



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Minutes

March 13, 2007

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

Members Absent: Ken Ward (family illness)

Executive Director Jon Glass: Present

Alderman Jonathan James: Present

Tullahoma News: Not Present

Visitors: Frank Passarello and Jimmy Chapman (Tullahoma Aviation), 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 welcomed Steve Worsham to the Board.
- 2. Minutes for the February 13, 2007 meeting were approved.**
- 3. Public Comments** – Al Henninger reported that one of the security lights was inoperable on the South ramp. He will work with Jon Glass to identify which one and have TUB repair it.
- 4. FBO Report** – Frank Passarello presented the FBO report. He reported on the monthly activities and payments. Jimmy Chapman reported that the SDF and NDB had been repaired and they are both working properly.
- 5. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. Dr. Patterson reported that the City had paid off the hangar bond. The Airport Authority has submitted \$79,000 to the City in payments toward the bond. The remaining \$65,000 will be paid in the Fall when the Charles

Schwab CD matures. Ken Ward was not present for the meeting but submitted the cash flow analysis report via e-mail. Dr. Patterson reported that the final audit report had been submitted by Housholder & Artman. Copies of the audit report were provided to Board members.

6. Jon Glass presented his Executive Director Report:

Copies Provided to Board Members:

Agenda

2/13/07 Meeting Minutes

Executive Director Report

ALP Update Progress Report

Quicken Report

Project Spreadsheet

Hangar Lease Spreadsheet

Hangar Waiting List

Proposed Codes Inspection Checklist

Cash Flow Analysis

Audit Report

6/24 Overlay Project – No update at this time.

ALP Update – A progress report from Hanson was provided to Board members.

Apron Expansion Project – Jon Glass reported that he received the \$44,687 payment for the local share funding on this project. **A motion was made and approved to make the payment.** PDC will have a survey team here Thursday to check the hangar floor elevations.

Horse Play Land Acquisition – We have received the \$26,500 from the City to purchase the property. The 90% TAD reimbursement will be returned to the City when the project is complete. The closing date is scheduled for March 15 at 2:00 pm. We will receive a \$1,800 reimbursement from TAD on the appraisal work that was completed in 2005.

18/36 Runway/Ramp Repair – A request for bids was advertised in The Tullahoma News. Jon Glass recommended that we use the reimbursement on the Horse Play appraisal work toward the 10% local share on this project.

Bid Results:

Smithway Asphalt - \$20,994 Estimated Closure Time – 3 Days

JR Smith Construction - \$22,880 Estimated Closure Time – 14 Days

Prince & Sons - \$52,300

Rogers Group - \$127,000

PDC reviewed the bids and suggested Smithway Asphalt's method of repair. **A motion was made and approved to accept the Smithway Asphalt bid.**

TAD Meeting – Jon Glass did meet with Bob Woods and Brian Caldwell from TAD last week along with the Airport Managers from Murfreesboro, Smyrna and Gatlinburg. We discussed the funding formula, maintenance contract and payment/contract issues. We did not make any progress on the 95/5 versus 90/10 funding. TAD believes they can do more projects in the State with 90/10 funding. On the payment/contract issues they have had some problems from employee turnover and the TDOT hiring freeze. They believe this problem will be corrected soon and they are looking at options to speed up the process. We did make some progress on the maintenance contract and will have a follow up meeting with Mr. Woods before the May Aeronautics Commission meeting.

06/07 Maintenance Contract – Jon Glass prepared the maintenance contract reimbursement for FY 06/07. We receive a 50/50 reimbursement on \$25,000 each year. We have spent \$27,000 after 8 months of this year and should spend about \$40,000 – 42,000 by the end of the year. Any increase in funding to this contract will help us reduce expenses.

Ramp Security Lights – Jon Glass received the final bill from TUB on this project. The original cost estimate to install the lights was for \$13,500, the final bill is \$8,760.97. **A motion was made and approved to make the payment.**

North Taxiway Fence & Tree Clearing Project – We have not received an approval letter from TAD on these projects. A recent article in The Tennessean newspaper indicated that they have been approved.

Audit Report – Householder, Artman & Associates has concluded the Audit. A copy was provided for each Board member.

TAD Conference – The conference is scheduled for September 20 & 21 this year.

7. Old Business:

A. Ground Lease Revision Approval -

B. Private Hangar Policies Revisions – Jon Glass reported that he had not received any comments on the proposed policy changes. Dr. Patterson did report that a few people had approached him with concerns about the proposed changes. John Miller suggested that the proposed policy would make safety improvements to the existing hangars. **A motion was made and approved to accept the policy revisions. Steve Worsham abstained.**

C. ALP Update – A progress report from Hanson was provided to Board members.

D. Runway 6/24 Overlay Update – John Miller reported on the 6/24 overlay project. He reported that Mr. Lowndes comments will be sent to PDC and the Aeronautics Division for review and a decision on how to proceed with the project.

E. Private Hangar Codes Compliance Checklist – John Miller asked Anna Johnson, Stephen Corda and Steve Worsham to report on the South hangar area inspection completed last week. Mrs. Johnson and Mr. Corda both provided written comments for Board member review. John Miller asked for the Board members to send a list of which hangars needed to be painted and the checklist would cover structure, electrical and fire safety codes. Mr. Miller provided copies of the proposed checklist to Board members. He asked for Board members to send any comments on the checklist to Jon Glass. Alderman James reported that a certain type of paint is available that would meet the 2 hour fire wall requirement. Jon Glass will contact Dwayne Hicks for more information on this product.

8. New Business:

A. Officer Elections

Chairman - John Miller was elected Chairman.

Vice Chairman – Steve Worsham was elected Vice-Chairman.

Secretary – Stephen Corda was elected Secretary.

Treasurer – Dr. Patterson was elected Treasurer.

Vice Secretary – Anna Johnson was elected Vice Secretary.

Vice Treasurer – Ken Ward was elected Vice Treasurer.

Dr. Patterson reported that he and four other people observed an unauthorized person exiting Dr. Ralph Kimberlin’s hangar on Saturday March 10. Dr. Patterson will discuss the matter with John Miller and Dr. Kimberlin.

Jimmy Chapman reported that parked aircraft were becoming a problem on the North taxiway. Dr. Patterson also reported that he witnessed an aircraft with an engine running inside Mickey Miller’s hangar on several occasions. John Miller asked Jon Glass to send letters to Mickey Miller and Chris Rounds to remind them of the requirement to keep the ramp clear.

9. Alderman James Comments – Alderman James reported that he would like to meet and discuss some airport issues with the South ramp hangar owners. Alderman James thanked the Board for reviewing Mr. Lowndes comments on the 6/24 overlay project.

10. Meeting adjourned at 7:38 pm.

Submitted on 3/16/07

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the April 10, 2007 meeting