

January 12, 2021



**Tullahoma Municipal Airport Authority**

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

**Meeting Attendance  
January 12, 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
- Jason Waller

**Other Persons Present**

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

**Regular Meeting Minutes**

**Visitors:** Charles Parish.

**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 December 8, 2020 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 5:00 pm until March. **Estimates were obtained to replace 2 chairs in the lobby of terminal building. A motion was made and approved to purchase 2 chairs from FMO in the amount of \$558.00 from the terminal building donation account.**

**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.**

**FY 2020 Audit** – As a reminder, audit forms will be ready for Board members to complete at the Board meeting.

**Job Evaluations** – It is time to start evaluations for the full-time employees.

**Coffee County Appropriation** – The \$15,000 appropriation was received on 1/11/21.

**Women's Air Race** – The race has been postponed until 2022.

**New Hangar Construction** – Curl Construction has received Planning Commission approval to proceed with 80 x 100 hangar behind the LifeFlight hangar.

**Hurricane Relief Airport** – The helicopters did stay at Fort Rucker for the last hurricane.

**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**

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**plan is to have a 30% progress meeting in February 2021. A motion was made and approved to make payment to PDC in the amount of \$67,474.00.**

**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 2<sup>nd</sup> 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.**

#### **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.

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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.**

**General Assembly HB1147/SB982** – It is pretty clear that the amendment to this bill will

**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. **We should receive the grant to sign and return for execution soon.**

***FUEL SALES***

Fuel sales for the month of December 2020 were 16,704.63 gallons. This is a 3,192.72 gallon- increase in the 13,511.91 gallons sold in December of 2019. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank.

**Fuel Sales 1/1/20 to 12/31/20 = 212,645.23**

Fuel Sales 1/1/19 to 12/31/19 = 255,545.34

<b>December 2020</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	5,715.8	1,432.23	<b>7,148.03</b>
<b>Flow Fee</b>	\$571.58	\$143.22	<b>\$714.80</b>
<b>Pump Fee</b>	\$2,857.90	\$355.80	<b>\$3,213.70</b>

<b>December 2020</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	738	8,818.6	<b>9,556.6</b>
<b>Flow Fee</b>	\$73.80	\$881.86	<b>\$955.66</b>
<b>Truck Fee</b>	\$73.80	\$881.86	<b>\$955.66</b>
<b>Pump Fee</b>	\$738.00	\$6,385.22	<b>\$7,123.22</b>

Total AVGAS & Jet Gallons = 16,704.63

Total Flow Fee = \$1,670.46

Total Jet Truck Fee = \$955.66

Total Pump Fee = \$10,336.92

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Total Employment Cost = \$5,808.00  
**Jet Truck Fee Minus Rental = +\$105.66**  
**Pump Fee Minus Employment Cost = +\$4,528.92**

**FUEL PRICES**

1/5/21	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	<b>\$3.74</b>	\$3.65		\$3.33	\$4.18	\$4.12
AVGAS FS	<b>\$3.99</b>	\$3.85	\$3.47		\$4.39	\$4.32
Jet	<b>\$3.42</b>	\$3.24	\$3.58	\$2.95	\$3.39	\$3.28

Airports within 50 miles of Tallahoma  
 Average AVGAS price - \$4.30 Average Jet price - \$3.72

**AIRPORT FUEL SALES**

DATE	FUEL SOLD (gallons)
<b>December 2020</b>	<b>16,704.63</b>
<b>December 2019</b>	13,511.91
<b>December 2018</b>	14,356.47
<b>December 2017</b>	12,095.04
<b>December 2016</b>	12,371.44
<b>December 2015</b>	11,981.24

**ANNUAL FUEL SALES (Gallons)**

<b>2020</b>	<b>212,645.23</b>
<b>2019</b>	<b>255,545.34</b>
<b>2018</b>	<b>234,691.04</b>
<b>2017</b>	<b>192,043.95</b>
<b>2016</b>	<b>219,458.44</b>
<b>2015</b>	<b>206,683.02</b>

**MAINTENANCE/NAVAID PROBLEMS**

**Fuel Tanks** – No problems or outages for December 2020.

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

**AWOS** – No problems or outages for December 2020. **Working on changing the Tallahoma pronunciation. It is scheduled to be changed in late January or early February.**

**Veeder Root Fuel System** – No problems or outages for December 2020.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for December 2020.

**REILS AND PAPI** – No problems or outages for December 2020.

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***HANGAR RENT/INSURANCE***

**OVERDUE RENT** –

**EXPIRED INSURANCE CERTIFICATE** – None

**OTHER** – None

***AIRPORT MARKETING/PRESENTATIONS*** – None

**6. Old Business:**

**A. North Hangar Improvements** – Jon Glass reported that City permits had been obtained and Bill Stuart will start work on the bathrooms this week.

**7. New Business**

**A. Other New Business** – Mayor Knowis and Chairman Sirks reviewed the upcoming open Board member terms on the Airport Authority.

**8. Mayor Knowis Comments** – Mayor Knowis reviewed and updated Board members on the Board of Mayor and Alderman meeting held on 1/11/21.

**9. Meeting was adjourned at 5:34 pm.**

Submitted on 1/20/2021

<Original Signed>

Jon Glass  
TAA, Airport Manager

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