



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Minutes

January 10, 2006

Members Present: Ralph Kimberlin, Phillip Patterson, Buddy Chellstorp, John Miller

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Rita Bauer

Visitors: Frank Passarello and Jimmy Chapman (Tullahoma 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 pm.

2. Minutes for the 13 December 2005 meeting and work session were approved.

3. Treasurer's Report – Dr. Patterson reported on the account balances, payments and deposits. He reported that the available money from the Schwab account was transferred to the Traders account. The \$70,000 appropriation from the City of Tullahoma was received and deposited in the First National Bank account. A transfer of \$4,200 was made from the FNB account to the hangar bond account.

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 – Approve payments for: HMB \$20,000, Clyde Carter & Sons \$120,000 and J&S Construction \$200,000. **A motion was made and approved** to make the payments.

Vanderbilt Hangar – Waiting for final payment request.

Horseplay Land Acquisition – I received an e-mail from David Goodman the TDOT Review Appraiser that he will be here later this week to inspect the property. Issue is still open.

North Taxiway Hangars – Bill Stuart and David Wright have both had hangar plans reviewed at City Development Committee meetings. Construction on both hangars should start in the next few weeks. I have contacted the first two people on the waiting list regarding the lot Andy Moore vacated and waiting to hear back from them.

Hangar Waiting List – Updated copy with addition of Ron Peters.

Harton Hangar Proposal – Joe Lester advised they should be able to start construction around February 1 and we should receive the deed for the property next week. However, the city has not formally approved the land swap and Alderman Bowling stated she will try to get on the next meeting agenda.

Rounds Aviation Proposal – With Board approval will submit 50/50 funding request to the Aeronautics Division for the waterline extension project with estimated cost of \$4,000.00. **A motion was made and approved** to submit the project.

Results of Hangar Lease Rate survey of other airports:

Building – 24 cents per year @ 21,000 square feet = \$5,040.00 or \$420.00 per month.

Unimproved Land:

20 cents per year @ 66,120 square feet = \$13,224.00 or \$1,102.00 per month.

16 cents per year @ 66,120 square feet = \$10,579.20 or \$881.60 per month.

12 cents per year @ 66,120 square feet = \$7,934.40 or \$661.20 per month.

8 cents per year @ 66,120 square feet = \$5,289.60 or \$440.80 per month.

Smyrna averages 20 – 25 cents per year for hangar space and 16 – 20 cents per year for unimproved land.

A motion was made and approved to offer Rounds Aviation the following lease rate terms: 24 cents per square foot per year for the building and 0 cents per square foot per year (years 1 -5), 6 cents per square foot (years 6 – 10) and 12 cents per square foot (years 11 – 20) for the leased unimproved property. The lease will also have the annual Consumer Price Index adjustment clause.

FBO Addendum – Copy for approval with \$220.00 monthly credit. **A motion was made and approved** to accept the addendum.

FBO Fence Replacement – Samples from Billy Ray for review. Split rail fence would cost about \$1,100.00, metal \$4,600.00, vinyl \$6,900. I included the fence between terminal building and South hangar and between North and South hangar. Funding will be 90/10. Jon Glass will obtain estimates for a split rail fence and fencing for the North taxiway including a vehicle gate for the next meeting.

Zoning Information – I included copy of zoning map and definitions for review. A copy of Smyrna Airport zoning is included. Smyrna created their own that is a mixture of Industrial and Commercial. Other Airports in the area:

Tullahoma: I-1

Shelbyville: No response

Smyrna: A-1

Gatlinburg: No classification

Athens: No response

Murfreesboro: RSF-15 (Residential Single Family 1,500 sq ft minimum)

Fayetteville: C

McMinnville: No classification

Winchester: No classification

Jim Devlin Office Request – Steve Woodard asked us to review this building request. It would be a single level office building behind the present office space on Ledford Mill Road. The Board members had no objection to the building provided no structures, such as flag poles, light poles or antennas, will exceed the height of the building.

Airport Signs – I included copies of signs from Sporty's. Please let me know if you prefer any of these. The Public Works Department can make them for us.

Tractor Tires – We will need 2 new back tires for the tractor this winter. Estimated cost is \$900.00. **A motion was made and approved** to purchase the tires. John Miller asked Jon Glass and Michael Luckado to check on estimates for a structure to park the tractor and bushog in/under (drive through).

Microsoft Excel Class – I would like to attend Microsoft Excel class at Motlow in March. Cost for the class is \$85.00. **A motion was made and approved** to pay the cost of the class.

6. Old Business

Murray King was not present for an Air Show update.

7. New Business

Motion was made and approved to adopt the Minimum Development Standards as edited during the work session prior to this meeting. This document will be posted to the airport web site and also be available for review in the Executive Director's office.

Motion was made and approved to adopt the Executive Director's job description. This will not be posted on the web site, but is available for review in the Executive Director's office.

John Miller brought up concerns about deterioration of the ramp and taxiway surface. Jon Glass was directed to talk with other airports and to present options for immediate repair at the next board meeting.

Frank Passarello asked the status of cleaning and painting the fuel tanks. Since the board had previously approved this action, Jon Glass was directed to proceed with getting this completed as soon as possible.

Motion was made and approved to adopt the inspection checklist to be used to monitor Tullahoma Aviation's compliance with the new contract requirements. A copy was provided to Frank Passarello and Jimmy Chapman.

Ralph Kimberlin reported on his attendance at the previous night's meeting of the Board of Mayor and Aldermen concerning the addition of 2 members to the TAA Board. He also reported that he would ask Rep. Matheny to seek a ruling on the legality of this action from the State Attorney General. Phillip Patterson was commended for his excellent report on the community economic impact provided by activities at the airport. It was suggested that this information be provided to the general public through an article in the newspaper.

8. Public Comments

Mike Loehle made some comments regarding the Board of Mayor and Alderman meeting on Monday night. Russ Groff reported that he and Mike Botwin were interested in purchasing their T-hangars. Tom Perkins reported that he would purchase his hangar also and requested that we repair the insulation on the door.

9. Alderman Bowling's Comments

Alderman Bowling reported that she would put the Harton family hangar proposal on the agenda for the next Board of Mayor and Alderman meeting. She will request for Steve Woodard to review the zoning for the Airport and ask Public Works to install directional signs for the Staggerwing Museum. The Board of Mayor and Alderman approved an ethics policy for the City at the meeting on Monday night. Dr. Kimberlin advised the Airport Authority would review the policy at the February meeting. The City attorney has completed the drainage easement and it will be submitted to Jacobs/Sverdrup.

10. Meeting adjourned at 7:45 pm.

Submitted on Jan 17, 2006.

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the Feb 14, 2006 meeting



Tullahoma Municipal Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Working Session Minutes

9 January 2006

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

Members Absent: None

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Rita Bauer

Visitors: Jeff Fishman (Coffee County Industrial Board), Mark Paslick (HMB), Dale Willis and Brian Coate (Tullahoma Utility Board)

1. The working session began at 3 pm.
2. Jeff Fishman led a discussion about the airport development plan for the west side and the need to include this into an updated airport development master plan that addresses utilities, roadways, zoning, drainage and security. Jon Glass was directed to contact the state aviation division regarding a definition of "aviation related business" that would be used in the documents. HMB discussed engineering requirements for the west side. Jon Glass was directed to visit the National Archives site in Atlanta to copy all applicable documents related to the construction of the airport during World War II, which would aid in the engineering work and reduce the cost of that effort. Tullahoma Utilities Board representative Dale Willis reported that they were willing to begin work on the water line extension in support of Rounds Aviation construction provided that the airport authority and/or Industrial Board would provide funds to cover the cost of materials, to which Jeff Fishman agreed. HMB was asked to work with Jon Glass to prepare a scope of work proposal to conduct the required engineering services of the west side.
3. The working session ended at approximately 3:45 pm. The next working session is scheduled for 5pm on 10 January 2006.

<Original Signed>

Jon Glass
Executive Director

Minutes approved during the Feb 14, 2006 meeting



Tullahoma Municipal Airport Authority
P.O. Box 1584 – Tullahoma, TN 37388

Working Session Minutes
10 January 2006

Members Present: Ralph Kimberlin, Phillip Patterson, Buddy Chellstorp, John Miller

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Absent

Visitors:

1. The working session began at 5:30 pm.
2. The minimum development standards document was reviewed and minor edits were made. Approval of the document was proposed for the regular board meeting.
3. The evaluation checklist to be used to periodically evaluate Tullahoma Aviation's performance was reviewed. Approval of the document was proposed for the regular board meeting.
4. The working session ended at approximately 6 pm. The next working session (if required) will be on 14 February.

<Original Signed>

Jon Glass
Executive Director

Minutes approved during the _____ meeting