

April 10, 2018



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
April 10, 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
- 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 March 13, 2018 meeting were approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Jason Waller reviewed the March financial statements.
- 5. Jon Glass presented the Airport Manager report:**

April 10, 2018

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. We will make adjustments to this depending on weather and traffic for a few weeks until we get some new employees.

Airport Staff – The full time position has not been filled. Part time workers Cyndy Duke, Braxdon Potts, James Wagon and Sarah Smithson will start on 4/9/18.

Budget Meeting – The BOMA/TAA budget meeting was held on 4/9/18 at 5:30 pm. Dr. Daniel reported that the meeting went extremely well.

Airport Conference – It is scheduled for April 18 to 20 at the Sevierville Convention Center.

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 – The final inspection was completed on 3/8/18. The final construction bill of \$21,746.75 has been paid to Curl Construction.

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. We received reimbursements of \$5,015.62 for July 1 to December 31 That leaves a balance of \$14,784.38 on the contract until 6/30/18.

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

April 10, 2018

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 –

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. The scoping meeting is being scheduled for the week of March 19. **Rinks and Associates has started work on the design phase of the hangar.**

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.

April 10, 2018

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 will vote to accept or reject the bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18. **The start date has moved back a few weeks because of weather.**

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. **We removed the trees on 18/36 and 9/27 turf runway. TAD will come back and see if we got the right trees on runway 9/27.**

FUEL SALES

Fuel sales for the month of March 2018 were 12,964.57 gallons. This is a 533.74 gallon decrease in the 13,498.31 gallons sold in March 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 3/31/18 = 29,591.52

Fuel Sales 1/1/17 to 3/31/17 = 33,493.12

| March 2018 | AVGAS | AVGAS SS | Total |
|------------|------------|----------|------------|
| Gallons | 2,194.14 | 1,355.33 | 3,549.47 |
| Flow Fee | \$219.41 | \$135.53 | \$354.94 |
| Pump Fee | \$1,097.07 | \$338.83 | \$1,435.90 |

| March 2018 | Jet Full | Jet Discount | Total |
|------------|----------|--------------|-------|
|------------|----------|--------------|-------|

Tullahoma Municipal Airport Authority Meeting Minutes

April 10, 2018

| | Price | | |
|------------------|--------------|------------|-------------------|
| Gallons | 1,859 | 7,556.1 | 9,415.1 |
| Flow Fee | \$185.90 | \$755.61 | \$941.51 |
| Truck Fee | \$185.90 | \$755.61 | \$941.51 |
| Pump Fee | \$1,859.00 | \$5,758.55 | \$7,617.55 |

Total AVGAS & Jet Gallons = 12,964.57
 Total Flow Fee = \$1,296.45
 Total Jet Truck Fee = \$941.51
 Total Pump Fee = \$9,053.45
 Total Part-Time Employment Cost = \$1,587.50
Jet Truck Fee Minus Rental = +\$91.51
Pump Fee Minus Employment Cost = +\$7,465.95

FUEL PRICES

| 4/3/18 | Tullahoma | Shelbyville | Winchester | McMinnville | Maury County | Murfreesboro |
|---------------|---------------|-------------|------------|-------------|--------------|--------------|
| AVGAS SS | \$4.02 | | \$3.98 | | \$4.12 | \$4.48 |
| AVGAS FS | \$4.27 | \$4.35 | \$3.98 | \$4.19 | \$4.33 | \$4.68 |
| Jet | \$3.90 | \$3.98 | \$3.89 | \$3.79 | \$3.66 | \$3.85 |

Average AVGAS price - \$4.70 Average Jet price - \$4.27

AIRPORT FUEL SALES

| DATE | FUEL SOLD (gallons) |
|-------------------|----------------------------|
| March 2018 | 12,964.57 |
| March 2017 | 13,498.31 |
| March 2016 | 13,776.79 |
| March 2015 | 16,981.17 |
| March 2014 | 18,246.33 |
| March 2013 | 5,790.57 |
| March 2012 | 11,512.94 |
| March 2011 | 4,943.4 |
| March 2010 | 8,422.8 |

ANNUAL FUEL SALES (Gallons)

| | |
|-------------|-------------------|
| 2017 | 192,043.95 |
| 2016 | 219,458.44 |
| 2015 | 206,683.02 |
| 2014 | 179,611.14 |

April 10, 2018

| | |
|---|-------------------|
| 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 March 2018.

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

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

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

HANGAR RENT/INSURANCE

OVERDUE RENT –

| | | Paid |
|--------------------|----------------|-------------|
| Borghorst | \$66.00 | |
| Dr. Freeman | \$45.05 | |
| Heinemman | \$6.90 | |
| L Meuer | \$24.40 | |
| Richison | \$81.35 | |
| | | |
| | | |
| | | |

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

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

6. Old Business:

7. New Business:

April 10, 2018

A. Self-Serve Fuel Upgrade – Jon Glass presented info on a new upgrade for the self-serve fuel system. The current system runs on dial up internet service and it is hard to read the panel in the sunlight. The system upgrade cost \$13,000 and is eligible for 50% reimbursement on the maintenance contract. **A motion was made and approved** to advertise for bids on an upgraded self-serve fuel system.

B. Other New Business – No other New Business.

8. Aldermen Knowis Comments – Alderman Knowis apologized for missing the budget meeting last night at City Hall. He reported that the City supports the Airport and the Airport Authority.

9. Meeting was adjourned at 5:28 pm.

Submitted on 4/13/2018

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting