

October 9, 2019



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
October 8, 2019**

Members Present

- Paul Sirks, Chairman
- Karla Smith, Vice Chairman
- Jennifer Benetti-Longhini, Secretary (via telephone)
- Dr. Don Daniel, Treasurer
- Mike Rutherford, Assistant Treasurer
- Dr. Jim George, Assistant Secretary
- Jason Waller

Other Persons Present

- Jon Glass, Airport Manager
- Alderman Ray Knowis (via telephone)
- Tullahoma News

Regular Meeting Minutes

Visitors: Charles Parish (Beechcraft Heritage Museum).

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.** Paul Sirks reviewed the citizen participation form along with the code of ethics that all Board members signed when applying to become a Board member. He recognized Jon Glass, Jimmy Chapman and Cyndi Duke for being named City of Tullahoma employees of the month. They will be recognized at the October 14, 2019 BOMA meeting.
- 2. Minutes for the September 17, 2019 meeting were reviewed and approved** with 2 minor corrections.

October 9, 2019

3. **Public comments** – No comments.
4. **Treasurer’s report** – Financial statements were not ready prior to the Board meeting.
5. **Jon Glass presented the Airport Manager report:**

CURRENT PROJECTS

Airport Terminal Building – A glass pane shattered sometime between Saturday the 5th and Sunday morning at the East side entrance. Estimates to replace the glass are being obtained from Satisfaction Windows and A&R Glass.

Board Member Contact List – Contact information and term expirations is attached for Board member review.

FY 2019 Audit – Audit forms will be ready for Board members to complete at the Board meeting. **TDOT completed an audit of 4 current Airport grants and had no findings.**

Vandy LifeFlight Hangar – We have done some minor repair work on roof leaks that seem to be helping. Patrick Rinks inspected the roof and did not report any major problems to the roof itself but it does need more downspouts. During heavy rainfalls water is collecting on the east and west side of roof. He also noted that the roof fasteners are rusting and will need to be replaced in a few years. **We are looking at replacing exterior light fixtures with LED due to cost of renting a lift to replace burned out light bulbs. We completed an emergency repair project on the hangar door on 9/27/19. Both door motors were replaced for \$3,850.00.**

Runway Concrete Repair Demo – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD reps will be here to observe and I will notify Board members prior to the work being done. Instead of 4 repair patches for free they have offered to come here and work for a full day for \$2,500 to \$3,000. I recommend we approve this proposal as this could be a very cost effective concrete repair for runway 18/36. They are located in west TN so I think this is a fair proposal. We had 2 dates scheduled in December and got rained out. The next window is January 9 to 11. The work is complete and we will monitor the patches over the next 12 months. I think this will be a viable option to repair runway 18/36 at a fraction of the cost of other repair methods. **10/8/19 No Change**

ODAL’s Flight Check – FAA did a flight check on 10/25/18 and we failed due to trees at the first light. Curl Construction will remove the trees for \$125.00 per hour. We believe it will

October 9, 2019

take 3 to 4 hours to complete the work. The area is too wet for any heavy equipment. They have a crew with chainsaws that completed the work on 12/7/18 and FAA has been notified. If we do not pass next flight check will have to wait until June or July when we can get some heavy equipment to take down more trees. Flight check is scheduled for 3/13/19. FAA has not advised on the results of flight check. **10/8/19 No Change**

Taxiway A and South Ramp Drainage – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work authorization should be ready for our approval on 2/12/19. Survey work is scheduled to be completed the week of 3/11/19. The following schedule will apply to this project and the pavement maintenance project. Engineer work completed July 3, bid advertisement July 7, bid opening and award July 30, construction begins August 12 and ends September 7. The design work is scheduled to be completed 6/21/19. The pre-bid meeting was on 9/10/19. Bids were opened on 9/17/19 with the following results:

Curl Construction - \$82,120.00
Lori Neal and Associates - \$102,550.00
Prince Utility - \$102,630.00
GBR Construction - \$121,062.50

A motion was made and approved to accept the Curl Construction bid. The contract books are ready for signature and the pre-construction meeting is being scheduled. Curl Construction would like to start work the week of October 14.

Pavement Maintenance Project – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. The 90% design meeting is scheduled for the week of June 17th. **Bids were opened on 8/7/19 with the following results:**

American Stripers, LLC. - \$45,344.64
Remac, Inc. - \$73,663.50
Barton Construction \$93,807.00

American Stripers, LLC. completed the work on time and did an excellent job. **A motion was made and approved to make a payment of \$45,344.64 to American Stripers.**

TAD Grants – They have a new policy where work can begin on a grant after staff or TAC approval instead of waiting for the Commissioner to sign the grant 2 to 3 months later. This can help us with the drainage and pavement repair grants that were delayed because of the 9/27 tree issue. This decision could be reversed when the new TDOT Commissioner is appointed in January by the new Governor. **10/8/19 No Change**

Airport CIP List

These are the projects that have been ranked by the Board for priority over the next 4 years:

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).
3. North Taxiway Overlay (\$275,000).
4. Runway 6/24 crack repair and seal coat (\$375,000).

Jon Glass will attend the annual CIP meeting at Smyrna Airport on 10/17/19.

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. **The terminal building parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant.**

Coffee County Appropriation – I have requested the money approved by the Coffee County Commission approved for FY 19 and it should arrive by 2/15/19. Last year we received \$15,000.00. Mayor Cordell advised Jon Glass that our \$15,000 request for FY20 had been approved. **10/8/19 No Change**

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 or late 2019 before roof needs to be repaired or other options are identified.

10/8/19 No Change

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. The motor has failed and spare parts are not available. A company in Shelbyville is providing an estimate to rebuild the motor. Baker's Electric has submitted a bid of \$3,735.00 to repair and rebuild the beacon motor. I will have two more bids prior to the meeting. The work is complete and Baker's Electric has been paid. **10/8/19 No Change**

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

October 9, 2019

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 2019. **10/8/19 No Change**

Taxiway A – 16-555-0754-04 has been closed and a \$1.12 local share refund has been requested since the project was completed under budget. **10/8/19 No Change**

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

16-555-0793-04 has been closed and a \$1,285.78 local share refund has been requested since the project was completed under budget. **10/18/19 No Change**

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. Advertisement for bids will be in the 8/12/18 edition of the Tullahoma News. The pre-bid meeting will be 8/30/18 and bids will be opened on 9/13/18. The site plan was approved at the 9/17/18 Planning Commission meeting. Bid results, letter of recommendation from Rinks & Associates and financing plan is attached for your review. Sue Wilson is getting the UDAG loan approved and the amendment for the grant has been submitted. The building permit and FAA Buy America letter has been submitted. Richland started work on the hangar on 10/30/18. The grant amendment for \$72,187.00 was approved by TAD. The UDAG loan will be completed on 11/16/18. The footers have been poured and the concrete pad is next when it gets a little warmer. The concrete pad has been poured and the Contractors time will stop until the building is delivered. We anticipate the building will arrive about March 4th and take 6 weeks to construct. We set aside \$50,000 in TAA funding for undercut based on the avionics hangar and only \$625.00 was used for undercut on the new hangar saving \$49,375.00. There were 2 items we did not plan for with concrete duct needed for \$886.00 and QC testing that use to be provided by the Contractor. This is a new building code rule that is a good one and requires us to hire an independent party for testing we were just not aware of it. This cost is \$6,281.25 but we hope some of it can be offset by reduced Engineering fees. Since the undercut came in much better than estimated I propose that we add electronic openers to the 24 foot doors at a cost of \$20,937.00. We can save about \$5,000 by adding the openers now while the building is being made as opposed to after it is

October 9, 2019

completed. New arrival date for the building is 3/25/19. The hangar is scheduled to be completed prior to June 15. The substantial completion inspection will be done on June 17. The aircraft can move into the hangar when the City issues the Certificate of Occupancy. **The final inspection has been completed and the Certificate of Occupancy has been received. The final grant payment has been made and we will determine the final amount owed to the Contractor.**

Turf Runway – 16-555-0794-04 has been closed and a \$450.10 local share refund has been requested since the project was completed under budget. 16-555-0786 has been closed and a \$55.00 local share refund has been requested since the project was completed under budget. **10/18/19 No Change**

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. **Applied Research Associates will be here 10/9/19 to check runway 6/24.**

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. Curl Construction is nearing completion on the tree clearing and will leave a buffer of trees regarding the XP Services concerns. The subcontractor that is supposed to grind the trees left the Airport. Curl has tried to burn the trees but that led to complaints from XP Services. Their time has been stopped and we will try to wait for the subcontractor to return. Alex Richman with the Motlow family will look at them 10/12/18 and see if they have any interest in the timber. The trees have been disposed of and final cleanup is all that is left to be completed. Conditions are to wet for clean up right now. Curl Construction should complete the clean up work the week of 4/8/19. The final inspection is complete. The final item is to remove the silt fence. They gave us the go ahead to start mowing the area. **10/18/19 No Change**

October 9, 2019

Airport Inspection – I have requested TAD to complete the Airport inspection earlier this year so any issues can be corrected prior to the AOPA Fly-In. They did the inspection on 6/4/19 and I should have the report in a week. We had no section 1 violations and received our Airport license. **10/18/19 No Change**

Construction Lease – Greg Curl and Ronnie Randall are requesting permission to enter into a 2 year construction lease on North taxiway 312.

FUEL SALES

Fuel sales for the month of September 2019 were 33,825.03 gallons. This is a 13,361.39 gallon increase in the 20,463.64 gallons sold in September of 2018. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. **This was our best month ever for fuel sales by 26 gallons.**

AOPA Fly-In – 600 Aircraft, 12,900 gallons of fuel and 9,400 people.

Fuel Sales 1/1/19 to 9/30/19 = 194,022.11

Fuel Sales 1/1/18 to 9/30/18 = 161,073.28

September 2019	AVGAS	AVGAS SS	Total
Gallons	10,842.81	2,914.82	13,757.63
Flow Fee	\$1,084.28	\$291.48	\$1,375.76
Pump Fee	\$5,421.40	\$728.70	\$6,150.10

September 2019	Jet Full Price	Jet Discount	Total
Gallons	2,469.0	17,598.4	20,067.4
Flow Fee	\$246.90	\$1,759.84	\$2,006.74
Truck Fee	\$246.90	\$1,759.84	\$2,006.74
Pump Fee	\$2,469.00	\$11,083.84	\$13,552.84

Total AVGAS & Jet Gallons = 33,825.03

Total Flow Fee = \$3,382.50

Total Jet Truck Fee = \$2,006.74

Total Pump Fee = \$19,702.94

Total Part-Time Employment Cost = \$5,619.00

Jet Truck Fee Minus Rental = +\$1,156.74

Pump Fee Minus Employment Cost = +\$14,083.94

FUEL PRICES

10/1/19	Tullahoma	Shelbyville	Winchester	McMinnville	Maury	Murfreesboro
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Tulahoma Municipal Airport Authority Meeting Minutes

October 9, 2019

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AVGAS SS	\$3.99	\$4.25	\$3.88		\$4.74	\$4.54
AVGAS FS	\$4.24	\$4.45	\$3.88	\$3.89	\$4.95	\$4.74
Jet	\$3.95	\$3.95	\$3.95	\$3.59	\$4.27	\$3.90

Airports within 50 miles of Tullahoma

Average AVGAS price - \$4.84 Average Jet price - \$4.37

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
September 2019	33,825.03
September 2018	20,463.64
September 2017	17,936.07
September 2016	15,907.68
September 2015	20,090.42
September 2014	15,812.99
September 2013	10,926.97
September 2012	12,657.91
September 2011	11,075.56

ANNUAL FUEL SALES (Gallons)

2018	234,691.04
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 or outages for September 2019.

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

October 9, 2019

AWOS – No problems or outages for September 2019.

Veeder Root Fuel System – No problems or outages for September 2019.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for September 2019.

REILS AND PAPI – No problems or outages for September 2019.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

6. Old Business:

- A. AOPA Fly-In** – Dr. Daniel reviewed the revenue and expenses for the privately funded Air Show during the AOPA Fly-In. He thanked all the people that made donations for the Air Show.
- B. TN Skydiving** – Paul Sirks reported that 2 minor revisions were made to the Lease. The proposed Lease will be sent to Board members and TN Skydiving for comments until 11/5/19 and be on the agenda to be voted on during the 11/12/19 Board meeting.

7. New Business:

- A. Curl and Randall Lease** – **A motion was made and approved** to enter into a 2 - year construction lease with Greg Curl and Ronnie Randall for North Taxiway 312. The late fee for October will be waived.
- B. Beech Party Update** – Charles Parish reported that this year would be the 43rd year for the Beech Party. They have 150 aircraft and 600 people registered for the event.

October 9, 2019

He thanked TN Skydiving for volunteering to go to Winchester Airport during the Beech Party.

C. Other New Business – A motion was made and approved to hold Officer elections in March of 2020 and every March after that. Paul Sirks will talk to Jeremy Bell about the By-laws listing Wednesday in March for Officer elections.

8. Aldermen Knowis Comments – No comments.

9. Meeting was adjourned at 6:01 pm.

Submitted on 10/10/2019

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting