
Flow Fee	\$346.89	\$249.79	\$596.68
Pump Fee	\$1,734.45	\$624.49	\$2,358.94

July 2017	Jet Full Price	Jet Discount	Total
Gallons	2,183.4	7,722.6	9,906
Flow Fee	\$218.34	\$772.26	\$990.60
Truck Fee	\$218.34	\$772.26	\$990.60
Pump Fee	\$2,183.40	\$5,401.74	\$7,585.14

Total AVGAS & Jet Gallons = 15,872.87

Total Flow Fee = \$1,587.28

Total Jet Truck Fee = \$990.60

Total Pump Fee = \$9,944.08

Total Part-Time Employment Cost = \$4,613.00

Jet Truck Fee Minus Rental = +\$140.60

Pump Fee Minus Employment Cost = +\$5,331.08

FUEL PRICES

August 8, 2017

8/3/17	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.74		\$3.72		\$3.76	\$4.23
AVGAS FS	\$3.99	\$3.99	\$3.72	\$3.86	\$3.92	\$4.43
Jet	\$3.60	\$3.65	\$3.81	\$3.36	\$3.24	\$3.23

Average AVGAS price - \$4.36 Average Jet price - \$3.91

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
July 2017	15,872.87
July 2016	23,398.33
July 2015	20,172.06
July 2014	22,301.54
July 2013	9,614.65
July 2012	11,882.3
July 2011	12,797
July 2010	7,142.4

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – We are getting a faulty reading on jet tank volume since they cleaned the tank. Contractor will repair at no cost to us.

NDB – No problems or outages for July 2017. 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. The annual inspection was completed on 4/4/17. We do not have an arrival date for the new system yet. We do know that we can cancel the AT&T phone line when it is installed. **The new system arrived on 6/1/17. It should be installed in 2 to 3 months.**

Veeder Root Fuel System – No problems or outages for July 2017.

RUNWAY AND TAXIWAY LIGHTS – We lost runway 6/24 lights for 2 nights due to blown fuses in the regulator.

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

August 8, 2017

REIL's from runway 6 that they replaced on runway 18. **Guardian replaced the REIL's on 18 and they are working properly.**

HANGAR RENT/INSURANCE

OVERDUE RENT – We were unable to get to the Post Office and check the PO Box during Bonnaroo. Rent checks for Jeff Long, Virgil Cline and McClure arrived on time but were posted after the 10th. A motion was made and approved to waive their late fees.

Ingo Struckmeyer vacated the Community hangar on 6/1/17. A motion was made and approved to refund his \$115.00 June rent and end his community hangar lease.

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

SUGGESTION BOX – No suggestions as of 8/4/17.

6. Old Business:

A. Airport 75 Year Anniversary – Karla Smith was not present for the meeting.

B. TN Skydiving Update – Jason Waller reported that TN Skydiving had 234 total loads, 2,505 total jumps and purchased 6,022 gallons of jet fuel in July.

7. New Business:

A. New Lease Agreement – Tom Gast/TDI (hangar #N204) reported that they have sold the hangar to Steve Lawton effective 8/1/17. **A motion was made and approved** to terminate the Tom Gast/TDI lease and enter into a new Lease agreement with Steve Lawton on hangar N204 effective 8/1/17.

B. Hangar Modification Request (2) –

1. A motion was made and approved for Ingo Struckmeyer (S120) to tie into the septic system located behind the UTSI hangar.

2. TN Skydiving and XP Services – TN Skydiving and XP Services requested permission to install fans in the North and Maintenance hangar owned by the Airport. The fans are in the \$6,000 price range and rent credits of 50% of the cost would be offered to each tenant. The fans would become a permanent fixture to the hangar and remain if the tenant left. **A motion was made and approved** to offer the 50% lease credits with TAA Attorney Jeremy Bell's approval.

August 8, 2017

C. Other New Business – Jason Waller discussed plans to put an outdoor speaker on the UNICOM tower. Total cost for the parts and supplies is about \$250.00 and he will install the equipment. **A motion was made and approved** to purchase the equipment and to check into buying the parts from local sources.

8. Aldermen Knowis Comments – Alderman Knowis reported that Mayor Curlee would make Board assignments for the Aldermen this month and he would like to stay on the Airport Authority. **A motion was made and approved** for Dr. Daniel to make a request to Mayor Curlee for Alderman Knowis to stay on the Airport Authority as liaison.

9. Meeting was adjourned at 6:17 pm.

Submitted on 8/11/2017

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting