



# **Tullahoma Airport Authority**

**P.O. Box 1584 – Tullahoma, TN 37388**

## **Meeting Attendance May 8, 2007**

### **Members Present**

- John Miller, Chairman
- Buddy Chellstorp
- Stephen Corda
- Phillip Patterson
- Anna Johnson
- Ken Ward
- Steve Worsham

### **Other Officials Present**

- Jon Glass, Executive Director
- Alderman Jonathan James
- Rita Bauer, Tullahoma News

### **Visitors**

Frank Passarello (Tullahoma Aviation)  
Tim Haskell and Joann Lawson Bingham (Hanson)  
Chris and Don Rounds (Lease Agreement)

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

**Meeting Minutes  
May 8, 2007**

1. **Meeting called to order at 6:00 pm.** There was no work session prior to this meeting.
2. **Minutes for the April 9, 2007 meeting were approved** with the following correction. The word Airport was added to the CIP list in Alderman James comments.
3. **Public Comments** – None.
4. **FBO Report** – Frank Passarello presented the FBO report. Mr. Passarello reported that the windsocks have been replaced. He thanked the Airport Authority for replacing the lights in North Hangar and terminal building security lights. He will request bids for the terminal building window tinting and reported the main gate had been repaired.
5. **Treasurer's Report** – Dr. Patterson reviewed the monthly payments, account balances and lease deposits. Jon Glass reported on the cash flow report and reimbursements due to the Airport Authority that total \$59,439. He reported that TAD will reimburse the Airport Authority \$4,800 for the 6/24 extension project. John Miller asked Jon Glass to check with Sue Wilson on the status of the reimbursement and whether or not the City desires the money be repaid to them or remain to help us through our summer cash flow problem.
6. **Jon Glass presented his Executive Director Report:**

**Copies Provided to Board Members:**

Agenda  
April 10 Meeting Minutes  
Quicken Report  
Cash Flow Analysis  
Project Spreadsheet  
Hangar Lease Spreadsheet  
Hangar Waiting List  
Rubblization Test Strip  
Apron Expansion RFP  
North Taxiway Fence Bid  
Airport Overlay Comparison  
Hangar Lease Information

South Ramp Drainage Information  
Deer Control Plan  
TAD Funding/Contract Process Letter  
Rounds Lease

2005 6/24 Project – The final payments of \$15,257.12 to J&S and \$5,426.00 to HMB have arrived from TAD. The final project cost was \$48,000 below the budget amount. We will receive a \$4,800 reimbursement from TAD on the project.

6/24 Overlay – Two companies are scheduled to be here May 22 to do test strips on the rubblization process. Information regarding the test is provided to board members from PDC.

ALP Update – Tim Haskell will provide an update on the project during the Old Business agenda item.

Apron Expansion Project – A copy of the RFP is provided to Board members. The pre-bid meeting will be May 16 and bids will be opened May 30.

North Taxiway Fence – Bids were opened May 2<sup>nd</sup> on the fencing project. 2 Contractors picked up bid packages and one Contractor submitted a bid. B&R Fence submitted a bid of \$8,586.00 which is \$1,500 below the TAD contract amount. TAD contracts have been approved and signed so work can proceed.

**A motion was made and approved to accept the bid.**

John Miller requested that Jon Glass contact the North Taxiway hangar owners and advise them of the fencing project. New gate transmitters will be ordered for the vehicle gate.

Tree Clearing Project – The TAD contract for this \$9,682 reimbursement has also been approved. Jon Glass will work with the Contractor and TAD to get this reimbursement as quickly as possible.

18/36/Ramp Emergency Repair Project – We have received the 90% reimbursement or \$20,244.60 from the City from the 6/24 Overlay account. When TAD sends the \$20,244.60 reimbursement it will be returned to the overlay account. A phone/e-mail vote was taken to vote on this request. It was approved 7-0.

Ramp Repair – The concrete repair work completed with the 18/36 project has held up extremely well. With Board approval Jon Glass will request Smithway to complete \$4,500 in additional repair work on the ramp. This will also receive a 90/10 reimbursement from TAD.

**A motion was made and approved to complete the additional ramp repair work.**

Airport Overlay District – Jon Glass completed a comparison report of our current Airport Overlay District and the model FAA Zoning Ordinance. This has been sent to

Dwayne Hicks for review. He will submit any recommended changes to the Airport Authority in June or July.

South Ramp Drainage – Jon Glass thanked TUB for the work they did on the ramp. An e-mail from Scot Young describing the repairs and a thank you letter from Mr. Miller are provided to Board members. John Miller thanked Al Henninger for his advice and assistance on the repair work. Dr. Patterson reported that the area was draining better since the repair work had been completed.

Wings Weekend – The event is scheduled for May 19<sup>th</sup> at the Staggerwing Museum. TAD was not able to approve a contract in time to fund the event. They have approved a voucher for the event which is good up to \$999.99 so we can get our 100% reimbursement on Museum rental and food for the event.

Deer Control Plan – The plan calls for 3 plots at 2 acres each. To lime, disc, seed and fertilize 6 acres would cost \$900. This would be eligible for 50/50 funding on the maintenance contract.

**A motion was made and approved to proceed with the food plots on the Airport perimeter.**

Notes:

Sharon Tinkler advised Thursday that 35 aircraft are presently signed up for the Luscombe fly-in on June 8.

Jon Glass is scheduled to meet with Wayne Limbaugh and Butch Taylor from Public Works next Wednesday to discuss the airfield drainage problems.

The windsock adjacent to runway 6 has been replaced.

John Miller requested that the flags be replaced at the terminal building. The letter on the trailer was sent to Sam Crimm, Jon Glass will contact him by e-mail. John Miller requested for Jon Glass to send a 2<sup>nd</sup> notice to hangar owners on the expired insurance certificates.

## **7. Old Business:**

**A. ALP Update** – Tim Haskell and Joann Lawson from Hanson provided an update on the ALP. They discussed the taxiway alternatives and development of the West side of the Airport. Three taxiway options were presented; a full length parallel taxiway with estimated cost of \$1,821,000, a partial parallel and rehab runway 14/32 for \$1,872,000 and repair and overlay the existing the South taxiway for \$1,200,000. The Airport Authority decided to proceed with the 3<sup>rd</sup> option to repair and overlay the existing the South taxiway. A turnout and a modification to the Eastern end of the taxiway will be made. Hanson will also depict a future taxiway

option that will connect old runway 14 to runway 06 to improve runway access for the future West side development. Mr. Haskell also presented issues and goals for the future development of the West terminal area. Two options were presented for hangar development on the West side to maximize space and to allow for line of sight on runway 06/24 and 18/36. Future location of the terminal building was also discussed. The future terminal building will be depicted adjacent to the existing building. A future perimeter road was also discussed.

- B. 6/24 Overlay** – Jon Glass covered the 6/24 Overlay during the Executive Director report.
- C. Private Hangar Codes Compliance Checklist** – John Miller discussed the letter and attachments to be sent to hangar owners that do not have a current lease agreement. Dwayne Hicks, the Planning and Codes Director for Tulahoma, volunteered to complete the inspections himself. A maximum of two years of lease credits will be offered to hangar owners to make recommended improvements to hangars. Anna Johnson and Steve Worsham will also inspect the UTSI hangar to identify any improvements needed before their new lease is completed. Dr. Patterson relayed several questions from hangar owners regarding fuel containers and paper storage. It was suggested that Mr. Hicks be contacted for clarification on the questions from Dr. Patterson. **A motion was made and approved** to accept the checklist pending clarification from Mr. Hicks regarding fuel containers and paper storage.
- D. Rounds Lease** – Chris Rounds addressed the Board with some suggested changes on the pending Lease agreement. The Board agreed to the changes except for the transfer of a lease agreement. Mr. Miller suggested for Chris Rounds to edit the lease and present it to the Board for approval at the next meeting.

## **8. New Business:**

- A. Planning Commission Meeting** – John Miller reported on the Airport CIP list presented Monday night at the Planning Commission. The Planning Commission requested information on land needed for an extension of runway 06/24 to 6,000 feet. Tim Haskell will provide the information. Alderman James reported that the City budget should be approved in late May and we should receive an answer on funding of the Airport CIP projects after budget approval. John Miller reported on an addition to the CIP list that included an access road from the South ramp to the Staggerwing Museum. This project would not be eligible for State funding and would have to be funded locally.
- B. Airport Overlay District** – Jon Glass covered this item during the Executive Director report.

**9. Alderman James Comments** – Alderman James thanked the Board for their continued fiscal responsibility and management of the Airport.

**10. Meeting adjourned at 8:29 pm.**

Submitted on 5/17/07

<Original Signed>

Jon Glass  
TAA, Executive Director

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