

February 13, 2018



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
February 13, 2018**

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 January 9, 2018 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Jason Waller reviewed the December financial statements. Alderman Knowis will talk to Sue Wilson about the delay from the Bank in receiving Airport bank statements.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – Terminal building hours will change to 8:00 am to 6:00 pm when the time changes on 3/11/18.

North Hangar – Skydivers are working on an estimate for hangar repairs. These are repair items and the Board should consider rent credit for the work. The items to be included are door repair and replacement of carpet damaged from water leaks. A motion was made and approved to offer a rent credit of up to \$1,400.00 for the cost of repairs.

Airport Staff – Jimmy Chapman has returned to work on limited duty. Bryan Larson's full time status was approved at the 2/12/18 BOMA meeting.

Budget Meeting – The BOMA/TAA budget meeting will be held on 4/9/18 at 5:30 pm.

Coffee County Appropriation Request – The appropriation request is ready for Board member review and approval.

Airport Conference – It is scheduled for April 18 to 20 at the Sevierville Convention Center. Please let me know if you are interested in attending.

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

February 13, 2018

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 started work on 10/2/17. Work is about 95% complete. We just need power for the gates. **Work is complete, we are scheduling the final inspection with PDC.**

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. **Jon Glass is working on reimbursements for the 1st half of FY 18.**

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. **It will be about 2 years before roof needs to be repaired or other options are identified.**

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 –

February 13, 2018

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

Taxiway B –

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.

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. **The executed grant was received on 12/1/17. We will have a scoping meeting for this project during the final inspection of fencing project.**

Turf Runway –

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 should be ready by July 1. The grant has been executed by the City and ECD. The bids will be opened at 11:00 am on 1/11/18 at City Hall. **Curl Construction is the apparent low bidder at \$262,286.68, the highest bid was \$907,196.00. BOMA voted to accept the**

Curl Construction bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18.

Airport Inspection – TAD will do our inspection the week of November 13. **We have 2 areas that need tree removal on runway 9 and the turf runway 18.**

FUEL SALES

Fuel sales for the month of January 2018 were 6,959.69 gallons. This is a 4,068.92 gallon decrease in the 11,028.61 gallons sold in January of 2017. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/18 to 1/31/18 = 6,959.69

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

January 2018	AVGAS	AVGAS SS	Total
Gallons	754.7	1,016.89	1,771.59
Flow Fee	\$75.47	\$101.68	\$177.15
Pump Fee	\$377.35	\$254.22	\$631.57

January 2018	Jet Full Price	Jet Discount	Total
Gallons	875	4,313.1	5,188.1
Flow Fee	\$87.50	\$431.31	\$518.81
Truck Fee	\$87.50	\$431.31	\$518.81
Pump Fee	\$875.00	\$3,455.86	\$4,330.86

Total AVGAS & Jet Gallons = 6,959.69

Total Flow Fee = \$695.96

Total Jet Truck Fee = \$518.81

Total Pump Fee = \$4,962.43

Total Part-Time Employment Cost = \$2,430.00

Jet Truck Fee Minus Rental = -\$331.19

Pump Fee Minus Employment Cost = +\$2,532.43

FUEL PRICES

2/6/18	Tulahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.09		\$3.95		\$4.12	\$4.64
AVGAS FS	\$4.34	\$4.15	\$3.95	\$4.14	\$4.33	\$4.84

February 13, 2018

Jet	\$3.99	\$3.98	\$3.93	\$3.81	\$3.66	\$3.95
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Average AVGAS price - \$4.67 Average Jet price - \$4.31

AIRPORT FUEL SALES

<i>DATE</i>	<i>FUEL SOLD (gallons)</i>
<i>January 2018</i>	<i>6,959.69</i>
<i>January 2017</i>	11,028.61
<i>January 2016</i>	9,941.11
<i>January 2015</i>	9,910.45
<i>January 2014</i>	6,955.13
<i>January 2013</i>	6,204.37
<i>January 2012</i>	5,084.73
<i>January 2011</i>	3,448.9
<i>January 2010</i>	3,327.5

ANNUAL FUEL SALES (Gallons)

2017	192,043.95
2016	219,458.44
2015	206,683.02
2014	179,611.14
2013	118,597.24
2012	146,293.66
2011 * TAA took over fuel sales on 5/11/11	117,223.75
2010	97,983.8
2009	94,408.7
2008	113,262.8
2007	107,196.8

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems.

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

AWOS – No problems or outages for January 2018.

Veeder Root Fuel System – No problems or outages for January 2018.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2018.

REILS AND PAPI – No problems or outages for January 2018.

February 13, 2018

HANGAR RENT/INSURANCE

OVERDUE RENT -

Tucker	\$379.50	Written off
Allison	\$26.31	Paid
Borghorst	\$66.00	
Burt	\$21.32	Paid
Cline	\$2.10	Paid
Coonan	\$115.77	Paid
Dr. Freeman	\$45.05	
Heinemman	\$6.90	
Horst	\$54.82	
McClure	\$1.53	Paid
L Meuer	\$24.40	
Momentum	\$343.74	Paid
Moore	\$96.03	Paid
Patterson	\$166.87	Paid
Raby	\$30.00	Paid
Richison	\$81.35	
Sorrels	\$505.40	Mistake - Williamson paying
Struckmeyer	\$45.05	Paid
Woodard	\$31.88	Paid
XP	\$1379.87	Paid

EXPIRED INSURANCE CERTIFICATE - None

OTHER - Nothing

AIRPORT MARKETING/PRESENTATIONS -

SUGGESTION BOX - No suggestions as of 12/6/17.

6. Old Business:

7. New Business:

A. Employment Matter – Jon Glass briefed Board members on the funding options for a new full time position for the remainder of the current fiscal year.

B. Aircraft Charter Company – Jon Glass briefed Board members on a Charter company that would be at the Airport in March for an Airport visit.

C. Other New Business – Jason Waller will review the guidelines of the Aeronautics Division Economic Development fund for a new hangar for TN Skydiving.

8. Aldermen Knowis Comments – Alderman Knowis reported that he would not be able to attend the April 9 BOMA budget meeting but would meet with Jason Waller and Jon Glass prior to that and discuss the budget.

9. Meeting was adjourned at 5:51 pm.

Submitted on 2/16/2018

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting