

November 14, 2023



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1584  
Tullahoma, TN 37388

**Meeting Attendance  
November 14, 2023**

**Members Present**

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

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** 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 October 10, 2023 meeting were reviewed and approved as written.
3. Public comments – No comments.
4. **Treasurer’s report** – Dr. Daniel, Treasurer, provided an overview of our financial status. We are sound financially. He reviewed the financial statements with Board members. Copies of the latest financial reports was provided to Board members.
5. Jon Glass presented the below information as the Airport Manager report:

## **CURRENT PROJECTS**

**Terminal & Buildings** – The fuel tanks, Terminal building and sidewalks have been pressure washed. The 24 hour access door has been repaired. **We are getting the windows cleaned this month.**

**Airfield Mower**- We are looking at replacing our 15 year old ZTR mower for taxiway light mowing. We would like to upgrade to a 72 inch deck that would reduce mowing time by 1/3 and a diesel engine since we do not have a car gas tank. With your approval we will work on funding and purchasing procedures with the City. We prefer the Kubota model. Skip Farr will permit us to use his 72 inch mower for a test to check on agility of the larger mower.

**Hustler - \$16,249.00, Kubota - \$18,441.72, Grasshopper - \$19,999.00 and John Deere - \$24,961.86.**

**NW Area Hangar Project**- Lee Gilliam and Jeff Jackson are in the final stages of getting City approval to build the hangars. I will attend the October 16 Planning Commission meeting with them. **The Planning Commission approved going forward. Lease agreement ready for Board member review and comment.**

**Courtesy Car**- We are looking at a Chevy Tahoe from the Fire Department that should be available in a few months. It only has 78,000 miles on it and cost \$17,000.00. It maybe a year before the Tahoe is ready. Will look at a Fire Department Explorer as a back-up plan. With the State Vehicle Contract program we could purchase a new vehicle. The 2 best vehicles I have found are both 4 door sedans for under \$20,000.00. Chevy malibu \$17,955.60 and Hyundai Elantra for \$18,279.00. The Fire Department Tahoe has been surplused. It should take about 90 to 110 days to get their new vehicle and get the Tahoe to us. New Fire Department vehicle has not arrived yet. They did repair the AC on the Tahoe. The Fire Department is starting to remove the radio's from the Tahoe. **Chief Pearson told me it should be ready for us any day now.**

**Annual Report** – **The Secretary of State report for 2023 has been submitted.**

**Title VI Training** – **The report for 2023 has been submitted. On-line training completed 10/3/23.**

**Runway Concrete Repair Demo** – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD

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reps will be here to observe and I will notify Board members prior to the work being done. Instead of 4 repair patches for free they have offered to come here and work for a full day for \$2,500 to \$3,000. I recommend we approve this proposal as this could be a very cost effective concrete repair for runway 18/36. They are located in west TN so I think this is a fair proposal. We had 2 dates scheduled in December and got rained out. The next window is January 9 to 11. The work is complete and we will monitor the patches over the next 12 months. I think this will be a viable option to repair runway 18/36 at a fraction of the cost of other repair methods. **These areas will be corrected by the Contractor in November.**

**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. Chairman Sirks and I will meet with TAD staff in January regarding the turf runways. The 60% design meeting will be held 3/9/22 at 10:00 am. TAD will reimburse us 95% of out Virtower service during the ALP Update saving us about \$5,700.00. This grant request will be submitted this month. The 90% design meeting was held on 3/8/23. GMC addressed all TAD comments and concerns. They will attend a Board meeting in several months to review with the Board. The Virtower \$6,000.00 reimbursement has been submitted and received. **The final submittal will be made to TAD and FAA in December.**

**Beacon Replacement and New Electrical Vault** – The Grant has been approved. We will schedule a scoping meeting with our TAD project manager. **Soil samples have been completed. Design work is 75% complete. The design review meeting with our TAD project manager will be 11/22/23 at 10:00 am.**

**Turf Runways** – The Aeronautics Division noted several issues to be corrected and will provide funding for the projects. On turf runway 18/36 we need to shorten the North end about 200 feet and complete some grading work on both ends. On 9/27, we need to acquire about 2 acres of property on the west end along with an easement from the Parish family. We will also need to remove some concrete structures on the west end of the runway. The property acquisition request has been submitted for the entire 7 acres to TAD along with the grading work for the turf runways. The grant has been executed by TDOT. The Appraiser has contacted Mr. Parish and is working on the price per acre. Aeronautics Division is consulting with TDEC on this property. Zoom meeting scheduled for 8/7/23 with TAD on the property. The Appraiser has requested more money due to the complexity of the property. **TAD is working on moving some money in the grant to this line item. The Appraiser has been paid for the first invoice.**

**Runway Approaches** – The AGIS Survey identified about 15 trees that are effecting our minimums. About half are on our property that I am working on removing. The rest will need property owner permission. The 6 trees on our property have been removed. The project request has been submitted to TAD for the trees off Airport property. The grant has

been executed by TDOT. The scoping meeting was on 9/13/22. Engineer work has started. Letters have been sent to the 5 property owners identified. Forrest Gallery LLC has responded and will cooperate with the tree removal project. We will send certified letters on 5/8/23 to the remaining property owners. 3 of the 5 property owners have responded favorably. Have not heard from the other 2. GMC will survey the 2 property owners trees with a drone in the next 2 weeks. The drone work is complete. It will take several weeks for GMC to compile the data. **The drone work has been processed and no obstructions found. This information is different than what the FAA cited and it is hoped they will use this latest information. Will report this to FAA.**

### **Airport CIP List**

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

1. Land Purchase for 9/27 (2023) **Grant approved**
2. Obstruction Removal (2023) **Grant approved**
3. Turf Runway Regrading and Threshold Relocation (2023) **Grant approved**
4. New Electrical Vault and Beacon (2024) To be submitted for next TAC meeting. They were submitted to TAD on 5/24/23. **Grant approved**
5. Runway 6/24 Shoulder Repair (2024)
6. Runway 18/36 Concrete Repair (2024)
7. **Taxiway D Rehabilitation (2025)**
8. Airfield Drainage and Sinkhole Repairs (2025)
9. **Security Fence Ledford Mill Road (2025)**
10. Taxiway and Apron Concrete Repair (2026)
11. **Taxiway F Rehabilitation (2027)**
12. Tractor and Bushog Purchase (2027)

The CIP list has been updated with the Aeronautics Division. **A motion was made and approved on the CIP list.**

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**Airport Inspection** – The Airport inspection was completed on 7/21/22. We have 2 to 3 trees to find and remove on each end of 9/27. We have a conditional license. TAD completed the Airport inspection last month. Need to remove a few trees on east side of Airport for 9/27. It is a Section 1 violation. Permission from the property owner has been obtained and Curl Construction will complete work this month. Work on tree removal is complete and we received our Airport license.

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. The Construction grant has been executed by TAD. The pre-construction meeting is scheduled for the afternoon of January 12th. Construction is scheduled to start around 4/25/22. The Contractor has seen multiple delays in receiving parts for the project. The Contractor is 95% complete with the work. They will install quasite boxes when they arrive and fix some other airfield lights. A motion was and approved to make payment of \$40,431.85 to Guardian Electric. The boxes have not arrived yet. The Contractor will repair broken runway and taxiway lights when they return. The quasite boxes have been installed. Final payment will be held until taxiway and runway lights are repaired. He has been here twice and will return when he acquires more parts. The Contractor will return the week of 7/10/23. **Still making progress on repairing airfield lighting.**

**FUEL SALES**

Fuel sales for the month of October 2023 were 27,073.31 gallons. This is a 15,733.96 gallon decrease in the 42,807.17 gallons sold in October of 2022. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. **2022 was our all-time fuel sales record for a year at 266,126.19 gallons. We passed that number in late October.**

**Fuel Sales 1/1/23 to 10/31/23 = 267,721.69**

Fuel Sales 1/1/22 to 10/31/22 = 231,624.06

<b>October 2023</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	10,412.8	2,390.61	<b>12,803.41</b>
<b>Flow Fee</b>	\$1,041.28	\$239.06	<b>\$1,280.34</b>
<b>Pump Fee</b>	\$5,206.40	\$597.65	<b>\$5,804.05</b>

<b>October 2023</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	2,112.1	12,157.7	<b>14,269.8</b>
<b>Flow Fee</b>	\$211.21	\$1,215.77	<b>\$1,426.98</b>
<b>Truck Fee</b>	\$211.21	\$1,215.77	<b>\$1,426.98</b>
<b>Pump Fee</b>	\$2,112.10	\$8,535.67	<b>\$10,647.77</b>

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Total AVGAS & Jet Gallons = 27,073.21  
 Total Flow Fee = \$2,707.32  
 Total Fuel Truck Fee = \$1,426.98  
 Fuel Truck Expense = \$1,350.00  
 Total Pump Fee = \$16,451.82  
 Total Employment Cost = \$10,089.50  
**Pump Fee Minus Employment Cost = +\$6,362.32**

**FUEL PRICES**

<b>11/2/23</b>	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	<b>\$5.03</b>	\$5.35				\$5.76
AVGAS FS	<b>\$5.28</b>	\$5.55	\$4.95	\$5.36	\$5.87	\$5.97
Jet	<b>\$5.07</b>	\$5.55	\$5.15	\$5.10	\$5.43	\$5.82

Airports within 50 miles of Tallahoma  
 Average AVGAS price - \$6.04, Average Jet price - \$5.80

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>October 2023</b>	<b>27,073.21</b>
<b>October 2022</b>	42,807.17
<b>October 2021</b>	30,767.07
<b>October 2020</b>	21,517.58
<b>October 2019</b>	32,195.39

**ANNUAL FUEL SALES (Gallons)**

<b>2022</b>	<b>266,126.19</b>
<b>2021</b>	<b>221,019.26</b>
<b>2020</b>	<b>212,645.23</b>
<b>2019</b>	<b>255,545.34</b>
<b>2018</b>	<b>234,691.04</b>

**MAINTENANCE/NAVAID PROBLEMS**

**Fuel Tanks** - No problems or outages for October 2023. **New fuel filters ordered.**

**AWOS** - No problems or outages for October 2023.

**Veeder Root Fuel System** - No problems or outages for October 2023.

**RUNWAY AND TAXIWAY LIGHTS** - No problems or outages for October 2023.

**REILS AND PAPI** - No problems or outages for October 2023.

**HANGAR RENT/INSURANCE**

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**OVERDUE RENT** – No problems.

**EXPIRED INSURANCE CERTIFICATE** – None

**OTHER** – None

**AIRPORT MARKETING/PRESENTATIONS** – None

**6. Old Business:**

- A. Solar Panels – Board members reviewed a letter from City Administrator Jason Quick. A motion was made and approved to not allow solar panels on Airport property. The vote was 4 to 1.**

**7. New Business**

- A. Community Hangar Lease Rates – The current rate for aircraft in the community hangar is \$135 for a single engine and \$165 for twin engine aircraft per month. A motion was made and approved to increase both rates by \$10 per month.**

- B. Hangarcraft Lease Agreement – Jon Glass reported that Jeremy Bell had reviewed the lease. He requested any comments from Board members on the draft lease. Chairman Sirks reviewed the previous timeline of the hangar project. Lee Gilliam initially briefed the Board on a proposal to build a number of hangars in the NW space on the Airport at our June 2023 Board meeting. Board members agreed with the concept and Chairman Sirks asked him to put a proposal together with drawings and report back to the Board. Jeff Jackson attended the July 2023 and briefed Board members on the drawings, permits and codes. Chairman Sirks encouraged them to continue with the project and the Board would support their efforts. When the time was appropriate the Board would enter into a lease with them. It was discussed that 2 previous hangar projects would be used as a template for this project and rent credits would be issued for the improvements to the Airport on this project. At the September 2023 Board meeting Jon Glass reported that a draft lease had been sent to TAA Attorney Jeremy Bell for review and comment. The hangar layout and drawings were presented for Board member review and discussion. At the October 2023 Board meeting Jon Glass briefed members that Lee Gilliam and Jeff Jackson were in the final stages of obtaining City permits and approvals. He will attend the 10/16/23 Planning Commission meeting with Lee and Jeff seeking City approval of the project. The proposed lease will be presented at the November 2023 meeting for Board member review.**

- C. Other New Business – None.**

- 8. Mayor Knowis Comments – Mayor Knowis reported on the BOMA meeting the previous night. He reported that some Charter changes were proposed but were voted down and some of the changes were delayed until the December BOMA meeting. An attempt is also**

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being made to get the local elections moved from August to the general election in November. Eleven police cars were surplused and 6 new police vehicles were purchased.

**9. Meeting was adjourned at 5:50 pm.**

Submitted on 11/16/2023

Paul Sirks  
TAA, Chairman

**Minutes approved during the \_\_\_\_\_ meeting**