



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Meeting Minutes September 12, 2006

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

**Members Absent: None**

**Executive Director Jon Glass: Present**

**Alderman Jonathan James: 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 6:00 pm.** John Miller welcomed Alderman James to the Airport Authority. John Miller also thanked the Rogers Group for the free work they completed last week on the two utility trenches on the ramp.
- 2. Minutes for the August 8, 2006 meeting were approved with one correction to New Business regarding the Chairman designation.**
- 3. Public Comments – No comments.**
- 4. FBO Report –** Frank Passarello presented the FBO report. He reported on the monthly payments and activities. Mr. Passarello reported that the fuel tanks were operating properly. The cracked windows in the terminal building have been replaced. John Miller reported that the security fence was open last night. Roy Smith requested that the gate open automatically when a vehicle exits the ramp. Board members agreed to make the change to the vehicle gate.

**5. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, lease deposits and account balances. Dr. Patterson reported on the hangar bond payoff schedule. The fuel tank lightning strike and fuel tank painting bills were paid last month.

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

**Copies Provided to Board Members:**

Charter Revision  
Proposed By-Law Amendment  
August Meeting Minutes  
Executive Director Report  
Project Spreadsheet  
Deed for Harton Property  
Proposed Harton Lease  
CIP List  
TDOT Agreement  
Stan McNabb flagpole Letter  
TAA Policies  
Alderman James Airport Information  
Hangar Waiting List  
TSA Security Guidelines

Runway 6/24 Project (2005) – J&S Construction completed the remaining work last week. James Williams (TAD Project Manager) and I approved the final inspection last Thursday.

**Final Payments**

J&S Construction - \$12,000

HMB - \$14,000

I recommend making both final payments. I reviewed the final pay request from HMB with James Williams and he agreed to make the payment. The work was completed in 2005 and HMB has decided not to request the remaining \$20,000 left on the contract amount.

**A motion was made and approved to make the payments.**

Runway 6/24 Overlay – The 5 year agreement with Hanson/PDC and 1<sup>st</sup> work authorizations are ready for approval. They are working on 5 options for the overlay with preliminary cost estimates. Detailed cost estimates will be available for review when the Geotech and survey work is complete.

Horseplay Land Acquisition – I have submitted a letter to Horseplay that offered \$24,500 (the TDOT appraised amount) for the property. This will be on their September Board meeting agenda.

Project Spreadsheet – 5 payments have been submitted for TAD reimbursement. AVGAS tank project is complete and TPM has requested final payment in the amount of \$30,091.38. The meters have passed State inspection. **A motion was made and approved to make the payment.** Received letter from TAD approving 18/36 light repair and ramp security light project. I contacted TUB and they can start work after we receive the approved Contracts. If we have no problems with the lights on 18/36 I would like to wait until Spring or Summer to start this project when 6/24 is open and we can also relocate the 36 PAPI's during this project.

Ramp/Taxiway Expansion Project – Tony Mancini and Ron Fitzgerald were here last week to inspect the property. They will prepare the Design and Bid package for this project. We also have a meeting set up Thursday at 2pm with the Building Contractor. They also inspected the 9/27 drainage problem with John Stubbs and will come up with a plan to correct the problem. This project will probably be included with the Ramp/Taxiway Expansion scope of work.

Rounds Aviation Lease – I have not received a letter from them advising us that the financing for the hangar is approved.

Harton Lease – We have received the deed for the property. The proposed lease is ready for TAA review and approval. I will meet with Jody Baltz to discuss the UDAG loan application process for the \$40,000 local share money.

Aeronautics Division CIP Meeting – The meeting for Middle TN will be held at the Staggerwing Museum on October 24. I have included a list of completed projects, approved projects and proposed projects. Please review this list and we can approve at our October meeting. TAD will mail agenda items for the meeting sometime next week.

TDOT Agreement Projects – We will need to complete several projects at our own expense when the 6/24 overlay project is complete. These projects include; displace 36 threshold 800 feet, relocate 36 PAPI's, and clear Part 77 violations on the approach end of 24. The displacement of 36 threshold will be done when 6/24 is painted and marked. The PAPI's can be relocated when the 18/36 lights are repaired. I will have a 24 tree clearing estimate next week from the Company doing the current tree clearing project on the West end of the Airport. A copy of the letter regarding the Stan McNabb flagpole is included. I would like to ask for Alderman James help and coordination on this, I believe there is some remaining money from the SAS building fund that can be used on these projects.

Tulahoma/Coffee County Appropriation – We met with the Board of Mayor and Alderman last Tuesday and submitted our Budget request of \$75,000. The Coffee County Commission approved a \$6,000 appropriation.

North Taxiway Fence & Vehicle Gate – Will start work on bid package for phase 1 to Dr. Marvel's hangar. Power supply for the vehicle gate will be ready when the ramp lighting project is complete. Phase 2 will include the Harton hangar project.

## Updates

### **Beechcraft Convention – October 11-15 Aeronautics Division CIP Meeting October 24**

#### **7. Old Business:**

- A. Proposed By-Law Change** – Board members discussed the proposed 3<sup>rd</sup> amendment to the Airport Authority By-Laws. The Vice-Chairman, Vice Secretary and Vice Treasurer will be removed from the amendment and this will become the 2<sup>nd</sup> and not the 3<sup>rd</sup> amendment. **A motion was made and approved to accept the By-Law amendment.**
  
- B. Officer Elections** – Nominations were accepted for the open Chairman position. Dr. Patterson nominated John Miller and the motion was seconded by Buddy Chellstorp. **A motion was made and approved to elect John Miller Chairman of the Airport Authority.** Mr. Miller will be added to the bank signature cards and Airport Authority insurance policy.

#### **8. New Business:**

- A. TN Aeronautics Division Conference** – John Miller reported on the TAD conference last month. He discussed some compliance issues with non-aviation use in aircraft hangars. Jon Glass is working on some language for all future hangar leases. A letter will also be sent to all current hangar owners regarding hangar usage along with AOPA Airport watch information. A copy of the FAA Land Use Compatibility Guide is available in the office. Dr. Patterson recommended that all Airport users report suspicious activity and monitor the Airport.
  
- B. Review of Airport Policies** – John Miller suggested the review of policies should be held at the October work session meeting.
  
- C. Hangar Use Clause** – The hangar use clause was discussed in previous New Business discussion.
  
- D. Charter Revision** – Roy Smith discussed the Charter and By-Law amendments. He reported that the Secretary of State office approved the Charter revision because they believed he was no longer a member of the Airport Authority since his name was crossed of the application. He also reported that the Secretary of

State office required 100% approval of all Board members to revise the Charter. The Board asked Mr. Smith to submit this information to the Airport Authority via e-mail for Jeremy Bell (TAA Attorney) to review.

**9. Alderman James Comments** – Alderman James reported that he would quickly learn all current Airport issues and asked Board members to contact him if they need any assistance. He thanked Board members for the professional work they are doing to run the Airport for the City.

**10. Meeting adjourned at 7:30 pm.**

Submitted on 09/22/06

<Original Signed>

Jon Glass  
TAA, Executive Director

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