



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance December 11, 2007

Members Present

<input checked="" type="checkbox"/>	John Miller, Chairman
<input checked="" type="checkbox"/>	Buddy Chellstorp
<input checked="" type="checkbox"/>	Stephen Corda
<input checked="" type="checkbox"/>	Phillip Patterson
<input checked="" type="checkbox"/>	Anna Johnson
<input type="checkbox"/>	Ken Ward (death in family)
<input type="checkbox"/>	Steve Worsham

Other Officials Present

<input checked="" type="checkbox"/>	Jon Glass, Executive Director
<input checked="" type="checkbox"/>	Alderman Mike Norris
<input checked="" type="checkbox"/>	Rita Bauer, Tullahoma News

Visitors

Frank Passarello and Jimmy Chapman (Tullahoma Aviation)
Jim Apple and Lisa Hayes (Aircraft Auctions)
Sam Crimm (Aerial Photography)

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

Meeting Minutes December 11, 2007

1. Meeting called to order at 5:00 pm.
2. Minutes for the November 13, 2007 meeting and work session were approved.
3. New Business
 - A. **Aircraft Auction Proposal** – Jim Apple and Lisa Hayes made a presentation to the Board regarding Aircraft auctions. They propose to hold auctions one weekend per month from March to November of each year. **A motion was made and approved** to approve the concept and they will present a business plan to the

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Airport Authority before the auctions begin. Buddy Chellstorp did not vote because of business involvement with the proposal.

B. Aerial Photography Proposal – Sam Crimm briefed the Board on an Aerial Photography business he is starting with his C-182 aircraft. John Miller stated that he will need to provide the Board with copies of his business licenses. Since Mr. Crimm already has a lease agreement with the Airport Authority, no formal vote was required from the Board.

C. January Board Meeting Time – John Miller advised that the Airport civic club presentation will be presented to the Coffee County Commission on January 8, 2008, at 6:45 pm and invited all Board members to attend. Since the Commission meeting is scheduled the same night as the Airport Board meeting, the Airport Authority meeting will begin at 5pm.

D. Christmas Bonus – Dr. Patterson proposed a Christmas bonus for Jon Glass of \$600 and \$300 for Michael Luckado. After discussion the motion died for lack of a 2nd. The issue will be discussed again at the January Board meeting.

4. Public Comments – Mike Loehle discussed malfunctions with the Airport main gate. John Miller reported that repairs had been made to the gate and that it should be operating properly now. He asked Mr. Loehle to report any further problems he observes directly to Jon Glass so that immediate repair actions can be taken if necessary. John Miller had to depart the meeting and appointed Stephen Corda acting Chairman for the remainder of the meeting.

5. FBO Report – Jimmy Chapman presented the FBO report and reported on the monthly payments and activities.

6. Treasurer's Report – Dr. Patterson reported on the monthly payments and lease deposits. **A motion was made and approved** to have Jon Glass provide an updated Quicken report for each Board meeting. Dr. Patterson reported on the status of the hangar bond. He reported that the \$66,332.91 final payment had been made to the City. The pay-off of the bond resulted in a profit and savings in interest payments over the next 10 years of \$9,500 for the Airport. He also thanked Sue Wilson and Aldermen Bowling for their assistance on the bond payoff procedures.

7. Jon Glass presented his Executive Director Report:

6/24 Overlay – Jim Currey, our TAD project manager, has completed his review of the crack and seat method. Tom Burgess of TAD approved the crack and seat method for the overlay on December 11, 2007.

ALP Update – Hanson reported that they are waiting for comments from TAD on the ALP update that are expected around January 1. The 405 survey is also under review with the FAA.

Ramp Expansion Project – The final inspection was accomplished on Monday the 10th. Jon Glass will ask the Contractor to install a guard rail along the retaining pond. The broken taxiway light will also be repaired. The project was \$4,000 under budget.

Taxiway Rehab Project – TAD has approved the scope of services and fees from our engineering consultant PDC. The Airport Authority should receive TAD contracts in the next month.

Ramp Repair Project – TAD has approved the scope of services and fees from PDC. The Airport Authority should receive TAD contracts in the next month.

Drainage Study – TAD anticipated final approval of the Contracts by Tuesday the 11th. The Board of Mayor and Aldermen approved payment of the \$9,900 local share at the November 26 meeting and funds should arrive on the 7th.

South Ramp Repair Project – The Board of Mayor and Aldermen approved funding the 90% share on this project at the November 26 meeting. When this 90% reimbursement arrives from TAD it will be returned to the City. Funds for this project did arrive on the 7th. **A motion was made and approved to make payment to Smithway Asphalt in the amount of \$5,997.00.**

Security Fencing & Vehicle Gate Project – This project is for the new Harton hangars. TAD staff approved this project on November 30. Contracts should arrive in the next month.

Self Service Fuel – Cost estimates for this project are \$13,000 with 50/50 TAD funding available. **A motion was made and approved to submit the project for TAD funding.**

TAD Reimbursements – Reimbursements from TAD on the previous security fencing project and partial maintenance contract in the amount of \$14,000 were direct deposited into our checking account on December 7.

Airfield Inspections – Circuit Boards for the REIL's and ODEL's for runway 18 are in the process of being repaired. Everything else is operational.

South Hangar Lease Agreements – Groff, Crimm, Graves, George and Meuer passed inspection this past month. Note – Meuer has made the outside appearance improvements and Crimm indicated he would make the improvements. **A motion was made and approved to approve the lease agreements with the exception of Sam Crimm.** Mr. Crimm's lease will be approved when the exterior appearance items are completed. Routh is currently trying to schedule an inspection.

FAA Conference – Jon Glass requested approval and funding to attend the FAA conference in Atlanta on January 31 – February 1, 2008 with an estimated cost of \$350. **A motion was made and approved to send Jon Glass to the conference.**

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8. Old Business:

A. No Old Business

- 9. Alderman Norris Comments** – Alderman Norris reported that the two Airport Authority funding items were approved at the last Board of Mayor and Aldermen meeting.

10. Meeting adjourned at 6:02 pm.

Submitted on 12/14/07

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting