



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance September 11, 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)
Richard Steiner, Dwayne Hicks & Richard Shasteen (City of Tullahoma)
Buddy Richison, John Stubbs & Sharon Tinkler (Public Comments)

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

Meeting Minutes September 11, 2007

1. **No work session held prior to meeting.**
2. **Meeting called to order at 6:00 pm.**
3. **Minutes for the August 14, 2007 meeting were approved.**
4. **Public Comments** – Richard Shasteen, Dwayne Hicks and Richard Steiner briefed the Board on the recent inspection of a private hangar. Richard Shasteen, the City of Tullahoma Fire Chief, requested clarification on the role the Fire Department will play in future hangar inspections. John Miller explained that the Airport Authority

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coordinated an inspection checklist with Dwayne Hicks of the Codes Department. Mr. Hicks explained that it is not necessary to include the Fire Department in the existing hangar inspections, but they will be involved in any new construction efforts. Stephen Corda asked Chief Shasteen if any specific fire codes need to be added to the current hangar inspection checklist. The Board also requested that Mr. Hicks continue with the inspections of existing hangars using the checklist previously developed.

Buddy Richison discussed his recent hangar inspection by Chief Shasteen and Mr. Steiner. Mr. Richison asked for the same checklist to be used on all hangar inspections. Mr. Hicks explained that Mr. Richison had erroneously asked for a fire inspection, and not a codes inspection, which caused the confusion. John Miller asked Mr. Richison to call Dwayne Hicks for the correct hangar inspection.

John Stubbs reminded the Board that the area on the South ramp behind the hangars is a designated fire lane and the sweeper truck is parked in it. The sweeper truck will be relocated. Jon Glass will be present for and schedule all future hangar inspections.

Sharon Tinkler inquired about the thru-the-fence issue with the Harton hangar. John Miller reported that the hangar is being used on a temporary basis, that several business opportunities are being pursued by Mr. Joe Lester, and that discussions to donate the property to the Airport were ongoing with Mr. Lester.

5. FBO Report – Frank Passarello presented the FBO report. He reported on the monthly activities and payments. The FBO will provide a monthly list of transient C-2 and C-3 category aircraft.

6. Treasurer's Report – Phillip Patterson presented the Treasurer's report. He reviewed the monthly payments, account balances, lease deposits and cash flow report. Ken Ward reported on the monthly cash flow report.

7. Jon Glass presented his Executive Director Report:

CIP Projects – PDC (engineering consultant) is working to have the 6/24 overlay, taxiway overlay/lighting, ramp repair and drainage repairs projects all ready to bid in the Spring on the same date. Work on the Drainage study will begin in about 30 – 60 days.

Apron Expansion Project – Rogers Group started work on the apron September 4 and has 45 days to complete the project. The estimated completion date is September 28. A fence, vehicle and lighting security project will be submitted to TAD when the ramp is complete.

ALP Update – Hanson (Airport Layout Plan ((ALP)) consultant) has not received any comments from TAD on our draft ALP as of this date.

Runway Justification Study/EA – Hanson provided a scope of work and fee proposal on the runway extension justification study. Brian Caldwell advised that if the

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Environmental Assessment (EA) came back negative, the money spent for the EA would not be eligible for 90% reimbursement from TAD. However, we should know long before the EA is complete (and before the majority of the money is spent) if there are any major negative findings.

Courtesy Vehicle – The City transferred the title of the van to the Airport Authority on September 4. We currently carry liability only insurance at \$545 per year. Collision insurance will run an additional \$473 per year with a \$100 deductible for comprehensive and a \$500 deductible for collision insurance. The blue book value of the van is \$6,200. The old blue van was sold for \$500 and the change in the registration has been verified.

Motion was made and approved to include collision coverage.

North Taxiway Fence and Gate – Project is complete and passed electrical inspection. Remotes will be available for \$20.00 when they are programmed.

Ramp Repair Project – Contracts for the \$5,000 ramp repair project have been approved. Jon Glass is working with Smithway Asphalt on a start date for the repairs.

VOR Checkpoint – The FAA will establish a VOR checkpoint over Normandy dam the 3rd week of September.

Disabled Aircraft – Certified Letters were sent to the three aircraft owners (Jim Baron – Twin Beech, Robert E. Lee – Ercoupe, Mark Borghorst – DC-3) two weeks ago. Jon Glass received return receipts on all three letters.

Airfield Inspections – Two taxiway lights are inoperable and will be repaired when the electrical contractor is here for the ramp expansion project. TUB replaced two ramp lighting bulbs on the South ramp last week. One light on South hangar is scheduled to be replaced when we can get a bucket truck. Remotes on the FBO vehicle gate are not working due to antenna connection. B&R Fence has been contacted and made the repairs this morning.

North Taxiway Lots – Bill Hall sent written notice requesting to end his lease on his 50 x 60 lot on the North taxiway. This lot will be offered to the next person on the list.

Fuel Tank – Received \$3,050 repair bill on fuel tanks from the lightning strike. This bill was submitted to the City Finance department for an insurance claim with a \$500 deductible.

Harton Property Donation – The phase I Environmental review on the 9 acre piece of property is complete and had no findings. Jon Glass will register the deed tomorrow.

Tullahoma Aviation – Jon Glass sent a letter to Tullahoma Aviation advising them that they are falling below expected standards with respect to 1) picking up debris on ramp, taxiways and runway and 2) employee appearance.

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List of Hangar Owners without current Insurance Certificate – Mike Botwin, Robert Burt, Virgil Cline, William Freeman, Russ Groff, Gary Meuer, H.L. Routh, Bill Saville, UTSI and Warren Whisenhunt.

List of Hangar Owners without current Lease Agreement – Richard Blazier, Robert Burt, Sam Crimm, Jim George, Robert Graves, Russ Groff, Al Henninger, Joey Kemp, Gary Meuer, Phillip Patterson, Tom Perkins, Richard Raper/Al East, William Richison and Bob Tensfield.

Reminder: TAD Conference September 20 & 21

8. Old Business:

- A. **Aeronautics Division Conference** – The Aeronautics Division conference will be held September 20 and 21. Jon Glass will fax copies of the agenda to Board members attending.
- B. John Miller provided copies of a power point presentation for civic clubs and asked for Board members to review the presentation. He reported that the County doubled their previous appropriation over last year to the Airport Authority. Jon Glass will burn CD copies for each Board member.

9. New Business:

- A. **Hangar Inspections.** Covered during public comments.

10. Alderman Norris Comments – Alderman Norris reported that he was pleased that the Airport Authority received the donated van from the City. He thanked the Board for their hard work and said he was excited to serve on the Board.

11. Meeting adjourned at 7:04.

Submitted on 9/27/07

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting