



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Meeting Minutes December 12, 2006

**Members Present: John Miller, Buddy Chellstorp, Ken Ward, Phillip Patterson and Anna Johnson.**

**Members Absent: Roy Smith.**

**Executive Director Jon Glass: Present**

**Alderman Jonathan James: Present**

**Tullahoma News: Rita Bauer**

**Visitors: Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Joe Lester, Troy Cawthorn and Richard Raper (Harton Hangar Project), Mark Paslic (PDC) and Sharon Tinkler (Public Comments).**

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 November 14, 2006 meeting were approved** with a spelling correction and page numbers will be added to the minutes.
- 3. Public Comments – No comments.**
- 4. FBO Report –** Jimmy Chapman presented the FBO report. He reported on the monthly activities and payments. He reported that Stroops had submitted an estimate to repair the heating unit in the North hangar for \$3,100 and \$3,500. The Air conditioning unit in the shop area is also inoperable. Jon Glass will check on funding and emergency repair options with the Aeronautics Division. **A motion was made and approved** to obtain separate bids for the heating and AC units in the North hangar. Jon Glass will send bid results to Board members via e-mail.

**5. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. Dr. Patterson reviewed the status of the hangar bond payoff. Jon Glass reported that Sue Wilson and one of the bond attorney's will attend the January Airport Authority to update the Board on the payoff procedures. Ken Ward reviewed the monthly cash flow analysis. Dr. Patterson reported that the Airport Authority will receive a \$1,100 reimbursement from E.B.Thoma for overcharges on our business insurance policy over the past 4 years. Dr. Patterson recommended that this reimbursement be used for a \$600 Christmas bonus for Jon Glass and a \$300 bonus for Michael Luckado. **A motion was made and approved to pay the suggested Christmas bonuses.** Buddy Chellstorp abstained.

**6. Jon Glass presented his Executive Director Report:**

**Copies Provided to Board Members:**

Meeting Minutes 11/14/06  
Horse Play Sale Agreement  
Minimum Standards  
Commercial Lease Agreement  
DC-3 Letter  
Twin Beech Letter  
Airport Update Letter  
Project Spreadsheet  
Hangar Rent Spreadsheet  
North Taxiway Fence & Vehicle Gate Estimates  
Ramp Security Lighting Map  
Tree Clearing Project Reimbursement Information  
Hangar Waiting List  
ALP Update Report

Apron Expansion / Harton Hangar Project – Joe Lester updated the Board on the status of the hangar project. A proposed lease was presented to him last week and he advised that the 24 cents per square foot per year for hangar space was not acceptable. He requested that the Board agree to a 40 year lease at one dollar per year that was suggested in a letter to the Board and to the Mayor last year since he donated the property to the City for this project. The Board discussed several problems with the one dollar per year lease rate which include compliance issues with the Aeronautics Division and funding for the approved ramp expansion project.

The original plans for this project included Mr. Lester building the hangars and ramp space. When Mr. Lester was advised that the Board also had to charge the standard ground lease rate, he requested that the Board seek 75 / 25 Aeronautics Division matching funds to construct the ramp for this project. Jon Glass advised the Board that the 24 cent lease rate was included to cover the \$63,750 UDAG loan the City approved for the 25% local share amount on the ramp expansion project. The Board discussed several possible alternative sites for the hangar project but concluded the original

property was the best site. Alderman James suggested that Mr. Lester pay the local share amount for the ramp expansion project instead of the Airport Authority.

After considerable discussion, a **motion was made and approved** to offer a 40 year lease term at one dollar per year to Mr. Lester with the provision that he pays the 25% local share amount on the TAD approved ramp expansion project. Mr. Lester will notify Jon Glass Wednesday morning (13 Dec) if he will agree to pay the 25% matching funds. Past property donations from the Harton family to the City of Tullahoma will also be included in the lease as consideration in lieu of ground lease payments.

Runway 6/24 Overlay – Mark Paslick with PDC updated the Board and submitted a written report on the upcoming runway overlay project. He advised that the Survey, Concrete testing and Geotechnical work is complete. PDC will use these reports to submit options and cost estimates to the Airport Authority for review in February.

ALP Update – Aeronautics Division has approved the work authorization and I am waiting on the contract. Tim Haskell will start attending our meetings in January for regular updates on the project. I have sent Hanson all the requested Airport data. A written update from Tim Haskell is included for Board members.

405 Survey – Contracts have been approved and signed and I have received the \$6,555.00 local share for the project from the City to submit to the Aeronautics Division. **A motion was made and approved** to submit the \$6,555.00 payment to the Aeronautics Division.

Ramp Security Lighting Project – TUB will start work on this project Monday the 11<sup>th</sup>.

North Taxiway Fence and Vehicle Gate – B&R can install a black chain link fence and vehicle gate for estimated \$9,250.00 and we can get full 90% funding from the Aeronautics Division on this fence. A sample of the fence was provided for Board member review. **A motion was made and approved** to submit the project request to the Aeronautics Division.

18/36 Tree Clearing Project – I submitted two separate payment reimbursements on this project for \$9,909.36 and \$9,682.20. I made a mistake and marked final payment on the 1<sup>st</sup> pay request. The Aeronautics Division closed the project out and I have been unable to get the \$9,682.20 reimbursement. I discussed the problem with Bob Woods and he suggested we submit a new tree clearing project and submit this reimbursement. The contract for this project will be dated after the check so Prince & Sons will have to return \$10,758 to us and we will pay him back the same amount. We will then apply for our 90% reimbursement or \$9,682.20. I have talked to Jeremy Bell and he will sign the contracts for this project and Larry Prince said he will do whatever we needed to get this reimbursement. The timeframe to get this reimbursement is 3-4 months and the money will go in the hangar bond account. **A motion was made and approved** to submit the project request to the Aeronautics Division.

Horse Play Land Acquisition – The Board of Mayor and Alderman did approve the purchase of this property at the November 27 meeting. The City will transfer \$26,000 to us to buy the property and we will return the 90% matching funds to the City. Jeremy Bell should complete the deed search either today or Wednesday. When that is complete we will sign the Purchase Agreement and set a closing date. We can pay for the property after the requested TAD contracts arrive.

Project Spreadsheet – Updated list of current and proposed projects for Board member review.

Hangar Rent Spreadsheet – Updated list of hangar rent status provided for Board member review.

Insurance for T-Hangar Building – Now that all T-hangars have been sold we should ask the hangar owners to acquire Insurance on the building as a group or as individuals. TAA would be a 1/6 partner on the insurance for the two storage areas. Buddy Chellstorp reported that he had talked to Frank Lamborn on the insurance status and will report back at the next meeting.

Hangar Bond Payoff – Sue Wilson has already started the process to pay off this bond. Ms. Wilson and the bond attorney will attend our January 9 meeting to review the procedures. They should send us a schedule and draft resolution for review before the meeting.

Sweeper Truck Parking – They have requested permission to continue parking the truck on the South end of the ramp. **A motion was made and approved** to allow the sweeper truck to be parked on the ramp as long as they have a contract to provide the sweeper service at the Airport.

Strawberry Field Avigation Easement – I met with Richard Raper and we determined with a 34/1 slope, no structure on this property can exceed 80 feet. With Board approval I will submit this to the property owner for review. Jeremy Bell and Randal Morrison will review the Easement before it is submitted.

Rounds Aviation – Chris Rounds and Bill Stuart had planned on but could not attend the meeting. Chris is requesting permission from the Board to do avionics work in Bill Stuart's hangar. John Miller discussed the recent TAD meeting and requirements for independent operators at Airports. **A motion was made and approved** to allow Chris Rounds to use Bill Stuart's hangar for avionics work for up to one year. The Airport Authority will also set up a permit and fee process for this operation as well as all future independent operators. The proposed permit and fee will be presented for approval at the next Board meeting.

Commercial clause #4 – The Lessee(s) may maintain and repair his own personal aircraft in the leased hangar space, but shall not permit other aircraft to be maintained or repaired in the leased space, without the express prior written authorization of the Lessor.

## 7. Old Business:

- A. DC-3/Twin Beech Aircraft Letters** – John Miller reported that certified letters were sent to the DC-3 and Twin Beech owners regarding the status of their aircraft. Jon Glass contacted the FAA regarding ownership of the Twin Beech. He reported that a sale of the aircraft was reported from Comanche Air Inc. to Jim Baron but it was never finalized with FAA. Attempts to reach Comanche Air were unsuccessful. The Board will pursue confiscation of the Twin Beech if no response from the certified letter to Jim Baron is received. **A motion was made and approved** to start confiscation procedures on the Twin Beech if no response is received in the 30 day timeframe. The owner of the DC-3 contacted Jimmy Chapman and Roy Smith and will submit a plan for removal of the DC-3.

## 8. New Business:

- A. Review of Minimum Standards** – Jon Glass submitted proposed changes to the Minimum Standards document for Board Review. Language was added to the document stating the Airport Authority would follow all FAA Grant Assurances and ground lease rates and fees were included. **A motion was made and approved** to adopt the additions.
- B. Review of Commercial Lease** – Jon Glass submitted proposed changes to the Commercial Lease Agreement. John Miller requested to defer action on this item until the Harton lease agreement was finalized.
- C. Airport Hangar Owner Letters** – John Miller sent Board members a draft copy of a letter to be sent to all hangar owners. The letter will contain Airport security, lease payment, insurance requirements and other lease information for hangar owners. The proposed letter will be added to the January meeting agenda.
- D. South Hangar Drainage** – Dr. Patterson reported that he was working on a plan with Russ Groff to improve drainage on the South ramp around their hangars. They will present a plan to the Airport Authority when it is complete.

- 9. Alderman James Comments** – Alderman James reported that two appointments to the Board will be on the agenda for the January 8<sup>th</sup> Board of Mayor and Aldermen meeting. The Board of Mayor and Aldermen also will study the staggering of Board member terms. Alderman James requested input from anybody on helpful experience and qualities needed for the next Board member appointment.

Sharon Tinkler asked the Board to consider drainage improvements on the West end of the 9/27 turf runway. Jon Glass reported that 9/27 drainage improvements were in the scope of work for the runway 6/24 overlay project.

**10. Meeting adjourned at 8:28 pm.**

Submitted on 12/26/06

<Original Signed>

Jon Glass  
TAA, Executive Director

**Minutes approved during the \_\_\_\_\_ meeting**