



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

Meeting Minutes
March 14, 2006

Members Present: Buddy Chellstorp, Ralph Kimberlin, Phillip Patterson, John Miller and Anna Johnson.

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Rita Bauer (arrived 15 minutes late)

Visitors: Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Chris Rounds (Rounds Aviation) and Murray King (Air Show).

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. By-Law/Charter Amendments – A motion was made to approve both the By-Law and Charter amendments discussed at the work session meeting conducted prior to this meeting. The **motion was approved** 4-1. Dr. Patterson voted against approving the amendments. Dr. Kimberlin then welcomed Anna Johnson to the board. Ken Ward was absent due to a prior commitment.

3. Minutes for the February 14, 2006 meeting and work session were approved.

4. Treasurer's Report – Dr. Patterson reviewed the monthly payments, lease deposits and account balances. Final payment on the Vanderbilt hangar was made minus \$2,000 retained for items not yet completed. Checks were received for the Chellstorp and Groff T-hangar purchases. The one remaining unsold hangar continues to have rent paid.

5. FBO Report – Frank Passarello presented the FBO report. He reported on the monthly payments and activities. John Miller requested that the FBO provide enough copies of the report for each Board member. Jimmy Chapman provided copies of monthly maintenance inspections for the fuel tanks as called for in the FBO contract. He replaced the bulbs on the flag pole lights. Uniforms and safety glasses have been ordered for all FBO employees. Dr. Patterson asked Byrd Raby to check on a recent study regarding aircraft grounding procedures during fueling operations.

6. Jon Glass presented his Executive Director Report:

Runway 6/24 Project – No change in status from last meeting. Waiting for final payment from the Aeronautics Division.

Vanderbilt LifeFlight – Summary of payments and deposits.

Payments	
Sain Construction	\$376,931.99
St. John Engineering	17,311.00
City of Tullahoma	1,033.95
TUB	1,275.13
ERPUD	<u>516.00</u>
	\$397,068.07
- Reimbursements	\$33,507.50
+ Final Payment	<u>\$2,000.00</u>
Total Payments	\$365,560.57

Deposits and Interest	
UDAG Loan	\$363,476.00
Est. Interest	<u>\$2,153.03</u>
Total Deposits	\$365,629.03

Approved Projects – List of projects the Aeronautics Division approved in February and March.

Security fencing/vehicle gate
90/10 \$12,000.00 Local Share = \$1,200.00

Water Line Extension
50/50 \$4,000.00 Local Share = \$2,000.00

FAA Wings Weekend
100/0 \$2,500.00 Local Share = 0

Runway 6/24 Overlay
90/10 \$1,600,000.00 Local Share = \$160,000.00
This amount includes Design and Engineer services.

ALP Update/Land Use Plan
90/10 \$60,000.00 Local Share = \$6,000.00

405 Survey

90/10 \$40,000.00 Local Share = \$4,000.00

Fuel Tank Upgrades
50/50 \$40,000.00 Local Share = \$20,000.00

South Hangar Insulation
50/50 \$17,000 Local Share = \$8,500.00

Ramp/Taxiway Concrete Repair
90/10 \$500,000 Local Share = \$50,000.00

We will brief the Board of Mayor and Alderman at the April 10 meeting on the 6/24 Overlay, ALP update, 405 Survey, Fuel Tank Upgrades, South Hangar Insulation and Ramp/Taxiway Concrete Repair projects.

Total Estimated Cost for these Projects = \$2,257,000.00
Total Estimated Local Share Cost = \$248,500.00

HMB will handle the design work for the Ramp/Taxiway Concrete repair, 405 Survey, ALP update and 6/24 Overlay projects. I am meeting with Scot St. John Wednesday to start preparing bid packages for the south hangar insulation, fuel tank upgrades and security fencing projects. John Miller suggested that we prioritize these first ones for action as: 1) fuel tank upgrade; 2) fencing; and 3) insulation to be done prior to the air show if possible.

Horse Play Land Acquisition – TDOT has finished the review of the Appraisal work. They suggested that Mr. York do some more research on the properties used for comparisons. He should complete this work in the next few weeks.

Tractor Storage – Received 3 estimates for Tractor storage area. Cost for materials from C&C is \$4,800, Comfort Plus \$5,350 and Michael Luckado can do the installation work. This can be submitted for 50/50 reimbursement on the maintenance contract. **A motion was made and approved** to purchase the materials for the storage area after more information is submitted on the roof and pictures of the structure are provided to Board members. The location of the structure on the North end of the T-hangar building was also approved.

Other Updates

Hangar waiting list updated
Joe Lester will give us deed to property when survey work is complete in a few days
Next CIP Plan submitted to TN Aeronautics Division last week
Sweeping service frequency to be increased on ramp for next 3 months
Received \$1,148.00 insurance reimbursement on 18/36 lights repairs
Spare taxiway lights and transformers were picked up from Smyrna

7. Old Business

A. Murray King provided an update on the 2006 Wings of Freedom Air Show. The site layout was discussed along with fuel/oil requirements for the performers. The current lineup of military and civilian performers scheduled to attend was discussed. Murray will provide more details on what will be needed from TAA at the next board meeting.

B. **A motion was made and approved** to sign the new code of ethics from the City. Alderman Bowling reported that the code of ethics may be amended this summer. All Board members present and Jon Glass signed the form.

8. New Business

A. Based on discussions during the work session, John Miller made a motion that all new commercial lease applicants submit a financial statement and submit to a credit check before a lease is signed. **The motion was approved.** This will apply to both pending lease agreements (Rounds and Lester).

B. John Miller discussed some recent General Aviation security issues. He suggested that the Airport take advantage of the security money available from the state for fencing and improved lighting on both the north and south ramp areas. Alderman Bowling will contact TUB to ask that they study the lighting issues on the ramp and provide recommendations. Jon Glass to present findings and recommendations at the next meeting.

C. Election of officers for the coming year was held:

Chairman – Dr. Kimberlin (3-2 vote)
Vice-Chairman – John Miller (3-2 vote)
Treasurer – Dr. Patterson (4-1 vote)
Secretary – Anna Johnson (4-1 vote)
Assistant Secretary/Treasurer – Ken Ward (5-0 vote)

There was discussion that with the expansion of the board, we should amend our by-laws to provide for both an assistant secretary and an assistant treasurer. Jon Glass was asked to have the required amendment paperwork drawn up for action at the next meeting.

9. Public Comments

John Stubbs introduced Bill and Sharon Tinkler who are building a house in the residential airpark. Dr. Kimberlin welcomed them to Tullahoma and the Airport

10. Alderman Bowling's Comments

Alderman Bowling thanked the Board for allowing her to present funding requests at the March 9 Tennessee Aeronautics Commission meeting. She reported that several airports' requests for funding were denied due to thru-the-fence and Runway Protection Zone issues. She suggested that the Airport Authority consider adopting C-2 zoning for the Airport. She also suggested the Airport Authority work with the Planning Commission to enforce the ALP. Alderman Bowling will contact TUB about lighting on the ramp and check on the status of the easement with Jacobs/Sverdrup.

11. Anna Johnson requested that steps be taken to secure financial and other information obtained from Lease applicants in the office. She will assist Jon Glass in this effort.

12. Meeting adjourned at 7:39 pm.

Submitted on 3/16/06

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the April 18, 2006, meeting



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

Working Session Minutes
March 14, 2006

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

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Absent

Visitors: Jeremy Bell (TAA attorney), Chris Rounds (Rounds Aviation)

1. The working session began at 5pm.
2. Jeremy Bell explained what Board actions are required to change both the charter and by-laws as a result of the City amending the ordinance that established number of Board members on the Airport Authority. Alderman Bowling then raised several issues on whether or not the Attorney General's opinion was binding. Mr. Bell addressed each of Alderman Bowling's questions from a legal perspective. Mr. Bell then reminded the members that the Board had asked for an opinion on a very specific question concerning expansion of the Board, which was received, and that the Board had agreed that we would respect the Attorney General's opinion, whichever way it went.
3. Chris Rounds discussed the status of the site survey work for his hangar complex on the west side. He expects to have the site staked out and measured by the next meeting so that square footage can be applied to the proposed lease agreement. The Board agreed to start the next working session earlier in order to allow enough time for Board members to view the proposed site layout prior to the regular meeting.

John Miller suggested that since this will be a commercial business venture (as opposed to a private hangar) we should ask for a financial statement and authorization to run a credit check prior to signing the lease. Mr. Rounds agreed to this with the provision that the financial statement and credit check results be protected from anyone except Board members having access to it, which was agreed to. John Miller then proposed that we apply this requirement to all future

leases where business activities will be conducted. This will be brought up for approval at the formal meeting.

4. The proposed Lester / Harton lease agreement was distributed for comment. Since this lease will involve sub-leasing hangars to others, the lease should be modified to include this provision. Jon Glass will forward the lease electronically for Board members to comment on which sections require change.

5. The working session ended at approximately 5:50pm.

<Original Signed>

Jon Glass
Executive Director

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