

January 9, 2018



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
January 9, 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 December 12, 2017 meeting were approved** with the following change. A grammar mistake was corrected on page 4.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Jason Waller reported that financial statements were not provided by the bank prior to the meeting.

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – Terminal building hours changed to 8:00 am to 5:00 pm with the time change on 11/5/17.

Airport Staff – Jimmy Chapman is unable to return to work until at least January 26 and Kyle Nunley and Morgan Roe resigned and accepted a full time jobs. The Board recommended that Jon Glass talk to Casta Brice about a raise for a current part-time employee or moving that person to full-time status.

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 Tulahoma 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

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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. This work is scheduled to be completed the week of 1/8/18. A motion was made and approved to approve payment of \$45,422.50 to Curl Construction.

North Hangar Door – Jon Glass will obtain estimates to repair the door that is very difficult to close and open.

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. **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 – 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

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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.

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. Removal of the X on the taxiway will be completed on 12/9/17.

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 – 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

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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 complete the punch list items of planting grass seed, silt fence and temporary rock check dams removal the week of 11/13/17. **This work has been completed.**

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.**

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 December 2017 were 12,095.04 gallons. This is a 276.4 gallon decrease in the 12,371.44 gallons sold in December 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 12/31/17 = 192,043.95

Fuel Sales 1/1/16 to 12/31/16 = 219,458.44

December 2017	AVGAS	AVGAS SS	Total
Gallons	1,926.96	1,155.68	3,082.64
Flow Fee	\$192.69	\$115.56	\$308.25

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Pump Fee	\$963.48	\$288.92	\$1,252.40
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December 2017	Jet Full Price	Jet Discount	Total
Gallons	899	8,113.4	9012.4
Flow Fee	\$89.90	\$811.34	\$901.24
Truck Fee	\$89.90	\$811.34	\$901.24
Pump Fee	\$899.00	\$5,692.34	\$6,591.34

Total AVGAS & Jet Gallons = 12,095.04
 Total Flow Fee = \$1,209.49
 Total Jet Truck Fee = \$901.24
 Total Pump Fee = \$7,843.74
 Total Part-Time Employment Cost = \$3,647.00
Jet Truck Fee Minus Rental = +\$51.24
Pump Fee Minus Employment Cost = +\$4,196.74

FUEL PRICES

1/2/18	Tulahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.09		\$3.79		\$4.12	\$4.48
AVGAS FS	\$4.34	\$4.15	\$3.79	\$3.80	\$4.33	\$4.68
Jet	\$3.80	\$4.00	\$3.83	\$3.62	\$3.66	\$3.75

Average AVGAS price - \$4.59 Average Jet price - \$4.23

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
December 2017	12,095.04
December 2016	12,371.44
December 2015	11,981.24
December 2014	9,302.91
December 2013	6,948.67
December 2012	7,009.64
December 2011	8,934.09
December 2010	3,978.9

ANNUAL FUEL SALES (Gallons)

2017	192,043.95
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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 December 2017.

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

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

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

HANGAR RENT/INSURANCE

OVERDUE RENT –

Tucker	\$379.50	New Business item *
Sorrells	\$125.90	Contacted
Heinemman	\$6.90	
McClure	\$9.65	Paid
L. Meuer	\$22.82	

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

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

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6. Old Business:

7. New Business:

A. Hangar Payment Write Off – A motion was made and approved to write off the \$379.50 balance owed by Dr. Tucker. If his airplane returns to the community hangar he will have to provide a credit card on file for hangar payments.

B. Hangar N316 Sale to Stan McNabb – Kathleen McClure reported that She sold her hangar to Stan McNabb. **A motion was made and approved** to enter into a new lease agreement with Stan McNabb for hangar N316.

C. Other New Business – None.

8. Aldermen Knowis Comments – Alderman Knowis reported that he was running for reelection in the August 2018 Municipal elections.

9. Meeting was adjourned at 5:46 pm.

Submitted on 1/12/2018

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting