



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## **Meeting Minutes**

**April 10, 2007**

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

**Members Absent: None**

**Executive Director Jon Glass: Present**

**Alderman Jonathan James: Present**

**Tullahoma News: Rita Bauer**

**Visitors: Frank Passarello and Jimmy Chapman (Tullahoma Aviation), Sharon Tinkler (Public Comments) Richard Raper (Hangar renovation request).**

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.** There was no work session prior to this meeting.
- 2. Minutes for the March 13, 2007 meeting were approved.** John Miller reported that he followed up on the security concern that was reported by Dr. Patterson at the March 13, 2007 meeting.
- 3. Public Comments** – Sharon Tinkler asked for the windsock adjacent to runway 9/27 to be replaced. She asked for some repair work on the West end of turf runway where red clay is present.
- 4. FBO Report** – Frank Passarello presented the FBO report. He reported on the monthly activities and payments. Jimmy Chapman reported that three jets could not arrive Monday due to 18/36 repair work. He reported that Flying magazine will be here this Thursday to take some pictures at the Staggerwing Museum.

**5. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. Dr. Patterson discussed an estimate of \$1,500 to do some video work on the South ramp. He suggested that the money could be used for better purposes on the drainage problems. Al Henninger reported that the problem was created when TUB installed a water line about 14 years ago. John Miller will discuss the drainage problem with Brian Skelton at TUB. The video work will be delayed until TUB examines the problem. Ken Ward asked about the utility payment on the financial statement. The ramp security lighting project of \$8,000 was included in the utility line item.

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

**Copies Provided to Board Members:**

March 13 Meeting Minutes  
Executive Director Report  
Quicken Report  
Cash Flow Report  
Project Spreadsheet  
Hangar Lease Spreadsheet  
Hangar Waiting List  
Project Approval Letter

6/24 Overlay Project – The overlay project will be covered in Old Business.

Apron Expansion Project – Bid Schedule – Advertise for bids on May 2<sup>nd</sup>, pre-bid meeting May 16 and open bids on May 30. It will take 4-6 weeks to receive contracts after bids are opened and then work can proceed.

ALP Update – The ALP Update will be covered in Old Business.

Horse Play Land Acquisition – The Airport Authority did purchase the property on March 15. The TAD reimbursement will be mailed tomorrow. Summary of reimbursement:

City – 90% of \$24,500 Appraisal price and 50% of \$25,900 purchase price = \$22,750  
TAA – 90% of \$2,000 Appraisal fee and 90% of \$500 Attorney fee = \$2,250

18/36 Runway/Ramp Repair – The repair was completed last week. The runway was closed Monday and Tuesday and a few hours on Wednesday morning. They came back and completed the ramp work on Friday. Smithway has submitted the final of bill of \$22,494.00. **A Motion was made and approved to make the payment.** Jon Glass will discuss a short term loan with the City until the TAD reimbursement arrives.

Additional Ramp Repair – We have an additional open TAD approved \$5,000 concrete repair project. With Board approval I would like to do additional repair work on the ramp

with this project. We will wait about 3 weeks to see how the thin set concrete cures before proceeding. **A motion was made and approved to do additional ramp repair work with this project.**

North Taxiway Fence & Tree Clearing Project – Jon Glass received the approval letters from TAD for these projects and the contracts should arrive in the next 30 days. He will go ahead and prepare the bid package for the fence project and process the \$9,682.20 reimbursement on the tree clearing project.

Property Donation – Jon Glass presented the quitclaim deed and property survey for review on the additional property donation from the Harton family. This property contains the gravel road from Airpark Drive to the RSA for runway 6/24. With Airport Authority approval of this property donation Jon Glass will request BOMA approval of this property. **A motion was made and approved to accept the property donation.**

Reimbursements - I have submitted the \$7,884.87 reimbursement for the ramp security lighting project. The Horseplay Land Acquisition reimbursement for the City and TAA will be mailed tomorrow. The 18/36 Emergency Repair reimbursement will be sent next week and the maintenance contract reimbursement will be mailed in about 30 days.

Jon Glass reported that he did send letters to Mickey Miller and Chris Rounds regarding aircraft parked on the North Taxiway blocking access to hangars.

## **7. Old Business:**

- A. 6/24 Overlay** – Jon Glass reported that he will attend a meeting Friday morning with Tom Burgess, Steve Upshaw and Tony Mancini. They will discuss the construction schedule for the overlay project. Jon Glass will e-mail Board members with a report on the meeting. John Miller reported that TAD decided to proceed with the rubblization process on the overlay project.
- B. ALP Update** - Hanson presented a draft copy of the Airport Layout Drawing for Board member review. A final draft of the ALP Update will be presented at the May Board meeting.
- C. Private Hangar Codes Compliance Checklist** – Anna Johnson, Stephen Corda and Steve Worsham provided a copy of their hangar inspection report. A copy will be posted in the terminal building. Jon Glass provided a copy of the firewall requirements for the hangars. Dr. Patterson reported that the South hangars were grandfathered on the fire code requirements. Jon Glass will review meeting minutes from the 1995-1998 timeframe on the grandfather clause. Dr. Patterson asked Jon Glass to send a letter to Sam Crimm regarding the trailer parked on the South ramp. The board agreed that Mr. Crimm can continue to park the trailer there provided that he will allow us to use it occasionally in support of work

around the airport. Should Mr. Crimm not agree to this, we will ask him to remove it from outside of his hangar.

**8. New Business:**

**A. BOMA Budget Meeting** – John Miller reported on the budget and capital improvement plan presented to the City last night. A power point slide was presented to the Board of Mayor and Aldermen. Steve Worsham reported that the presentation went very well. The Board of Mayor and Aldermen requested that we condense the timetable on the project submissions. John Miller will discuss the project request with Bob Woods at the Aeronautics Division.

**B. Richard Raper Hangar Request** – Richard Raper presented a concept drawing of an addition and renovation to hangar #S115. Mr. Raper will construct a lean to on the hangar and he currently leases the ground space to be used for the addition. The addition will match the existing colors of his hangar. He will need to gain approval from the City planning and codes department. **A motion was made and approved on the request.**

**C.** Buddy Chellstorp requested that several drainpipes on the airfield be cleaned out. Alderman James will work with the Public Works Department on this project.

**9. Alderman James Comments** – Alderman James suggested that the Airport Authority should look at planting some clover on the perimeter of the Airport to help with the deer problem. Alderman James will work the City to provide help on the airfield drainage problem. He reported that the Board of Mayor and Aldermen was impressed with the budget and CIP plans presented last night. He reported that the City could possibly fund all projects on the Airport CIP list. Alderman James will work on a resolution for CIP funding to be presented to the Board of Mayor and Aldermen and the Tennessee Aeronautics Division. John Miller will see if the County Mayor will sign the proposed resolution on the CIP funding.

**10. Meeting adjourned at 7:16 pm.**

Submitted on 4/19/07

<Original Signed>

Jon Glass  
TAA, Executive Director

**Minutes approved during the May 8, 2007 meeting**