

November 14, 2017



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
November 14, 2017**

Members Present

- Dr. Don Daniel, Chairman
- Karla Smith, Vice Chairman
- Jennifer Benetti-Longhini, Secretary
- Jason Waller, Treasurer
- Paul Sirks, Assistant Treasurer
- 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 5:00 pm.**
- 2. Minutes for the October 10, 2017 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Jason Waller reviewed the financial statements. He reported on the various accounts and year to date revenue and expenses.
- 5. Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – We are 70% 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. **Terminal building hours changed to 8:00 am to 5:00 pm with the time change on 11/5/17. Terminal building will be closed Thanksgiving Day with someone on call.**

Airport CIP List – Jon Glass will attend the 10/12/17 CIP meeting at Winchester Airport and submit the list we approved at our September Board meeting. The following has been accepted by our TAD Project Manager:

2018

- 1. Taxiway A Drainage, sink holes and South ramp drainage \$125,000 (May 2018 TAC meeting).**
- 2. Harton Hangar Plaza and Taxiway F sealcoat and crack repair, Taxiway D painting and striping \$90,000 (terminal building parking lot sealcoat and crack repair) on maintenance contract (May 2018 TAC meeting).**

2019

- 1. ALP Update \$150,000 (Feb 2019 TAC meeting).**

2020

- 1. North Taxiway asphalt repair and overlay \$180,000**

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 Tallahoma 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

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was held on 7/6/17 with Curl Construction. The Contractor started work on 10/2/17.

Work is about 90% complete.

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement.

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.**

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.

16-555-0754-04 has been closed and a \$1.12 local share return has been requested since the project was completed under budget.

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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.

16-555-0785-04 has been closed and a \$469.25 local share return has been requested since the project was completed under budget.

16-555-0793-04 has been closed and a \$1,285.78 local share return has been requested since the project was completed under budget.

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 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 completed caulking around windows to prevent water leaks.**

NW Hangar 2 – The \$250,000 grant request will be on the September 21 TAC meeting agenda. The grant request was approved with a 5-0 vote at the TAC meeting. The \$200,000 TML loan has been approved and will be executed on 10/19/17. **Received the grant on 11/9/17 and Dr. Daniel and Jeremy Bell signed on 11/10/17 and it was returned to TDOT for the Commissioner’s signature.**

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 completed the punch list items of planting grass seed, silt fence and temporary rock check dams removal the week on 11/14/17.**

16-555-0794-04 has been closed and a \$450.10 local share return has been requested since the project was completed under budget.

16-555-0786 has been closed and a \$55.00 local share return has been requested since the project was completed under budget.

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 Business 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 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

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should be ready by July 1. The grant has been executed by the City and ECD. **The bid process should start in the February/March timeframe.**

Airport Inspection – TAD completed the inspection on 11/14/17. We were issued a conditional license for 120 days for some trees on the turf runways.

FUEL SALES

Fuel sales for the month of October 2017 were 24,644.62 gallons. This is a 2,016.03 gallon decrease in the 26,660.65 gallons sold in October 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 10/31/17 = 165,532.53

Fuel Sales 1/1/16 to 10/31/16 = 192,949.17

We had about 125 aircraft and 4,905 gallons of fuel for the Beech Party.

| October 2017 | AVGAS | AVGAS SS | Total |
|--------------|------------|----------|-------------------|
| Gallons | 6,334.7 | 2,772.62 | 9,107.32 |
| Flow Fee | \$633.47 | \$277.26 | \$910.73 |
| Pump Fee | \$3,167.35 | \$693.15 | \$3,860.50 |

| October 2017 | Jet Full Price | Jet Discount | Total |
|--------------|----------------|--------------|--------------------|
| Gallons | 4,300 | 11,237.3 | 15,537.3 |
| Flow Fee | \$430.00 | \$1,123.73 | \$1,553.73 |
| Truck Fee | \$430.00 | \$1,123.73 | \$1,553.73 |
| Pump Fee | \$4,300.00 | \$8,345.39 | \$12,645.39 |

Total AVGAS & Jet Gallons = 24,644.62

Total Flow Fee = \$2,464.46

Total Jet Truck Fee = \$1,553.73

Total Pump Fee = \$16,505.89

Total Part-Time Employment Cost = \$5,415.00

Jet Truck Fee Minus Rental = +\$703.73

Pump Fee Minus Employment Cost = +\$11,090.89

FUEL PRICES

| 9/8/17 | Tullahoma | Shelbyville | Winchester | McMinnville | Maury County | Murfreesboro |
|----------|---------------|-------------|------------|-------------|--------------|--------------|
| AVGAS SS | \$3.99 | | \$3.79 | | \$4.12 | \$4.38 |

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|-------------|---------------|--------|--------|--------|--------|--------|
| AVGAS FS | \$4.24 | \$4.25 | \$3.79 | \$3.81 | \$4.33 | \$4.68 |
| Jet | \$3.80 | \$4.20 | \$3.80 | \$3.47 | \$3.66 | \$3.59 |

Average AVGAS price - \$4.59 Average Jet price - \$4.21

AIRPORT FUEL SALES

| DATE | FUEL SOLD (gallons) |
|---------------------|--------------------------------|
| October 2017 | 24,644.62 |
| October 2016 | 26,660.65 |
| October 2015 | 33,705.25 |
| October 2014 | 24,268.58 |
| October 2013 | 15,123.97 |
| October 2012 | 19,203.13 |
| October 2011 | 15,677.15 |
| October 2010 | 11,958.5 |

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems.

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. **The new system was installed on 10/27/17. The AT&T landline and RSINet subscription for the old AWOS system have been canceled saving the Airport \$210.00 per month.**

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

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for October 2017.

REILS AND PAPI – No problems or outages for October 2017.

HANGAR RENT/INSURANCE

OVERDUE RENT –

| | | |
|-------------------------|-------------------|------------------|
| Vandy LifeFlight | \$2,500.00 | Paid |
| Dr. Freeman | \$387.82 | Contacted |
| Tucker | \$379.50 | Contacted |
| Sorrells | \$125.90 | Contacted |
| Heinemman | \$6.90 | |

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| | | |
|-----------------|-----------------|-------------|
| McClure | \$9.65 | |
| L. Meuer | \$22.82 | |
| Richison | \$320.21 | Paid |
| Reynolds | \$148.01 | Paid |
| Moore | \$85.77 | Paid |
| Packard | \$26.06 | Paid |
| Porter | \$43.00 | Paid |

FYI – UTSI has signed a 5-year extension on their Lease agreement.

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

***AIRPORT MARKETING/PRESENTATIONS –
SUGGESTION BOX*** – No suggestions as of 11/8/17.

6. Old Business:

7. New Business:

A. New Lease Agreement – Mike Leigh purchased hangar S119 from Bob Tensfield. **A motion was made and approved** to enter into a new Lease agreement with Mike Leigh on hangar S119.

B. Bank Signature Card – **A motion was made and approved** to remove Sam Crimm and Steve Worsham from the American City bank signature card and add Jason Waller and Paul Sirks.

C. Other New Business – None.

8. Aldermen Knowis Comments – Alderman Knowis was not present for the meeting.

9. Meeting was adjourned at 5:33 pm.

Submitted on 11/16/2017

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting

Tulahoma Municipal Airport Authority Meeting Minutes

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