

October 12, 2021



Tullahoma Municipal Airport Authority

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

**Meeting Attendance
October 12, 2021**

Members Present

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

Other Persons Present

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

Regular Meeting Minutes

Visitors: Mary Samaniego and Alex Engler.

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 September 14, 2021 meeting were reviewed and approved as written.**
- 3. Public comments – No comments.**

October 12, 2021

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.

5. **Jon Glass presented the below information as the Airport Manager report:**

CURRENT PROJECTS

Terminal Building – We have some ADA update projects to do on the building. Cost will be funded by the City.

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 operational expenses. 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. The funding levels were decreased for Part 2 of the Cares Act. We will receive \$23,000 which is the highest amount available for Regional General Aviation Airport. **The application for the funding has been submitted.**

City Website – The City website is in the process of being updated. Airport information has been updated and submitted.

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 was held on 5/26/21. The survey work for Runway Safety Area's is complete. **The 60% design meeting is being scheduled with the Aeronautics Division. Mark Paslick with PDC is planning to attend our 11/9/21 Board meeting for an update to Board members.**

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

October 12, 2021

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. The pre-bid meeting was on 4/8/21 and bids will be opened on 4/21/21 at 1:00 pm. We received 2 bids – Tinsley Asphalt (\$353,017.05) and Cleary Construction (\$592,449.00). Motion to accept Tinsley Asphalt bid? Curl Construction will work with Tinsley on site prep work. The TN Aeronautics Commission approved the \$422,000 construction grant request on 5/26/21. We have received the grant and returned it for TDOT execution. Hangar owners have been advised the work is expected to start around 8/16/21 and last about 30 days. Construction will begin on September 15. Hangar owners have been notified. **Paving of the taxiway is scheduled to begin 10.12.21.**

Airport CIP List

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

1. Runway 24 Displacement Lighting Reconfiguration (2021)
2. Airfield Drainage Improvements (2022)
3. Obstruction Removal (2022)
4. Runway 18/36 Concrete Repair (2023)
5. New Electrical Vault (2025)
6. Apron and Taxiway Concrete Repair (2026)
7. Tractor/Bushhog Purchase (2027)

The CIP list has been updated with the Aeronautics Division. It will be updated with City of Tullahoma prior to 9/17/21.

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. COVID has reduced revenue for TAD and we are now looking at Spring of 2022 for this work to be completed. **The scope of work has been approved.**

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

October 12, 2021

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. The \$1,996.00 reimbursement has been received and the grant is closed for the fiscal year. **The 2022 grant has been approved by TAD.**

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 5/26/21 with the 30% design meeting on the ALP update. **TAD completed the Airport inspection the last week of June. We have a section 1 violation for runway 9/27 and received a conditional license. We have at least 1 tree in the 20 to 1 approach slope on the east side of the runway. The property either belongs to the Harton or Parish family so we should not have an issue removing the tree. The survey work from the ALP Update will help us determine which tree it is.**

The 24 threshold work was advertised in the 9/8/21 edition of Tullahoma News. The pre-bid meeting will be held on 9/15/21 at 1:00 pm and bids will be opened on 9/22/21 at 1:00 pm. **Guardian Electric submitted a bid of \$58,391.00. The construction estimate from PDC was \$95,000. Motion to accept Guardian Electric bid?**

FUEL SALES

Fuel sales for the month of September 2021 were 16,478.81 gallons. This is a 5,686.13 gallon decrease in the 22,164.94 gallons sold in September 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 9/30/21 = 157,191.79

Fuel Sales 1/1/20 to 9/30/20 = 163,285.99

September 2021	AVGAS	AVGAS SS	Total
Gallons	2,414.35	1,791.16	4,205.51
Flow Fee	\$241.43	\$179.11	\$420.54

Tallahoma Municipal Airport Authority Meeting Minutes

October 12, 2021

Pump Fee	\$1,207.17	\$447.79	\$1,654.96
-----------------	------------	----------	-------------------

September 2021	Jet Full Price	Jet Discount	Total
Gallons	744.7	11,528.6	12,273.3
Flow Fee	\$74.47	\$1,152.86	\$1,227.33
Truck Fee	\$74.47	\$1,152.86	\$1,227.33
Pump Fee	\$744.70	\$7,220.28	\$7,964.98

Total AVGAS & Jet Gallons = 16,478.81

Total Flow Fee = \$1,647.87

Total Jet Truck Fee = \$1,227.33

Total Pump Fee = \$9,619.94

Total Employment Cost = \$7,835.50

Jet Truck Fee Minus Rental = +\$377.33

Pump Fee Minus Employment Cost = +\$1,794.44

FUEL PRICES

10/4/21	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	\$4.65	\$4.75		\$4.46	\$4.65	\$5.36
AVGAS FS	\$4.90	\$4.95	\$4.42		\$4.86	\$5.56
Jet	\$4.15	\$4.15	\$4.41	\$3.75	\$4.15	\$4.26

Airports within 50 miles of Tallahoma

Average AVGAS price - \$5.26 Average Jet price - \$4.44

AIRPORT FUEL SALES

DATE	FUEL SOLD (gallons)
September 2021	16,478.81
September 2020	22,164.94
September 2019	33,825.03
September 2018	20,463.64
September 2017	17,936.07

ANNUAL FUEL SALES (Gallons)

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

October 12, 2021

2016	219,458.44
------	------------

MAINTENANCE/NAVAID PROBLEMS

Fuel Tanks – No problems or outages for September 2021

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

AWOS – Out of service for 3 days in September. Repaired

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

RUNWAY AND TAXIWAY LIGHTS – Taxiway C and G are out of service. Guardian Electric has ordered a part for the regulator.

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

HANGAR RENT/INSURANCE

OVERDUE RENT –

EXPIRED INSURANCE CERTIFICATE – None

OTHER – None

AIRPORT MARKETING/PRESENTATIONS – None

6. Old Business:

A. None

7. New Business

A. **Rezoning Request** – The property owner of the 200 block of Ledford Mill Road is requesting the C-2 zoning be changed to R-3. The plan includes building town homes and houses on the 35 acres of land. Mary Samaniego attended the meeting and answered Board member questions. Chairman Sirks reported that the Airport Authority was opposed to the rezoning and will submit a letter to the Planning Commission. Ms. Samaniego encouraged Board members to get involved with the ongoing 2040 City Comprehensive Plan.

B. **CAP Fuel Refund** – The CAP is requesting a refund for fuel purchased for the Glider Academy in July. They purchased 1,100 gallons for the event but only used 747.3 gallons due to bad weather. The refund amount is \$1,614.00. A motion was made and approved to refund CAP \$1,614.00 for fuel purchased.

C. **Beech Party Update** – The Beech Party will be held October 13 to 17. Registration numbers are very high this year.

October 12, 2021

D. Other New Business – None.

8. Mayor Knowis Comments – Mayor Knowis reported on the BOMA meeting the previous night. With recent population growth another liquor store is eligible to locate in Tullahoma. A process was completed to award a certificate of compliance to the applicants. The School Board is in the process of issuing a 15 million dollar Bond to build a new Farrar middle school. He reported that Dave Anderson from Gatlinburg was hired as the new Parks and Rec Department Head.

9. Meeting was adjourned at 6:05 pm.

Submitted on 10/14/2021

Paul Sirks
TAA, Chairman

Minutes approved during the _____ meeting