

March 9, 2021



Tullahoma Municipal Airport Authority

807 William Northern Boulevard
P.O. Box 1581
Tullahoma, TN 37388

**Meeting Attendance
March 9, 2021**

Members Present

- Paul Sirks, Chairman
- Karla Smith, Vice Chairman
- Jennifer Benetti-Longhini, Secretary
- Dr. Don Daniel, Treasurer
- Dr. Mike Rutherford, Assistant Treasurer
- Dr. Jim George, Assistant Secretary
- Steve Cope

Other Persons Present

- Jon Glass, Airport Manager
- Mayor Ray Knowis
- Tullahoma News

Regular Meeting Minutes

Visitors: Leslie Fritz (TN Skydiving).

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

- 1. Meeting called to order at 5:00 pm.**
- 2. Minutes for the February 9, 2021 meeting were reviewed and approved as written.**
- 3. Public comments – No comments.**

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4. **Treasurer's report** – Dr. Daniel, Treasurer, provided a high-level view of our financial status. We are sound financially. A print-out of our current financials was made available. Dr. Daniel announced he will have detailed information this coming month.
5. **Jon Glass presented the below information as the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – Terminal building hours are 8:00 am to 6:00 pm starting 3/14/21.

CARES Act – We will receive \$30,000 that can be spent on just about any Airport items. The Aeronautics Division should send us an application to receive the money any day now. I believe we should spend \$15,000 in this fiscal year and \$15,000 in next fiscal year on items such as part time salaries. Will work with Sue Wilson to track the expenses and spend the money where needed. The grant is being executed by TDOT. We have 2 fuel invoices and cancelled checks to be submitted for reimbursement. The money will be used to cover operational expenses. The \$30,000 reimbursement has been received. Chances are good that this Act will be renewed again later this year for Airports. **Our Airport status has been upgraded from community service to regional Airport. If the CARES Act is renewed we would receive \$60,000 instead of \$30,000.**

Job Evaluations – All evaluations have been completed.

Coffee County Appropriation – The FY22 request has been submitted.

Budget Meeting – The budget work session with BOMA is scheduled for 4/26/21.

TN Airport System Plan and Economic Impact Study – This plan is being released. The Executive Summary for the Economic Impact Study is available at www.tn.gov/tdot/aeronautics.html. We have the 2nd highest impact in region 2 behind Chattanooga Airport at \$21,043,000.

ALP Update and AGIS Survey – The TN Aeronautics Commission approved the project at the 6/18/20 meeting. The grant has been signed by us and returned to TDOT for signature. The grant has been executed by TDOT. The scoping meeting was completed in September and the work authorization has been approved. The survey work was completed last month. PDC received the imagery work on 12/3/20 and is working on the forecasting. **The 30% design meeting will be scheduled later this month with the 24 threshold scoping meeting. The survey work for Runway Safety Area's is complete.**

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North Taxiway Overlay – The TN Aeronautics Commission approved the project at the 6/18/20 meeting. The grant has been signed by us and returned to TDOT for signature. The grant has been executed by TDOT. The scoping meeting was completed in September and the work authorization has been approved. The preliminary design work is scheduled to be reviewed the week of 10/12/20. The design phase will continue until the project is ready to bid in the February time frame. With bids received we will then request the construction grant. Work will involve full depth replacement and the taxiway will be shut for about 3 weeks. The 2nd Engineer grant through the bid phase has been submitted for TDOT approval. We will start the bid phase of the project over the next month. **Advertisements for bid will run on March 28 with a bid opening date of April 16.**

Airport CIP List

These are the projects that have been ranked by the Board for priority over the next 4 years:

1. Runway 18/36 concrete repair (\$400,000).
2. Runway 6/24 crack repair and seal coat (\$375,000).
3. New Airfield Electrical vault or VOR building (\$150,000).
4. Drainage repairs – Undetermined (\$125,000).
5. Ramp/Taxiway Concrete Repair (\$500,000).

We had our annual meeting on 10/7/20 with TAD and PDC. Item 3 and 4 will be submitted for TAD consideration in 2021.

Runway 6/24 Seal Coat and Crack Repair – Aeronautics Division advised Jon Glass that we did make the list for this work to be completed this year at no cost to the Airport. The Engineer Company inspected runway 6/24 last month and will do some core samples later this month. **The Aeronautics Division is running behind with west TN Airports. This work will be completed in 2021.**

Maintenance Contract – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. We have received the final reimbursement of \$3,418.78 for FY19. The terminal building parking lot seal coat work was completed under the pavement maintenance project saving us about \$8,500 on the maintenance contract grant. We received a \$13,680.13 reimbursement last month. Reimbursement for the \$1,319.87 will be submitted on 6/8/20. We have received full reimbursement for the 2019 grant. The 2020 grant has been executed by TDOT. **I will start working on reimbursements for the last half of 2020.**

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Airport Inspection – I have requested TAD to complete the Airport inspection earlier this year so any issues can be corrected prior to the AOPA Fly-In. They did the inspection on 6/4/19 and I should have the report in a week. We had no section 1 violations and received our Airport license. Aeronautics Division completed the Airport inspection the last week of July. The section 1 violation involves the runway 24 threshold lighting. An Engineer grant has been submitted to TAD to correct this issue. This project will consist of changing the threshold markings and lighting. It will be an estimated \$90,000 grant with a 5% local share. It is not eligible for the local share to be paid by the CARES Act since it was not on our CIP list. The Engineer grant has been submitted to TDOT for approval. The letter has been submitted to TAD to extend our conditional Airport license until this project is complete. The Engineering grant has been executed. **The scoping meeting will be scheduled later this month with the 30% design meeting on the ALP update.**

FUEL SALES

Fuel sales for the month of February 2021 were 9,254.18 gallons. This is a 2,499.29 gallon decrease in the 11,753.47 gallons sold in February of 2020. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

Fuel Sales 1/1/21 to 2/28/21 = 23,132.61

Fuel Sales 1/1/20 to 2/28/20 = 24,889.6

February 2021	AVGAS	AVGAS SS	Total
Gallons	605.2	610.88	1,216.08
Flow Fee	\$60.52	\$61.08	\$121.60
Pump Fee	\$302.60	\$152.72	\$455.32

February 2021	Jet Full Price	Jet Discount	Total
Gallons	465	7,573.1	8,038.1
Flow Fee	\$46.50	\$757.31	\$803.81
Truck Fee	\$46.50	\$757.31	\$803.81
Pump Fee	\$465.00	\$5,186.29	\$5,651.29

Total AVGAS & Jet Gallons = 9,254.18

Total Flow Fee = \$925.41

Total Jet Truck Fee = \$803.81

Total Pump Fee = \$6,106.61

Total Employment Cost = \$5,560.00

Jet Truck Fee Minus Rental = -\$46.19

Pump Fee Minus Employment Cost = +\$546.61

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FUEL PRICES

3/2/21	Tullahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$3.95	\$3.95	\$3.95	\$3.79	\$4.18	\$4.28
AVGAS FS	\$4.20	\$4.15	\$4.15		\$4.39	\$4.48
Jet	\$3.65	\$3.59	\$3.95	\$3.39	\$3.60	\$3.39

Airports within 50 miles of Tullahoma
 Average AVGAS price - \$4.38 Average Jet price - \$4.00

The buy price on AVGAS has risen \$1.24 since 11/2/20.

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
February 2021	9,254.18
February 2020	11,753.47
February 2019	13,337.95
February 2018	9,667.26
February 2017	8,966.20

ANNUAL FUEL SALES (Gallons)

2020	212,645.23
2019	255,545.34
2018	234,691.04
2017	192,043.95
2016	219,458.44

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems or outages for February 2021. **Fuel filters replaced in February.**

VOR – FAA has sent out notices regarding the decommissioning of the VOR.

AWOS – No problems or outages for February 2021. **Working on changing the Tullahoma pronunciation. It is scheduled to be changed in late January or early February.**

Veeder Root Fuel System – No problems or outages for February 2021.

RUNWAY AND TAXIWAY LIGHTS – No problems or outages for January 2021. **We have ordered 3 LED upgrade kits for airfield signs that are not working. They were installed on 3/4/21.**

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REILS AND PAPI – No problems or outages for February 2021.

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – None

AIRPORT MARKETING/PRESENTATIONS – None

6. Old Business:

A. North Hangar Improvements – Bill Stuart has all materials and equipment staged for work on the bathrooms and he plans to complete work by April 1.

7. New Business

A. Engineer Agreement – PDC has merged with Goodwyn, Mills and Cawood, LLC. (GMC) from Alabama. A motion was made and approved to sign the assignment of contract provision in our agreement with PDC.

B. UTSI Lease Agreement – UTSI has requested permission to assign the lease over to XP Services for hangar S301. A motion was made and approved to terminate the UTSI lease and enter into a new lease agreement with XP Services for hangar S301.

C. Skydiver Update – Leslie Fritz reviewed the schedule of events for TN Skydiving. She discussed a proposal to place live stream camera at the Airport for You tube. Board members did not show any interest in approving the request.

D. Officer Elections – A motion was made and approved to keep all officer positions the same.

Paul Sirks – Chairman

Karla Smith – Vice-Chairman

Dr. Don Daniel – Treasurer

Dr. Mike Rutherford – Assistant Treasurer

Jennifer Benetti-Longhini – Secretary

Dr. Jim George – Assistant Secretary

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E. Other New Business -

8. Mayor Knowis Comments – Mayor Knowis reported that the Board of Mayor and Aldermen approved an ordinance for all Boards in the City regarding partial terms. When a Board member fills an unexpired term they will have to serve at least 6 months to be considered a full term. He was excited to see work starting to restore the WWII hangar. He reported that the City purchased land to improve the Ovoca/Riley Creek road intersection.

9. Meeting was adjourned at 5:47 pm.

Submitted on 3/12/2021

<Original Signed>

Jon Glass
TAA, Airport Manager

Minutes approved during the _____ meeting