



# Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Meeting Minutes February 14, 2006

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

**Members Absent:** Ralph Kimberlin

**Executive Director Jon Glass:** Present

**Alderman Janice Bowling:** Present

**Tullahoma News:** Rita Bauer

**Visitors:** Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Steve Tudor and Mike Mullins (TN Skydiving) 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 4:30 pm.**
- 2. Minutes for the January 10, 2006 meeting and work session were approved.**
- 3. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, lease deposits and account balances. Three of the 5 TAA owned T-hangars have now been sold to current occupants.
- 4. FBO Report** – Frank Passarello presented the FBO report. He reported on the monthly payments and activities.
- 5. Jon Glass presented his Executive Director Report:**

Runway 6/24 Project – Waiting on final payment from Aeronautics Division for J&S Construction. They will finish the work when this payment is made minus some retained fee pending completion of all required items. The lighting contract is paid in full and closed out. Project is estimated at 98.5% complete.

Vanderbilt LifeFlight – Received final payment request in the amount of \$31,433.49 for the hangar. \$2,000 retained fee will be held for completion of 2 items. Copy provided to Board members. **A motion was made and approved** to make the payment.

Horse Play Land Acquisition – The appraisal work is still under TDOT review.

6/24 Overlay Projects – Projects that will be submitted on Friday. The Aeronautics Commission meeting to approve the projects is scheduled for March 9 at 10 am.

6/24 Overlay \$1,500,000/150,000  
405 Survey 40,000/4,000  
AVGAS Fuel Tank 40,000/20,000  
\*ALP Update/Land Use Plan 60,000/6,000  
South Hangar Insulation 20,000/10,000  
Taxiway Improvements/Ramp Concrete Repair 600,000/60,000  
Total Local Share money needed = \$250,000

\*The ALP Update will include and expanded Land Use Plan that will help us develop the Ledford Mill Road area. It will also look at options and cost for runway 6/24 taxiway improvements. I would recommend we go ahead with the Ramp concrete repair work and defer action on the taxiway improvements until after the ALP update is complete possibly next year.

CIP Plan – Aeronautics Division meeting scheduled March 2<sup>nd</sup> to submit the Capital Improvement Plan. Copies provided to Board members of the current items and proposed plan after this years projects are complete.

Sweeping Service – With the current service they do the runways once a month for \$250 and the ramp/taxiways once a month for \$250. They will increase the ramp service to twice a month for a total of \$650 per month. I will also include a FOD walk on the ramp each Sunday with community service workers. **A motion was made and approved** to increase the monthly service to \$650 per month on a temporary basis.

Projects Submitted – The Security fencing/vehicle gate, water line extension and FAA Wings weekend projects were submitted last month. Have not received approval letters yet.

Runway 18/36 Lighting Insurance Claim – The repair bill from Navcon for the damage on January 24 was \$2,148.00. I submitted this to the City for Insurance reimbursement.

18/36 Lighting Project Request – Working on an Emergency project request with Aeronautics Division to replace the remaining bad wiring on the lights.

Taxiway Lights/Transformers – Smyrna has replaced their taxiway system with LED lights and offered to give us 30-40 fixtures and transformers each for spare parts. I will pick them up next week.

Hangar Update – Russ Groff purchased his T-hangar. Lease and Bill of Sale are ready for Tom Perkins, Buddy Chellstorp and Mike Botwin signatures at Jeremy Bell's office. Bill Stuart and David Wright hangars should be complete before the Air Show.

Tractor Storage – We received an estimate from Erect-A-Tube to build an extension to the T-hangar building for \$21,125.00. Please determine a budget amount to work with on this project. **A motion was made and approved** for Jon Glass and Michael Luckado to seek alternate estimates for the project with cost not to exceed \$10,000.

Health Insurance – I received 2 quotes on health insurance:

Lester & Greene \$212.30 per month

Farm Bureau \$274.00 per month

**A motion was made and approved** to provide the health insurance from Lester & Greene on a 12 month basis. John Miller asked that we budget for this in the FY 07 budget request, to include a potential 10% increase in costs.

#### **Copies provided to Board Members**

- FBO Addendum
- Hangar Waiting List
- 05/06 Lease payment update

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

Murray King provided an update on the performer list during the work session portion of the meeting for the 2006 Air Show.

Roy Smith provided an update on the Harton family hangar proposal. He and Jon Glass met with Joe Lester this morning and discussed the layout of the hangars. An access fee or ground lease rate of \$.02 per square foot of hangar space was discussed with the proposal as was reported as acceptable to Joe Lester. The possibility of a CAP building was mentioned on this property and John Humphries will contact Joe Lester.

Chris Rounds reported that he will have the property to be leased by him surveyed next week. He presented a plan for tax abatement on the property. He will meet with Ted Hackney of the Coffee County Industrial Board to discuss this plan and possible alternatives.

**A motion was made and approved** to sign a lease agreement with Tennessee Skydiving to resume operations at the airport. The lease agreement required minor changes to reflect current airport policy prior to signature. In addition, a

separate letter of agreement between Tennessee Skydivers regarding safe operating procedures will be required as part of the lease agreement.

## **7. New Business**

Al Henninger volunteered to review and organize the material collected at the National Archives regarding William Northern Field.

## **8. Public Comments**

None

## **9. Alderman Bowling's Comments**

Alderman Bowling inquired about the zoning status of the Airport. Jon Glass reported that he and Steve Woodard would contact John Black regarding zoning at Smyrna Airport. Alderman Bowling reported that \$100,000 was approved for the Airport on the City bond issue. She announced that Buddy Chellstorp was reappointed to the Board at the Board of Mayor and Alderman meeting the previous night. She reported that the Board of Mayor and Alderman would appoint 2 new members to the Board on February 27. Provisions for staggering the terms of members were discussed.

## **10. Meeting adjourned at 5:53 pm.**

Submitted on 2/27/06

<Original Signed>

Jon Glass  
TAA, Executive Director

Minutes approved during the March 14, 2006 meeting.



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P.O. Box 1584 – Tullahoma, TN 37388

**Working Session Minutes**  
**February 14, 2006**

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

**Members Absent:** Ralph Kimberlin

**Executive Director Jon Glass:** Present

**Alderman Janice Bowling:** Present

**Tullahoma News:** Absent

**Visitors:** Steve Tudor and Mike Mullins (Tennessee Skydiving)

1. The working session began at 4:00pm.
2. Mike Mullins and Steve Tudor presented a proposed lease to resume skydiving operations. The proposed lease was based on the previous Tennessee Skydiving lease and did not reflect current commercial lease agreement policy. Minor changes to the lease need to be made prior to signing.

The safety of skydiving operations was discussed at length, focusing primarily on re-entry of the skydiving airplane back into the airport traffic pattern. Agreement was reached that they will always make a standard pattern entry from at least 3 miles away and that they will always monitor and make required radio calls on the Tullahoma airport frequency in addition to calls to Memphis Center. These agreements will be codified in a separate letter of agreement with the TAA. A motion to approve the lease will be made at the regularly scheduled meeting.

3. The meeting adjourned at approximately 4:25.

<Original Signed>

Jon Glass  
Executive Director

Minutes approved during the March 14, 2006 meeting.