



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Attendance May 12, 2009

Members Present

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

Other Officials Present

- Jon Glass, Executive Director
- Alderman Jerry Mathis
- Tullahoma News

Visitors

DeSha Miller, Karla Smith, Kathy Glass, Sharon Tinkler and Richard Rinks (Work Session). Jimmy Chapman (Tullahoma Aviation) Mike Rutherford (Kiwanis Club) and Lance Baxter (Tullahoma Planning Commission).

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

WORK SESSION at 4:00pm

1. **Terminal Building** – Richard Rinks reviewed the floor plan of the building with members of the terminal building committee and asked them to select stone and brick for the exterior.

Meeting Minutes

1. **Meeting called to order at 5:25 pm.**
2. **Minutes for the April 14, 2009 meeting were approved as written.**
3. **Public Comments** – None.
4. **FBO Report** – Jimmy Chapman presented the FBO report. He reported on the monthly payments, deposits and activities. Mr. Chapman asked the Airport Authority to examine the drainage problem on the North Hangar Taxiway. Jon Glass and Ron Fitzgerald with PDC will present the Board with some options for the drainage problem.

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5. Treasurer's Report – Ken Ward reported on the monthly payments, deposits, financial statements and cash flow report. He reported that Melissa McGee would continue to provide accounting services until June 30, 2009. Stephen Corda questioned the monthly office supply expenditures. Ken Ward and Jon Glass will prepare a summary of expenses.

6. Jon Glass presented his Executive Director Report:

Terminal Building – Plans for the building have been submitted to the City Development Committee and the Planning Commission work session. The plans will be reviewed for approval at the May 18 Planning Commission meeting.

Automobile Parking Lot – Jon Glass prepared a project request for the terminal building parking lot for \$90,000 with 50/50 funding. **A motion was made and approved** to submit the project.

Fencing and Security Enhancements – Jon Glass prepared a project request for the terminal building fencing and security enhancements for \$40,000 with 90/10 funding. **A motion was made and approved** to submit the project.

TN General Assembly Bill H1122 and S0857 – Votes on this Legislation from the House and Senate were both delayed until the week of May 18, 2009.

6/24 Project – PDC provided final cost estimates for the project. It is estimated that approximately \$27,000 local match share will be refunded on the project. Jon Glass will request permission from the City to use this refund for local matching shares on concrete repair and self service fuel projects.

ALP – Brian Caldwell with TAD requested a few minor text changes to the narrative. Hanson has completed the changes and the project will be closed out.

9/27 Drainage Repairs – Rogers Group will begin the project as soon as the weather allows.

18/36 Airfield Signs – The signs have arrived and Lawson Electric will begin installation as soon as Jim Currey with TAD approves the change order.

Airfield Inspections – Jon Glass reported that the REIL's for runway 6 were out of service and all other lights and NAVAIDS were operational.

Accounting Services – Melissa McGee will provide accounting services for the Airport Authority until June 30, 2009.

TDOT Audit Review – The TDOT Finance Department completed a desk review of payments and receipts for \$5,454,213.00 in projects over the past 12 months. TDOT identified no findings of noncompliance during the review.

Hangar Lease Payments and Insurance – Hangar owners behind in rent have been contacted and are sending in annual payments. Rodney Allison and Mike Routh have been contacted about updated insurance certificates.

Airport Website – Jon Glass suggested Board members to send him any comments for content and pictures to be included with the web page.

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Aeronautics Division Conference – The Conference is scheduled for August 20 and 21 this year at the Nashville Airport Marriott. Registration forms will arrive this month.

7. Old Business:

- A. Terminal Building** – The terminal building was covered during the work session portion of the meeting.
- B. Dr. Freeman Lease Status** – Jon Glass reported that repairs have been made to Dr. Freeman’s hangar but Dwayne Hicks has not had the opportunity to re-inspect the hangar. **A motion was made and approved** to enter into a new lease agreement with Dr. Freeman provided the hangar passed inspection, payment of rental and attorney fees is made and proof of a valid insurance certificate is presented.

8. New Business:

- A. Airport Overlay District** – Lance Baxter reported that Dwayne Hicks was unable to attend the meeting and provide an update on the Overlay District. He advised that the finished Overlay District would be submitted to the Airport Authority before the June Board meeting.
- B. Kiwanis Club July 3rd Celebration** – Mike Rutherford reviewed plans and the layout for the July 3rd Firework show. Runway 18/36 will close during setup for the firework show and 6/24 will be the active runway. Stephen Corda requested that FAA be advised that the fireworks will be located inside the acrobatic box. Airport Authority Board members approved the logistics plan from the Kiwanis Club and the event will be held July 3rd at the Airport with rain backup of July 4th.

9. Alderman Mathis Comments – Alderman Mathis had to depart the meeting early for another scheduled appointment.

10. The Meeting was adjourned at 6:15 pm.

Submitted on 5/20/09

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the _____ meeting