



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance November 13, 2007

Members Present

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

Other Officials Present

- Jon Glass, Executive Director
- Alderman Mike Norris
- Rita Bauer, Tullahoma News

Visitors

Frank Passarello (Tullahoma Aviation)
Tony Mancini and Ron Fitzgerald (PDC)

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

Meeting Minutes November 13, 2007

- 1. Meeting called to order at 6:00 pm.**
- 2. Minutes for the October 9 and 31, 2007 meeting were approved.** A revision was made to the employee payment option regarding the health insurance under New Business in the work session minutes.
- 3. Public Comments –** No comments.
- 4. FBO Report –** Frank Passarello presented the FBO report and reported on the monthly payments and activities. Mr. Passarello reported that 9,410 gallons of fuel were sold during the Beechcraft Convention with about 89 aircraft attending.

5. Treasurer's Report – Dr. Patterson reported on the monthly payments and lease deposits. Dr. Patterson reported that the Charles Schwab CD would mature on November 28, 2007. The \$66,400 amount will be reimbursed to the City when the CD matures. Ken Ward reported on the cash flow report. He reported that Jon Glass will meet with TAD tomorrow and check on the \$14,000 in reimbursements that they owe us.

6. Jon Glass presented his Executive Director Report:

6/24 Overlay, Taxiway Improvements & Ramp Repair Projects – PDC is present and will provide an update in the old business portion.

Ramp Expansion Project – Paving for the ramp is complete. Rogers Group will return the week of November 12 for clean up and dirt removal. The 90/10 funded security fencing and vehicle gate project will be submitted November 14. Estimated cost for the project is \$17,000.

Ramp Repair Project – Smithway completed the work on this project in the South hangar area on 11/2/07 for \$5,997.00. This is a 90/10 project and Jon Glass has requested to borrow the 90% share from our CIP money with the City. This money will be returned to the City when the reimbursement arrives from TAD in about 3 months.

Drainage Study – Contracts have been approved and Jon Glass has requested the \$9,900 local share from the City. The \$9,900 will be sent to TAD.

Runway Justification Study – Airport Authority and TAD have approved the scope of work and contract. Hanson has started collecting data for the study.

ALP Update – Tim Haskell from Hanson provided a written update. At the meeting with TAD on October 15, all parties agreed that using runway 14/32 as the taxiway alternative for runway 6/24 would better serve the Ledford Mill road area for future Airport development. This change in taxiway alternates will be completed on the ALP. The 405 survey is under review with the FAA.

TAD Reimbursements – Have a total of \$16,586.89 in reimbursements from TAD that should arrive in 2-3 weeks. The money is for completed fencing project and a partial 06/07 maintenance contract reimbursement.

2006/2007 Audit – All paperwork has been submitted to Housholder and Artman for the audit.

South Hangar Lease Agreements – Tensfield, Burt, Richison, Kemp (2) and Patterson have passed inspection. **A motion was made and approved** to sign the lease agreements.

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There are 9 hangars left to be inspected. Crimm, George, Groff, Henninger, Allison and Perkins told Jon Glass they will be ready before January 1. Graves, Meuer and Routh have not responded.

Comments from Captain Shasteen with the Fire Department will be included with the hangar inspection checklists.

Airfield Inspections – All runway lights, ODEL's and PAPI's are working. One taxiway light is out due to a bad transformer. The 2 flashing REIL's on 18 are not working properly. One light is out on the ramp. Main gate – we have had multiple malfunctions with the gate. B&R will replace and relocate the exit loop which should correct the problem. He will also install the siren openers on both gates.

City Website – As of 11/9/07 all minutes, policies, Board member info, Charter and By-Laws are current and posted. The Civic club presentation is not posted. The updated version will be sent to City Hall.

Notes

Sailboat – Joe Lester advised that the sailboat will be removed from his property on November 15.

DC-3 – A copy of the letter from aircraft owner is provided for Board members.

Self Service Fuel – Steve Johnson (from Shell) provided information on self service credit card machines for the fuel tanks.

7. Old Business:

A. PDC Projects Update – Tony Mancini and Ron Fitzgerald with PDC updated the Board on the status of current projects. Ron Fitzgerald distributed copies of inspection reports on the hangar expansion project. He reported the project was about \$3,200 under bid price and the project should be complete in the next week. John Miller asked if there would be any erosion problems around the retaining pond. Ron Fitzgerald said that the Contractor had not completed the grading work. He added that money was left over in the project if the Board requested that a guardrail be installed. Tony Mancini reported that PDC was waiting on contract signatures on the drainage study. He reported that we are also waiting on crack and seat approval for the overlay and PDC is revising the taxiway rehab project. PDC and Jon Glass will meet with TAD tomorrow and get updates on contract status.

8. New Business:

A. Sam Crimm Proposal – Sam Crimm was not present for the meeting.

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- B. John Miller thanked Buddy Chellstorp and Anna Johnson for presenting the civic club brief to the Chamber of Commerce and Board of Mayor and Alderman. He also reported that he will serve on the mayor's Planning and Coordination meeting on the 2nd Thursday of each month (TAA Chairman is a designated member). If Mr. Miller is unable to attend, any Board member can take his place. He also thanked the Board for the sympathy card regarding his family death.

 - C. Jon Glass reported that he met with John Parish regarding a proposed parking lot and taxiway to the Beechcraft museum. The taxiway will have to be 240 feet from the centerline of runway 18/36. The Museum will provide more details on the project as they become available. TAA supports the project but will not make any request for funding support from the City.
9. **Alderman Norris Comments** – Alderman Norris reported that he checked on health insurance thru the City for TAA employees and that they were not eligible due to the legal structure of TAA. He reported that the City would loan the \$5,400 to TAA for the ramp repair project and the Board of Alderman would address the \$9,900 request for the drainage study project at the next Board of Mayor and Aldermen meeting.

10. Meeting adjourned at 7:00 pm.

Submitted on 12/04/07

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the December 11, 2007 meeting