



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance October 9, 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 Mike Norris
- Rita Bauer, Tullahoma News

Visitors

Frank Passarello & Jimmy Chapman (Tullahoma Aviation)
Roy Smith and Andy Moore (Public Comments)

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

Meeting Minutes

- 1. Meeting called to order at 6:00 pm.**
- 2. Minutes for the September 11, 2007 meeting were approved** with the following changes. Page 2 on the last paragraph Jon Glass was included as person to contact to schedule and be present for hangar inspections. “Abandoned aircraft” was changed to “disabled aircraft” in the Executive Director’s report and the names of aircraft owners will be added to that paragraph.

- 3. Public Comments** – Michael Luckado advised the Board that he would seek a 2nd part-time job as he is unable to support his family on his part time salary with no benefits. Anna Johnson will check on possible alternatives for health insurance for both employees. John Miller asked Alderman Norris to once address with the City the possibility of our employees coming under the umbrella of City employment.

Roy Smith questioned why the Airport Authority moved the 2 disabled aircraft off the end of runway 14/32. John Miller responded that the Airport Authority was trying to improve the professional appearance of the Airport at the request of several businesses, including a formal letter from the President of UTSI (letter provided to all Board members). Stephen Corda asked if the owner of the DC-3 aircraft would be willing to improve the appearance of the aircraft and attach the engine and prop. That way it could be left on the terminal side of the airport as an attraction. Roy Smith was asked to contact the DC-3 owner (Mark Borghorst) to see if he will make the improvements. John Miller asked Roy Smith to get an answer within the next two weeks, otherwise we will proceed with moving it also. Andy Moore inquired about Airport Authority policy on disabled aircraft. He was advised that the policy is published on the website.

- 4. FBO Report** – Frank Passarello presented the FBO report and reported on the monthly activities and payments. A copy of the transient aircraft was included.
- 5. Treasurer’s Report** – Dr. Patterson and Ken Ward were absent from the meeting. Jon Glass handed out the financial reports and cash flow report. He reported that Schwab CD would mature next month and the hangar bond would be paid off in November.

6. Jon Glass presented his Executive Director Report:

6/24 and South Taxiway Overlay – PDC is waiting for TAD approval of the crack and seat method. They are also waiting for contract numbers from TAD so they can begin design work on the taxiway overlay and ramp overlay projects.

ALP Update – We are in the process of scheduling a meeting with Brian Caldwell, PDC and Hanson the third week of October at the TAD office. Agenda for the meeting will be to discuss any issues TAD has with the ALP Update and coordinate the plan with both consulting companies. Jon Glass will advise the time and date when it is confirmed for any Board members who want to attend.

Ramp Expansion Project – The building contractor has completed the underground utility and drainage work. Rogers Group started applying the stone base 8 October and should start paving next week. We will have a progress report meeting next week with the two contractors before paving begins.

Ramp Repair Project – Work on this project will begin the week after the Beechcraft Convention.

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Drainage Study – Survey work started Oct 5.

Runway Justification Study – Waiting for scope of work approval from Brian Caldwell. This will be on the agenda for the upcoming meeting with Brian Caldwell.

Beechcraft Convention – Copies of the agenda are included for Board members.

VOR Checkpoint – This was scheduled for last month along with SDF flight check. The SDF was inoperable that day so flight check will be rescheduled for 3rd week in October.

Sweeper Truck – The sweeper truck has been repaired. They will do the September cleaning Friday October the 5th and do the October sweeping later this month.

Airfield Inspections – All runway, taxiway and PAPI lights are working. Light on South hangar will be replaced when we can schedule a bucket truck. We lost the taxiway lights on midfield and North taxiway due to the hangar construction project the night before the TAD conference. Repairs were made within 12 hours.

Health Insurance – Jon Glass requested permission to resume health insurance coverage for himself. The monthly premium has been reduced from \$440 per month to \$400. Anna Johnson will check on Cover TN health insurance for both employees and report back to the Board so that a decision can be made prior to the expiration of Jon Glass' current insurance coverage.

Hangar Rent Update – Mike Botwin is \$78.30 behind and the Skydiving center is \$148.32 behind. Notices will be sent.

Hangar Insurance Update – 3rd notices will be sent to Dr. Freeman, Russ Groff, Gary Meuer, Routh and Bill Saville.

South Hangar Lease Agreements – Richard Blazier, Richard Raper and Raper/East hangars have passed inspections. New lease agreements were signed at the end of the meeting.

Robert Burt, Jim George, Dr. Patterson are ready for hangar inspections. Sam Crimm and Joey Kemp (2 hangars) should be ready for inspection later this month. Tom Perkins and Al Henninger are not ready yet. Jon Glass is still trying to contact Tensfield, Routh, Meuer, Kimberlin/Allison, Groff and Graves. Meuer and Kimberlin/Allison have made improvements to their hangars.

Ramp Work – Jon Glass thanked Jim Apple for the help and volunteer work he has provided to help clear weeds on the ramp and other areas of the airport.

7. Old Business:

- A. Disabled Aircraft** – Jon Glass reported that Richard Blazier requested that the Ag Cat be moved back to his hangar for repair work as it now has a new owner who wants to get it airworthy to fly out of Tullahoma. Jon Glass and Jimmy Chapman will move the aircraft. Buddy Chellstorp reported that First National Bank in Manchester that owns the aircraft requested hangar space for the airplane.

- B. Sailboat Removal** – Jon Glass reported that Ron King had a 6 month lease with Joe Lester to store the boat behind the UTSI hangar. This lease expired October 1, 2007 and Mr. Lester reported that he will give Mr. King a few days to move the boat.

- C. World War II Hangar** – John Miller reported that he was working on the thru-the-fence issue with TAD and Joe Lester on the hangar. He presented a letter of intent from Mr. Lester to the Authority for the Harton family to donate the land to the City. John Miller reported that, based on his discussions with the TAD, if no progress was made on the donation, access to the airfield from the hangar would have to be denied. Mr. Lester is working with some potential companies that would bring an aviation company to the hangar and airport. Stephen Corda stated that he was not satisfied with the explanation to TAD on the thru-the-fence issue. John Miller replied that TAD has been fully informed and supports the progress being made on the hangar, and that he will discuss it again with TAD at the upcoming meeting.

8. New Business:

- A. Beechcraft Convention** – Jimmy Chapman reported that the fuel truck will arrive in the morning. Buddy Chellstorp and John Miller reported that the airfield was in great shape.

- B. TAD Conference** – John Miller reported on the TAD Conference in September. All attending Board members were impressed with the Day Jet presentation. John Miller reported that he mailed a copy of the civic club briefing presentation to Day Jet officials. Anna Johnson presented some ideas on running the Airport in professional manner. She will chair a work session prior to the November Board meeting regarding some employment issues.

- C. Self-Service Fuel** – Jon Glass reported that the self-sevice credit card machines cost about \$13,000. He will obtain more information for the November Board meeting.

- D. Ramp Security Discussion**
 - (1) Terminal Gate – John Miller asked the Board if they preferred to keep the main gate closed during daytime hours. Anna Johnson stressed the importance of security. **A motion was made and approved** to close the gate and remove the speed bump.

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- (2) Access Code Change – The Board decided to change the access code to the main gate once per year on January 1.
- (3) Chandelle Airpark Access Control – Mr. Miller also asked the Board to consider access control from the Airpark to the 9/27 turf runway. John Stubbs and Sharon Tinkler will be consulted.
- (4) New Hangar Fencing & Gate Approval – John Miller, Jon Glass and Jimmy Chapman will look at the placement of fencing for the new hangar area. **A motion was made and approved** to submit a fencing and gate project to TAD.

E. John Miller reported that he has begun giving the civic club presentation, starting with the City Planning Commission and the evening Lions Club. The presentation was well received in both places, and the briefing is currently scheduled for the County Industrial Board and noon Rotary Clubs within the next two weeks. He encouraged Board members to also take the briefing to as many public venues as possible to help spread the word.

- 9. Alderman Norris Comments** – Alderman Norris thanked the Board for their work on improving the appearance of the airport and efforts to attract new business at the airport.

10. Meeting adjourned at 7:14 pm.

Submitted on 10/17/07

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the November 13, 2007 meeting