

February 11, 2020



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
February 11, 2020**

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
- 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 14, 2019 meeting were reviewed and approved** as written.
- 3. Public comments** – No comments.
- 4. Treasurer’s report** – Dr. Daniel reviewed the budget expenses and revenues. He reported that the Coffee County budget request was due by March 6, 2020.

February 11, 2020

5. Jon Glass presented the Airport Manager report:

CURRENT PROJECTS

Terminal Building – The City IT department is looking at replacing all computers in the terminal building.

Personnel – Employee evaluations are due for Jon Glass, Jimmy Chapman and Cyndi Duke by the end of February.

Courtesy Car – We have an opportunity to get a 2011 Dodge Nitro from the Police Department for \$2,500 that is being surplused. The car has 65,000 miles and new tires were installed at 58,000 miles. We received \$1,400 from vehicles surplused earlier this year to help offset cost. Our current Dodge Durango has 165,000 miles on it and needs a new front end for \$1,500. **Public Works is removing the Police equipment from the 2011 Dodge Nitro. A Motion was made and approved to surplus the 1999 Dodge Durango. I believe we will receive about \$1,000 for it on govdeals.com.**

TN Airports Conference – The Conference will be held March 16 to 18 at the Embassy Suites in Murfreesboro. Please let me know by 2/24/20 if you plan on attending.

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. **City of Tulahoma and Airport audit should be available soon for review.**

BOMA Budget Meeting – We are scheduled to meet with BOMA after their April 13 Board meeting.

XP Hangar Construction – XP Services has requested the Airport to build two 10,000 square foot hangars and lease them to XP. **The \$900,000 grant request to the Aeronautics Division Economic fund was approved at \$452,843.00. The City is looking at other sources to fund the remaining \$447,157. The plan is to build one hangar this year and one hangar next year which XP Services agreed with.**

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 and bid results will be available for the 9/17/19 Board meeting. Curl Construction is about

February 11, 2020

95% complete with the work. We expanded the scope of work and cost on the south ramp but it will still be under the grant amount. Curl has also worked with 2 hangar owners to improve drainage around their hangars. The ramp area and taxiway should drain much better after work is completed. Work is complete on the ramp and Taxiway A. Curl Construction has not submitted any bills yet. **The final construction bill has been submitted to Curl Construction. Drainage on the South ramp did not work well during the last rainfall. Will have them check the area during the next rainfall.**

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

The final payment of \$45,344.64 has been made to American Stripers.

USDA Loan Request – We should get a reply soon on the USDA loan Jon Glass requested several months ago. It is a 15% grant and 85% 40 - year loan at 3 or 3.5% interest rate. The request was for \$400,000 for Runway 18/36 concrete repair and \$800,000 for a new 10,000 square foot hangar. 12/10/19 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 attended the annual CIP meeting at Smyrna Airport on 10/17/19. The runway 18/36 concrete repair will not be funded by TAD and should be done on USDA loan if approved. The runway 6/24 crack repair and seal coat will most likely be completed by TAD at no cost to the Airport next year. The following items should be included:

1. **New Airfield Electrical vault or VOR building (\$150,000).**
2. **Drainage repairs – Undetrmined (\$125,000).**
3. **Ramp/Taxiway Concrete Repair (\$500,000).**

The updated CIP list has been submitted to the Aeronautics Division.

Runway 6/24 Seal Coat and Crack Repair – Aeronautics Division advised Jon Glass that we did make the list for this work to be completed this year at no cost to the Airport.

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. **Invoices and canceled checks will be submitted the week of 2/10/20.**

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. **The \$15,000 appropriation from the County Commission has been received.**

FUEL SALES

Fuel sales for the month of January 2020 were 11,551.65 gallons. This is a 6,034.25 gallon decrease in the 17,585.90 gallons sold in January of 2019. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Both AVGAS and Jet fuel prices have dropped since we purchased fuel.

Fuel Sales 1/1/20 to 1/31/20 = 11,551.65

Fuel Sales 1/1/19 to 1/31/19 = 17,585.90

January 2020	AVGAS	AVGAS SS	Total
Gallons	1,549.2	1,081.95	2,631.15
Flow Fee	\$154.92	\$108.19	\$263.11
Pump Fee	\$774.60	\$270.48	\$1,045.08

Tullahoma Municipal Airport Authority Meeting Minutes

February 11, 2020

January 2020	Jet Full Price	Jet Discount	Total
Gallons	1,862	7,058.5	8,920.5
Flow Fee	\$186.20	\$705.85	\$892.05
Truck Fee	\$186.20	\$705.85	\$892.05
Pump Fee	\$1,862.00	\$4,130.57	\$5,992.57

Total AVGAS & Jet Gallons = 11,551.65

Total Flow Fee = \$1,155.16

Total Jet Truck Fee = \$892.05

Total Pump Fee = \$7,037.65

Total Part-Time Employment Cost = \$3,241.50

Jet Truck Fee Minus Rental = +\$42.05

Pump Fee Minus Employment Cost = +\$3,796.15

FUEL PRICES

2/6/20	Tullahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.15	\$4.30	\$3.90		\$4.44	\$4.54
AVGAS FS	\$4.40	\$4.50	\$3.90	\$4.01	\$4.65	\$4.74
Jet	\$4.05	\$3.95	\$3.86	\$3.74	\$4.18	\$3.85

Airports within 50 miles of Tullahoma

Average AVGAS price - \$4.82 Average Jet price - \$4.36

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
January 2020	11,551.65
January 2019	17,585.90
January 2018	6,959.69
January 2017	11,028.61
January 2016	9,941.11
January 2015	9,910.45
January 2014	6,955.13
January 2013	6,204.37
January 2012	5,084.73

February 11, 2020

ANNUAL FUEL SALES (Gallons)

2019	255,545.34
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 January 2020.

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

AWOS – No problems or outages for January 2020.

Veeder Root Fuel System – No problems or outages for January 2020.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2020.

REILS AND PAPI – No problems or outages for January 2020.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – Nothing

AIRPORT MARKETING/PRESENTATIONS –

6. Old Business:

- A. Paragliders** – Paul Sirks reported that the paragliders were developing a Guideline for Operating Powered Paragliders for operations at the airport. When completed it will be socialized with other Airport tenants including the Residential Airpark. Airport staff will mow and maintain an area for the paragliders to take off and land.

7. New Business:

February 11, 2020

A. Harton Family Partners/WWII Hangar – The work session for this agenda item has been rescheduled for 3/10/20 at 4:30 pm prior to the March Board meeting.

B. Other New Business – Jon Glass asked Karla Smith or Jennifer Benetti-Longhini to consider volunteering to be the event coordinator for the Women’s Air Race Classic stop at the Airport this summer.

- Paul Sirks reported that the first Airport newsletter went out this month. Alderman Knowis will be added to the email list for it.

8. Aldermen Knowis Comments – Alderman Knowis reported that the Board of Mayor and Alderman reappointed Dr. Daniel to a 2nd five-year term on the Airport Authority. He advised that Mayor Curlee announced that he would not be seeking reelection this year and Alderman Knowis had submitted paperwork to run for Mayor.

9. Meeting was adjourned at 5:29 pm.

Submitted on 2/14/2020

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting