



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Meeting Minutes September 13, 2005

**Members Present:** Ralph Kimberlin, Roy Smith, John Miller, Buddy Chellstorp and Phillip Patterson.

**Members Absent:** None

**Executive Director Jon Glass:** Present

**Alderman Janice Bowling:** Present

**Tullahoma News:** Rita Bauer

**Visitors:** Jeff Fishman Jasper Smith and Ted Hackney (Coffee County Industrial Board), Ron and Denise Wenzel (hangar request), Frank Passarello and Jimmy Chapman (Tullahoma Aviation, Inc), Joe Lester (Harton family), Steve Tudor (TN Skydivers), and Chris Rounds (Rounds Aviation).

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 6:00 pm.**
2. **Minutes for the August 9, 2005 meeting and work session were approved.**
3. **Treasurer's Report** – Dr. Patterson reported the balances in each bank account. The TAA accountant, Melissa McGee, will rename the Schwab account to "hangar bond account" on future financial statements. He also reported on the monthly lease payments and bills. A \$124,560 payment was made from the Traders Bank UDAG account for the LifeFlight building construction cost. A \$58,337 payment from the City was made to TDOT for the local share payment on the 6/24 runway project. This is the final local share payment required from the Airport Authority on the project. John Miller inquired about the Airfield maintenance and telephone budget items. Jon Glass will check on payments and report back.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments and activities. Frank Passarello advised that traffic and fuel sales were down for the month, probably due to higher fuel prices. The Staggerwing annual fly in will begin October 5<sup>th</sup>.
5. **Jon Glass presented the Executive Director Report:**

Runway 6/24 Project – TUB should complete the water line relocation on Wednesday, Sept. 14<sup>th</sup>. Paving should start on Friday, Sept. 16<sup>th</sup> if we do not have any rain this week. The 4 drainage improvement projects are about 70% complete. A progress report meeting is scheduled for Wednesday the 14<sup>th</sup> at 1pm.

Payment approval requested to HMB for \$12,632.00 and J&S Construction for \$106,616.29. **A motion was made and approved** to make these payments.

Vanderbilt LifeFlight – New completion date for the hangar and change of occupancy from the contractor to TAA is Friday September 23. Clean up on the taxiway is complete and it is ready for traffic.

Horse Play Land Acquisition – Mr. Glass requested 4 bids from the TDOT certified Appraisers list and received 3 responses:

- Bob York \$2,000
- Gary Standifer \$3,500
- Norman Hall \$4,500
- James Baggett No response

**A motion was made and approved** to accept the Bob York quote for \$2,000. Board member Roy Smith was unavailable for the vote. Jon Glass will check with the Aeronautics Division and see if the appraisal work will be funded with 90/10 matching funds if we can not afford the purchase of the property. He will notify the Board in the next few days.

Tree Clearing – Scot St. John has prepared the bid package for the tree clearing on 18. The area is 4.8 acres and 400 feet wide (200 feet each side of centerline) to our property line. I will get an estimate from J&S Construction Wednesday and submit the project request with Aeronautics Division 90/10 funding with Board approval. **A motion was made and approved** to submit the project.

- Runway 36 – These trees have been marked by Richard Raper but are not on our property. Mr. John Parish requested for us to wait until he returns later this month. He will hire a contractor to do the work at Mr. Parrish's expense.
- Runway 9/27 – Richard Raper is identifying which trees are in violation and who owns the property they are located on.
- We have about 65 days left out of the 120 days to have these trees removed. We can request another 120 days after the project is submitted if needed.

FAA Wings Weekend – TN Aeronautics Division did not fund the 100% reimbursement request for the event we hosted. Total expenses for food and supplies were \$662.80 and TAA paid \$607.80 of this amount. We received donations from Dr. Holbert in Smyrna, Dr. Patterson and Tullahoma Aviation to cover \$600.00 of this amount. Sun-Drop also provided free soft drinks for the event. FAA would like to hold the event again next year on August 26.

Taxiway Hold Line – The hold line between runway 24 and runway 18 has been corrected.

Hangar Waiting List – Glen Ringer will be moving from California to Manchester next month and has requested space. Chris Rounds was added to the North taxiway list and requested space on Ledford Mill Road. Action was deferred on the Ledford Mill Road area until we can visualize the potential sites and potential utilities connections.

John Miller requested help from the Coffee County Industrial Board for an industrial site layout for development in this airport west side area. Alderman Bowling will request a utility layout from TUB for this area of the Airport.

Ron Wenzel requested permission to build a 60x60 foot hangar on the Southeast corner of the North taxiway. A 20 foot setback from the taxiway will be required and setback from the ramp will be determined before a lease is signed. **A motion was made and approved** to sign the lease contingent upon: 1) receiving written confirmation of declining the property from Mr. McNabb and Mr. Wenzel, who are ahead of him on the north taxiway (inside) waiting list; and, 2) confirmation that the setbacks are adequate for the taxiway.

WAAS Issues:

- Airport Layout Plan (ALP) – An updated ALP will be needed with an estimated cost of \$30,000 (90/10 funding available). If runway 6 were chosen, the update might not

be necessary. This is probably the only runway that would qualify for a 34/1 or 50/1 approach slope.

- 405 Survey – This survey would need to be completed with estimated cost of \$40,000 – \$50,000 (90/10 funding available). However, we need to do this survey anyway because of changes to runway 6 and 36. Richard Raper might have completed some of this work with the VOR approaches and I will see if this work can be used and is in the right format.
- AC 150/5300-13 – We would have to meet the standards from this AC for the IFP which will involve; runway markings, hold position signs and markings, clear obstacle free zones and Imaginary surfaces free of obstructions. Other issues the FAA will examine are noise sensitive areas, air quality factors and wildlife issues.

#### WAAS Benefits:

Instrument approach minimums as low as 250 feet and  $\frac{3}{4}$  of a mile  
Cost savings – no ground based equipment to support

Jon Glass will meet with the Aeronautics Division next week to discuss the IFP. They have advised us that we are on a list for an LPV approach in 2008.

#### **6. Old Business**

Harton family Hangar Proposal – Joe Lester presented a letter to the Airport Authority regarding the Harton family's intent to deed 2.26 acres of property to the Airport to clear up the "thru-the-fence" issues with the proposed hangar development. **A motion was made and approved to accept the donation of property for the hangar project.**

TN Skydiving Center – Steve Tudor made a presentation to the Airport Authority regarding skydiving at the Airport. His desire is to continue the current operation begun by Chris Martin as the new owner of TN Skydiving Center. Dr. Kimberlin advised that a new lease would be required along with a safety plan for skydiving operations. Mr. Tudor and his partner Mr. Mike Mullen will present a proposal for TAA review at the October 11<sup>th</sup> Board meeting.

#### **7. New Business**

Coffee County Industrial Board – Board member Jeff Fishman encouraged the Airport Authority and County Industrial Board to work together to bring new companies to the Airport and Tullahoma. Executive Director Ted Hackney offered the assistance of his office to help recruit companies at the Airport. Jeff Fishman will form a committee to study the existing Airport property that is suitable for development. **A motion was made and approved for the Airport Authority to participate in this committee.**

#### **8. Public Comments**

Russ Groff inquired about the drainage problem on the South end of the ramp. Alderman Bowling said that she would contact TUB and the Public Works Department regarding the drainage problem.

Tom Perkins advised the Board that the CAP is still attempting to construct a hangar with office space on the Airport.

Mike Loehle welcomed Alderman Bowling to the Board.

9. **Alderman Bowling's Comments** – Alderman Bowling thanked the members of the Board for serving on the Airport Authority. She reported that the Board of Mayor and Alderman will consider 4 options regarding the Airport Authority at their September 26 meeting. The options include adding more members to the Board; dissolve the Airport Authority; make the Airport a City Department; and a status quo option. Alderman Bowling stated that she will support making no changes to the Airport Authority. She also stated that she would ask Jasper Smith to assist her and the City in solving the airport drainage problems. Dr. Kimberlin welcomed Alderman Bowling to the Board. Alderman Bowling also advised the Board that the City is looking at options to refinance a City bond issue that would free up some money for other projects. A proposed project list with cost estimates will be submitted to Alderman Bowling for consideration at the working group session planned for lease agreements signing.

10. **Meeting adjourned at 8:10 pm.**

Submitted on October 11, 2005,

<<original signed>>

Jon Glass  
TAA, Executive Director

2 Attachments:

Working Session Meeting Minutes - September 13, 2005  
Working Session Meeting Minutes - September 22, 2005

All minutes approved at October 11, 2005 Board meeting



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Working Session Minutes September 13, 2005

**Members Present:** Buddy Chellstorp, Ralph Kimberlin, John Miller, Phillip Patterson and Roy Smith

**Members Absent:** None

**Executive Director Jon Glass:** Present

**Alderman Janice Bowling:** Present

**Tullahoma News:** Rita Bauer (late arrival)

**Visitors:** Frank Passarello (Tullahoma Aviation, Inc)

**1. The working session began at 5 pm.**

**2. Tullahoma Aviation FBO lease.** The suggested changes to the Fixed Base Operator's proposed lease agreement submitted by Tullahoma Aviation, Inc., were reviewed and discussed. All members were in agreement that these changes should be incorporated into the proposed lease agreement pending review by TAA attorney Jeremy Bell. The lease will be presented for signing at a work session to be called upon Mr. Bell's return.

**3. Vanderbilt LifeFlight hangar lease.** The lease changes proposed by Vanderbilt were reviewed. All but one change were acceptable to the Board. The one change that is currently unacceptable is the proposed lease term of only 2 years. The Board agreed to defer action on this lease until the TAA attorney can discuss this change with the City Attorney, Mr. Worsham, the City Administrator, Mr. Baltz, and the Mayor, Mr. Bisby.

**4. T-hangar sale.** The Board discussed the requirement to notify current T-hangar renters of the TAA's intention to sell these hangars, with the proceeds used to pay off the hangar bond issue in 2007. The Board agreed that current renters should be notified, but deferred action until the TAA attorney has reviewed the leases and can be present to discuss the issues. This issue will be included in the next working session when the Vanderbilt and FBO leases are discussed.

**5. Job Description.** John Miller presented each member with a draft job description for the Executive Director position for their review and comment, with the intent to approve of the job description at the next scheduled regular meeting.

**6. The working session ended at approximately 5:45 pm.** The next working session will be called based upon Mr. Bell's return and availability.

Submitted on October 11, 2005,

<<original signed>>  
Jon Glass  
Executive Director

Attachment 1



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Working Session Minutes September 22, 2005

**Members Present:** Buddy Chellstorp, Ralph Kimberlin, John Miller, Phillip Patterson and Roy Smith

**Members Absent:** None

**Executive Director Jon Glass:** Present

**Alderman Janice Bowling:** Present

**Tullahoma News:** Rita Bauer

**Visitors:** Jeremy Bell (TAA attorney)

**1. The working session began at 5:30 pm.**

**2. Vanderbilt hangar lease.** Mr. Bell presented the revised lease agreement for the Vanderbilt LifeFlight hangar. He informed the Board that the City Attorney, the City Administrator and the Mayor have each reviewed the proposed changes, understand the potential impact of the revised lease terms and are in agreement with the proposed changes to a 2 year term and a 1 year advance notice of lease termination.

In addition, there is the understanding with the City that the limit of \$1,000 per year for annual hangar maintenance and repair costs is to be borne by the TAA (as the landlord), and if costs exceed that amount, the TAA will work with the City to identify the additional resources for such maintenance and repairs. This understanding was necessary because all rents paid by Vanderbilt go directly to the City as payment for the UDAG loan, with the TAA receiving no direct monetary compensation for the hangar provided to Vanderbilt.

Mr. Glass was directed to obtain a copy of the letter of intent between the City and Vanderbilt that was signed in 2004 for all board members. All Board members approved signing of the lease and Dr. Kimberlin signed the lease agreement as presented by Mr. Bell.

**3. Tullahoma Aviation FBO lease.** Mr. Bell presented the revised Fixed Base Operator's lease agreement with Tullahoma Aviation, Inc., and stated that the changes proposed by TA presented no additional liability for the TAA. All Board members approved signing of the lease and Dr. Kimberlin signed the revised lease agreement as presented by Mr. Bell.

**4. T-hangar sale notifications.** Mr. Bell discussed his review of the current T-hangar leases and stated that in his opinion, all of the leases on the four T-hangars have expired, none of the occupants provided the required notice to renew their lease, and that by default each of these has reverted to a month-to-month lease arrangement. Therefore, by providing advance, written notice of intent to sell to the current renters, the TAA can proceed to sell the T-hangars as previously approved by the Board. A draft letter of notice was reviewed and approved by the Board for Mr. Glass to send to each of the current renters.

**5. Improvement Projects.** Jon Glass presented a draft list of potential airport capital improvement plan projects to the Board as requested by Alderman Bowling. The Board then prioritized the top three for Alderman Bowling to present to the City for matching funds. These

are: (1) runway 6 / 24 overlay; (2) ramp concrete repair and runway 6 / 24 taxiway improvements; and (3) AVGAS fuel tank upgrade.

6. **New hangar.** Mr. Chris Rounds' prior request for land to build a hangar was discussed. The scope of his request has changed, which would require using land on the west side of runway 36 / 18. Mr. Glass was asked to contact Mr. Rounds and ask him to have a more detailed proposal for the next regularly scheduled Board meeting.

6. **The working session ended at approximately 7:00pm.** The next working session will be at 5pm on October 11th, if needed.

Submitted on October 11, 2005,

<<original signed>>

Jon Glass  
Executive Director

Attachment 2