



# Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

## Meeting Minutes January 9, 2007

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

**Members Absent: Roy Smith.**

**Executive Director Jon Glass: Present**

**Alderman Jonathan James: Present**

**Tullahoma News: Absent**

**Visitors: Jimmy Chapman (Tullahoma Aviation) and Tim Haskell (Hanson).**

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. Minutes for the December 12, 2006 meeting were approved.**
- 3. Public Comments** – Jimmy Chapman announced that Bill Kirshner passed away on Monday January 8.
- 4. FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly activities and payments. John Miller advised the CPI increase of 1.3% went into effect on November 1, 2006 (per paragraph 5 of their lease agreement). The increase applies to the \$1,250 monthly lease payment. He advised that the heating unit in the North hangar was working. Tullahoma Aviation received a \$1,050 check from Jim Baron for tie-down fees on the Twin Beech.
- 5. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. Dr. Patterson reported that the payoff on the hangar bond will equal \$145,425 with an estimated \$1,500 in legal expenses. He estimated that the payoff will save the Airport Authority \$67,000 in interest expense over the next 10

years. Dr. Patterson requested a motion to transfer available funds to the City to payoff the bond. **A motion was made and approved** to transfer the funds. Ken Ward presented and reviewed the monthly cash flow analysis information.

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

### **Copies Provided to Board Members:**

December 12 Meeting Minutes  
Project Spreadsheet  
Hangar Waiting List  
Horse Play Sale Agreement  
Minimum Standards  
Commercial Lease  
Harton Lease  
Cash Flow Analysis  
Hangar Bond Payoff Resolutions

ALP Update & 405 Survey – Tim Haskell provided a progress update on the ALP and 405 Survey. Mr. Haskell discussed primary surface requirements with B and C runway classifications. We have received the \$5,800.00 local share amount from the City for the ALP Update. **A motion was made and approved** to submit the payment to the Aeronautics Division.

2005 Runway 6/24 Project – We expect the final payments to arrive this month from the Aeronautics Division. **A motion was made and approved** to make payments when the money arrives in the amount of \$15,257.12 for J&S and \$5,426.00 for HMB. These payments will be final and close out the project.

6/24 Overlay Project – PDC will attend our February 13<sup>th</sup> work session meeting to provide options and cost estimates on the overlay project. The February work session meeting will start at 4:30 pm.

Apron Expansion Project – The revised building layout has been submitted to the City Development Committee. PDC will provide the scope of work for the Lease Agreement on this project on Monday. Jon Glass will also meet with James Williams at TAD in the next few weeks to determine if the project needs to be resubmitted to the Aeronautics Commission in March. With approval of the lease tonight, Jon Glass will notify Jody Baltz to disregard our UDAG loan request for this project.

January 8<sup>th</sup> Board of Mayor and Aldermen Meeting – Jon Glass attended the BOMA meeting last night regarding the proposed property donations from the Harton Family. The property contains 10.54 acres in the RSA and RPZ for Runway 6/24 and we are required to obtain it without TDOT funding according to terms of our Agreement. The City accepted the donations and agreed to provide up to \$7,000.00 in funding to provide a gravel road on the property. The gravel road will allow us to accept fill material from the

Hospital project to make improvements to the RSA for the runway. He will go back to BOMA meeting next month and request funding to relocate the PAPI's and threshold on Runway 36 according to the terms of the TAD Agreement.

Horse Play Land Acquisition – A copy of signed Purchase Agreement is included for Board members. Jon Glass expects the TAD contracts to arrive before the end of this month.

18/36 Tree Clearing/North Taxiway Fence & Gate Projects – Jon Glass received verbal approval from TAD on both projects.

Ramp Security Lighting Project – The project is complete. We have not received final bill from TUB. Board members should provide any comments on lighting to Jon Glass or Jimmy Chapman.

North Hangar Heat – The Project is complete. **A motion was made and approved** to make the \$2,548.50 payment to Allied Services.

Lease Survey – Jon Glass did a survey of ground lease rates at Airports according to policy.

Gatlinburg/Pigeon Forge – 30 cents per square foot/per year

Houston, TX Sugarland Regional – 27.5 cents per square foot/per year

Smyrna – 24 cents per square foot/per year

Tullahoma – 24 cents per square foot/per year (Improved)  
12 cents per square foot/per year (Unimproved)

Nashville Int. – 20 cents per square foot/per year (Improved)  
9 cents per square foot/per year (Unimproved)

John Tune (Nashville) – 20 cents per square foot/per year (Improved)  
9 cents per square foot/per year (Unimproved)

CPI Increase – The increase for this year is 1.3%. Jon Glass will notify the people that have CPI increases in their Lease.

Internet/E-mail Service – Jon Glass have called Midtnn 6 times in the past 3 weeks and received no response on e-mail problems. He checked prices with Charter and Bell South on DSL 1.5Mbps/256Kbps service.

Charter - \$61.99 per month  
Bell South - \$79.95 per month

One time installation cost of about \$100.00 would be required from both companies. Anna Johnson volunteered to assist Jon Glass in trying to negotiate a better phone rate with BellSouth, to include DSL internet access.

City Appropriation – We received the \$72,800 city appropriation and \$1,100 Insurance reimbursement.

Rounds Aviation – Chris Rounds reported that he was ready to sign a Lease Agreement at our next meeting.

## **7. Old Business:**

**A. DC-3/Twin Beech Aircraft Letters** – John Miller reported that he discussed the aircraft with Jeremy Bell. The Airport Authority will need to create a policy regarding abandoned aircraft. The Twin Beech will be relocated behind the UTSI hangar. Jon Glass is to work up a draft with Jeremy Bell's assistance.

**B. Harton Lease – A motion was made and approved** to approve and sign the Harton Lease agreement.

**C. T-Hangar Insurance** – Buddy Chellstorp reported on the status of insurance on the T-hangar building. The City Insurance policy will not cover the building since all hangars have been sold. The City policy will continue to cover the two storage areas owned by the City / TAA. A letter will be sent to the five hangars owners requiring them to obtain and maintain the required \$1,000,000.00 liability insurance on their hangars.

## **8. New Business:**

**A. Review of Commercial Lease – A motion was made and approved** to accept the proposed changes to the Standard Commercial Lease Agreement.

**B. Hangar Bond Payoff – A motion was made and approved** to forward the hangar bond payoff resolution to the Board of Mayor and Aldermen.

**9. Alderman James Comments** – Alderman James reported that Stephen Corda and Steve Worsham were appointed to the Airport Authority at the January 8 Board of Mayor and Aldermen meeting. Mr. Corda's appointment is effective immediately and Mr. Worsham's appointment will be effective at the expiration of Mr. Smith's current term in February. He reported that the proposed Ethics Policy will include the Airport Authority. He advised the Airport Authority to have our budget presentation and request ready by March 1. John Miller asked Tim Haskell to help prepare the cost estimates for next year's CIP projects to be included on the budget presentation and to help us prepare the long range plan for the future status of our airport. Alderman James thanked Board members for their efforts to save money on the Harton hangar project and Runway Safety Area Improvements for Runway 6/24.

**10. Meeting adjourned at 7:24 pm.**

Submitted on 1/11/07

<Original Signed>

Jon Glass  
TAA, Executive Director

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

**The minutes were approved via e-mail and telephone vote on 1/16/07.  
John Miller and Dr. Patterson (e-mail)  
Buddy Chellstorp, Ken Ward and Anna Johnson (telephone)**