



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Minutes February 13, 2007

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

Members Absent: Roy Smith.

Executive Director Jon Glass: Present

Alderman Jonathan James: Present

Tullahoma News: Rita Bauer

Visitors: Frank Passarello (Tullahoma Aviation), Steve Worsham, Wes McMinn (UTSI), Sharon Tinkler and Al Henninger (public comments).

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 thanked Roy Smith for his five years of service on the Airport Authority and his volunteer work on many special events at the Airport. He welcomed Stephen Corda to the Board and recognized Steve Worsham who will become a member at the end of this month.
- 2. Minutes for the December 12, 2006 meeting were previously approved via e-mail vote.**
- 3. Public Comments** – Al Henninger inquired about the insurance requirement and status of month by month leases based on the letter sent to hangar owners. John Miller reported that the \$1,000,000 liability clause was a City requirement and that all hangar owners on the South end will be offered a new lease before January 1, 2008. Sharon Tinkler reported that she was planning a Luscombe fly-in at the Airport for June 8 – 10th. She anticipated about 20 – 30 aircraft for the event.
- 4. FBO Report** – Frank Passarello presented the FBO report. He reported on the monthly activities and payments. The CPI increase was included with the monthly rental payment. Fuel sales for the month of January were down. John Miller reported that estimates were being obtained to repair concrete damage to runway 18/36 and the

ramp. An Emergency Project Request will be submitted to the Aeronautics division when bids are received.

5. **Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. He reported that he is working on the withdrawal of funds for the hangar bond payoff. Ken Ward reported that the preliminary audit report from Householder & Artman was complete and there were no findings. He discussed the cash flow analysis report with the Board.

6. Jon Glass presented his Executive Director Report:

Copies Provided to Board Members:

January 9 Meeting Minutes

January Quicken Report

Rounds Lease

Hangar Lease Spreadsheet

Project Spreadsheet

Hangar Waiting List

Revised Policies

Hangar Building & Fire Codes

6/24 Overlay Project – Tony Mancini provided an update at the 4:30 work session.

ALP Update/405 Survey – Tim Haskell provided an update at the 4:30 work session.

Apron Expansion Project – I notified Jody Baltz we will not need the requested and approved UDAG loan for the local share on this project. Due to cost reductions on the project we will not have to resubmit this project to the Aeronautics Commission in March. The contracts and work authorization have been sent to the Aeronautics Division for approval. TAD has requested the \$44,000 local share payment for this project. **A motion was made and approved to make the payment.**

Horse Play Land Acquisition – The signed contracts have been sent to TAD. After TDOT Commissioner approval (est. March 1) we can schedule the closing date and purchase the property. I will request the \$26,000 to purchase the property from the City and return the 90% reimbursement from TAD to the City once we receive it.

18/36 Runway / Ramp Repair – I met with three contractors that should submit estimates to repair the runway and ramp. I also notified the Aeronautics Division that we will submit a 90 / 10 Emergency Repair request for this project. I will notify Board members via e-mail when cost estimates and method of repair have been submitted for a decision to proceed. John Miller requested that Tony Mancini (from PDC) review the damage and method of repair from the Contractors before we award the contract.

North Taxiway Lots – We have a 100x100 lot available for lease behind the Mickey Miller hangar. The space is not big enough for 2 hangars in the minimum 3,600 square

foot range. An 80x80 hangar would maximize the space with utility line and side setbacks and allow for future auto parking space behind the Vanderbilt hangar. Upon Board approval of the minimum hangar size for this lot I will contact the people on the waiting list. **A motion was made and approved to offer the lot for a 6,400 square foot hangar lease.**

FAA Wings Weekend Project Request – I prepared a project request for TAD 100% reimbursement for Staggerwing Museum rental fee and food for May 19 event. **A motion was made and approved to submit the project.**

Project Spreadsheet – The City is providing \$250,000 in funding for the local share amounts on the first 10 projects (minus the ramp expansion project) listed on the attached spreadsheet. As of this date \$98,883 has been spent on the 9 projects with \$33,079 due back in reimbursements from TAD. That leaves a remaining \$184,196 in local share money in addition to the \$20,370 spent for the overlay project. I am meeting with Sue Wilson later this week to double check these numbers and check the status of remaining balance of the SAS building fund.

Hangar Lease Spreadsheet – Updated list provided to Board members with lease and insurance certificate expiration dates. All hangar rent payments for 2006 have been collected.

Hangar Waiting List – Updated list provided to Board members.

Airfield Deer and Bird Problem – Jim Vaughn discussed options at the 4:30 work session meeting.

Hangar Building and Fire Codes – Dwayne Hicks has not yet provided a list of building and fire codes for existing hangars. I will remind him.

Internet/E-mail Service – I have signed a month by month agreement with Charter for DSL service at \$61.00 per month. This agreement will eliminate an estimated \$800 per year on telephone and cable expenses.

New E-mail address – TAA@Charterinternet.com

Budget and CIP Submission to City – The CIP list is due at City Hall Friday February 16 and I recommend we have our airport budget ready to submit in mid-March. Sue Wilson will advise us in March when the budget is due for delivery.

Twin Beech – Michael Luckado and Jimmy Chapman moved the twin Beech to the South ramp area.

South Ramp Drainage – Stan Amacher has scheduled the video work of the south storm drain for next week.

Data Backup – I have purchased several flash drives and am working on backing up important documents to the drives. I also have documents stored on my home computer and I am looking for a fire proof storage safe for the office. Buddy Chellstorp is considering donating one he has if we can get it moved and repair the combination lock on it.

7. Old Business:

- A. Policy Revision Approval** – John Miller discussed the proposed changes to the Sale of Privately Owned Hangar and Ground Lease Agreements policies. John Stubbs requested that hangar owners be able to review the changes before Board approval. The proposed policy revisions for Sale of Privately Owned Hangars and Ground Lease Agreements will be posted in the terminal building for review and will be voted on at the March meeting.
 - a. Sale of Privately Owned Hangars** – The proposed revision will require hangars to pass building and fire codes inspections and possibly require exterior painting of the hangar before a new lease is approved.
 - b. Ground Lease Agreements** – The Aeronautics Division had suggested at a recent meeting that automatic reversion to airport ownership clauses be added to all Lease Agreements. Information received later from the FAA's Memphis Airport District Office indicated that reversion clauses would not be necessary on private hangar lease agreements.
- B. Rounds Lease Approval** – John Miller discussed some of the revisions to the proposed Rounds Lease. Chris Rounds has been out of town and has not yet received a copy of the lease. **A motion was made and approved to accept the lease.** If Mr. Rounds has any proposed revisions to the lease it will have to be approved at a future Board meeting.

8. New Business:

- A. UTSI Proposal** – Wes McMinn discusses a proposal to remove portable office trailers located behind the current UTSI hangar and construct new office space inside the existing hangar. **A motion was made and approved to accept the plan presented by UTSI.**
- B. TWRA Briefing from Work Session on Deer Problem** – John Miller reported on the discussion of the deer problem from Jim Vaughn with TWRA at the Work Session. He advised the Board that the only apparent workable solution to the problem was a perimeter fence. A fence would cost at least \$500,000 at this Airport and would create installation problems on the southern boundary of the property for the museum and Chandelle Airpark.

- C. Runway 6/24 Overlay/ALP Update** – John Miller discussed the recommendations from the Work Session on the overlay options. Alternate 4, the rubblization and asphalt overlay, was reported as the most cost effective way to improve the condition of the runway. John Miller suggested the Engineers provide written assurance that the condition of 18 / 36 will remain usable for traffic and that special attention will be paid to the two crowns where 18 / 36 and 6 / 24 intersect. **A motion was made and approved to select Alternative 4, the rubblization and asphalt overlay of runway 6/24.**
- D. City Fire Codes Inspection Requirements** – Action was deferred on this item until the City's Planning and Codes Department submits a list of code requirements for inspections.
- E. Hangar Owners without Lease Agreements** – John Miller's letter to all hangar owners (approved at the January meeting and sent to all hangar owners) stipulated that the hangar owners whose Lease Agreements have expired will be required to have a written lease agreement in place not later than 1 January 2008. A letter to each of these hangar owners, along with fire and building code requirements and any required exterior improvements, will be sent to the affected hangar owners. Anna Johnson, Stephen Corda and Steve Worsham will individually inspect these hangars in terms of meeting the appearance standards of our Minimum Development Standards document and report back to the Board at the March Board meeting with recommendations on each hangar.
- F. Deletion of Policy on Rental of TAA Owned Hangars** – John Miller recommended that this policy be removed since the Airport Authority no longer owns any rental hangars. **A motion was made and approved to delete this policy.** John Miller also discussed with Jeremy Bell a proposed policy to deal with abandoned and disabled aircraft. Mr. Bell will present a draft proposal for the March Board meeting.

John Miller discussed the upcoming Budget and CIP submission to the City. The CIP list will be presented to the City Board of Mayor and Aldermen via a power point presentation. This presentation will also be presented to the City's Planning Commission.

John Miller also updated the Board on a recent meeting with the Aeronautics Division regarding the proposed new UTSI facility in the Ledford Mill Road area. Funding for the facility is projected to be available in two years.

9. Alderman James Comments – Alderman James thanked Roy Smith on behalf of the Board of Mayor and Aldermen for his five years of service on the Airport Authority board. Alderman James reported the City Planning Commission would review all CIP lists and make recommendations to the Board of Mayor and Alderman on proposed projects.

10. Meeting adjourned at 7:20 pm.

Submitted on 11/21/06

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the March 13, 2007 meeting