



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Tullahoma Airport Authority
Meeting Minutes 4/21/05

Members Present: Phillip Patterson, John Miller, Buddy Chellstorp, Roy Smith and Ralph Kimberlin (7:00 pm).

Members Absent: None

Visitors: Jon Glass, Teresa Patterson, Russ Groff, Frank Passarello, Doug Kincell, Mr. Kincell, Tom Perkins, Jimmy Chapman, Al East, Michael Luckado, Andy Moore, John Stubbs, Rita Bauer, Mike Loehle, Andy Martin, Olivia Smith and Cary Quattrocchi.

1. Meeting called to order at 6:00 pm.
2. Minutes of 3/8/05 were approved.
3. Jimmy Chapman presented the FBO report. He reported the monthly activities and payments (Attached). Jimmy Chapman reported that Vanderbilt purchased 871 gallons of fuel in March and advised the NDB was out of service and Don Hall had been notified. Frank Passarello advised that he spoke with FAA and they will investigate making changes to the SDF and NDB approaches.
4. Dr. Patterson presented the Treasurer's report (Attached). Dr. Patterson and Jon Glass are working on budget format change that will be submitted to City. Dr. Patterson reported that 100% of lease payments have been collected from 2000-2004 and 48% of payments for 2005 have been collected through 1/4th of the year. The Traders Bank account for LifeFlight project has earned \$432.00 in interest after 1 month. Dr. Patterson reported that THA, Inc. made no lease payments when 2 commercial lots were reserved for the Company in 2003. John Miller reported that THA, Inc never signed a lease nor was asked to pay rent for a reservation. If that was Airport policy at the time, then send a bill and they would pay it.
5. Jon Glass presented the Executive Director report:

6/24 Project – (Schedule 1) Runway extension and drainage improvements will be rebid and contract time extended to 100 days. Advertisement for bids will be in The Tennessean April 25th and The Tullahoma News April 28th. The pre-bid meeting will be 5/10/05 at 2pm and bids will be opened 5/19/05 at 2pm. We anticipate work will begin June 1.

(Schedule 2) Carter & Sons is scheduled to begin runway lighting work April 25. I have worked with the Aeronautics Division project manager to include these items or submit them as separate project requests:

1. Repair South taxiway voltage problem
2. Repair ODEL's
3. Repair Tetrahedron lights
4. Power for regulators at VOR building
5. Estimate to upgrade South and midfield taxiway lights.

DBE Policy Statement – Copies of public notice for 6/24 project provided to members.

Vanderbilt LifeFlight – Contract price from Sain Construction is \$311,775.00 and the Board of Mayor and Alderman has added \$119,780.30 to the UDAG loan. Vanderbilt has also agreed to increase lease payment from \$1,500 to \$2,500 per month.

Motion to accept \$311,775.00 contract amount from Sain Construction? Motion made and approved to award \$311,775.00 contract to Sain Construction.

Motion to approve exterior colors (ash gray and charcoal trim) for hangar? Motion made and approved on ash gray and charcoal trim for LifeFlight hangar.

Anticipated start date is April 25th and contract time will last 120 days.

Dr. Kimberlin – please sign contract books and Resolution from Mr. Worsham.

Roadway & Utility Improvements – Sain Construction was low bidder at \$65,981.00. Aeronautics Division has approved 50% funding for these two projects. Copies provided to members.

6/24 RPZ Land Swap – I have had meetings with the Memphis ADO and TDOT Appraiser regarding the land swap. I believe we will have final approval in the next 30 days. Copies of letter from Mr. Woods and TDOT Appraiser recommending approval of land swap included.

City & County Budget Request - \$10,000 request has been submitted to Coffee County. Will have City request ready next week. City budget meeting is scheduled for May 2nd at 5:30 pm.

Reimbursements – Reimbursements due from Aeronautics Division:

Hangar project - \$12,096.00

Maintenance Contract - \$12,500.00

Airport Painting & Striping – Runway 18/36 is open, work will be completed either Friday or next week depending on weather. Taxiway and ramp complete.

Airport Weed Control – Daryl Fendley is scheduled to be here in the next two weeks.

South Hangar Insulation – Currently working on project request to Aeronautics Division and obtaining estimates for TAA review and approval. Michael Luckado has bucket truck scheduled next week to repair insulation in ceiling, apply hot foot and clean top of VOR.

South Hangar Drainage – Richard Raper is making revisions to the drainage improvement plans for the hangar.

South Ramp Security Lighting – 90/10 funding is available for this project. We will need to determine where lights will be placed and if hangar owners will allow lights to be mounted on hangars. Bakers Electric is working on cost estimate so I can prepare project request to Aeronautics Division. With TAA approval will include fence replacement around terminal building with this project.

Commercial Lease – Addition of water/sewer bill clause for approval?

22. The Lessor will be responsible and make payments for water/sewer service to the North taxiway. The cost for these services is included with the Lessee(s) monthly lease rate.

Wal-Mart Retaining Pond Property – Joe Orr contacted me and advised that a 2.90 acre tract next to the retaining pond would be auctioned. He inquired about any restrictions on the property and advised him any structure would have to be approved by the City Planning and Codes Department. I also advised him any structure would have to be less than 39.7 feet to be under the 34 to 1 slope for the runway.

Copies Provided to TAA Members for Review

1. Abandoned vehicle and BF Goodrich letter
2. Smyrna Airport newspaper article
3. Review of Management Issues
4. Proposed TAA Minimum Development Standards
5. Copies of FBO RFP from Lebanon, Murfreesboro and John Tune Airports
6. TN GA Airport Survey and Lease Rate Survey

6. Old Business

Request for Proposals for next FBO Lease – Jody Baltz advised John Miller and Jon Glass that the FBO contract should be advertised. Dr. Kimberlin suggested a work session meeting to determine requirements for RFP and prepare draft copy by June 1. Copies of other RFP's were distributed to members.

Code of Ethics for TAA members – Roy Smith suggested TAA defer action until the City of Tullahoma proposes uniform Code of Ethics for Independent Boards and Agencies.

Long Term Debt Reduction - Sue Wilson is in the process of gathering information on the amount required and pay off procedures for the hangar bond.

TAA Budget – Dr. Patterson and Jon Glass met with Pam Riggs and Melissa McGee on budget preparation issues. Budget and appropriation request will be submitted to City on or before May 2nd budget meeting scheduled at City Hall.

7. New Business

Hangar Lease Agreements – TAA will explore options to add CPI rent increase to all leases based on U.S. Department of Labor statistics. A lease rate survey was distributed to members for review

TAA Policies – Mr. Miller will propose policies for TAA review at May meeting. Policies will include how to apply for a ground lease how the cost of such leases is determined, use of airport vehicle and will be included on City website. Minimum Development Standards for the Airport were also submitted for review.

Tullahoma Industrial Board's Community Assessment – Mr. Miller encouraged each member to read the report and provided copies of excerpts from the report regarding the Airport. TAA members will be invited to a meeting in May regarding the report.

Adventure Skydiving – Cary Quattrocchi made a presentation regarding Adventure Skydiving and discussed plans to open an operation at the Airport (Presentation Attached). Dr. Kimberlin suggested they submit a Safety or Procedure plan for TAA members to review in a work session meeting. TAA members also requested Airport and FBO Manager reference list to review.

Operation Migration – Mike Loehle gave an update on vendors scheduled to attend the event.

Runway 6/24 Hump – Safety issues with the hump on Runway 6/24 were discussed. No current project is underway to fund the repair work.

South Ramp Drainage Problem – Dr. Patterson will work with TUB and City to make drainage improvements in this area. Several hangar owners believe the problem started when TUB installed a fire hydrant adjacent to the UTSI hangar.

8. Public Comments – Tom Perkins requested some repair work to electrical trench at entrance to South ramp private hangar area.
9. Alderman Darden's Comments – Not Present.
10. Meeting adjourned at 9:01 pm.

Submitted by,

Jon Glass

Minutes approved 5/10/05

