



Tullahoma Airport Authority

P.O. Box 1584 – Tullahoma, TN 37388

Meeting Minutes

July 11, 2006

Members Present: Phillip Patterson, Ralph Kimberlin, John Miller, Buddy Chellstorp, Ken Ward and Anna Johnson.

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Rita Bauer

Visitors: Frank Passarello (Tullahoma Aviation), Mickey Miller (Hangar Proposal), Jeff Fishman (Coffee County Industrial Board) and Chris Rounds (Rounds Aviation).

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 6:00 pm.**
- 2. Minutes for the June 13, 2006 meeting were approved with the following correction. Ken Ward not Anna Johnson departed prior to the vote in New Business.**
- 3. Public Comments - None**
- 4. Treasurer's Report** – Dr. Patterson reviewed the monthly payments, lease deposits and account balances. Mike Botwin purchased his T-hangar for \$18,000. Dr. Patterson will ask Melissa McGee to set up the accounting statements in the City format. We will receive about \$20,000 in reimbursements from TDOT this month.
- 5. FBO Report** – Frank Passarello presented the FBO report. He reported on the monthly payments and activities. The increased fuel sold for the month was due to Bonaroo.

6. Jon Glass presented his Executive Director Report:

Horseplay Land Acquisition – TDOT has reviewed and approved the appraisal report. The property appraised for \$3,000 per acre or \$24,500.00.

Consultant Selection Process – I have meetings and phone interviews set up with 4 companies later this week. I would like to schedule a special meeting on July 21 at 1pm to review the Statement of Qualifications submitted. **A motion was made and approved to schedule a special meeting on the 21st at 1 pm.**

2005 6/24 Project – Final payment of \$25,000 should arrive in our account soon and J&S has scheduled the last week in July to finish the work. **A motion was made and approved to make payment to J&S Construction when it arrives.**

LifeFlight Hangar – Copy of final pay request from Sain Construction is included for Board members. The pay request is for the \$2,000.00 retainage. **A motion was made and approved to make payment to Sain Construction.**

2006 Projects – Copy of spreadsheet is included for Board members. I have verbal approval from Aeronautics Division on the 18/36 light repair, ramp security lighting and Wings weekend project requests. Will schedule work when I receive the written notice from the Aeronautics Division. The AVGAS pump upgrades and exterior fuel tank painting should be complete around July 26. The tree clearing project is complete and pay request from Prince and Sons for \$11,010.40 is included. **A motion was made and approved to make payment to Prince & Sons.**

Tree Clearing – The Motlow family will start a tree clearing project on the West end of Airport tomorrow.

Ramp/Taxiway Utility Trench Repair – I have an estimate from Smithway to repair the asphalt taxiway for \$2,200 and they are still checking prices for a thin set concrete on the ramp. I estimate this will be about \$5,000 total and would like to submit to TAD as a project for either 90/10 or 75/25 funding. **A motion was made and approved to submit the project to the Aeronautics Division for funding.**

Botwin Hangar Purchase – Received the \$18,000 check to purchase his hangar last week. **A motion was made and approved to sign the ground lease for Mike Botwin.**

Aeronautics Division Conference – A copy of the registration form and schedule is included for each Board member. Please return the registration form to me ASAP if you plan on attending.

7. Old Business:

- A. **North Taxiway Lots** – Jon Glass reported that an 18 inch storm water drain line had to be relocated about 75 feet to accommodate the proposed Mickey Miller hangar. Estimates for the project were obtained for \$4,500.00. Mickey Miller proposed to complete the work with his construction company and asked for a ground lease rate credit in the same amount of the relocation cost. **A motion was made and approved to have Mickey Miller complete the work and to credit his ground lease rate.**
- B. **Harton Hangar Project** – The Aeronautics Commission meeting is scheduled for July 20 at 10:30 am. Jon Glass will not be able to attend but will have presentation information ready for Board members to request the project.
- C. **Rounds Aviation** – Chris Rounds reviewed the final drawings for the proposed hangar. **A motion was made and approved** on the hangar specifications and dimensions.
- D. **Runway 6/24** – A NOTAM will be issued to close 6/24 until it is published in the Airport Facility Directory.

8. New Business:

- A. **UTSI Proposal** – Wes McMinn and Mike Leigh requested permission to replace the three existing UTSI trailers with a modular type office building. **A motion was made and approved** to support the proposal and Wes McMinn will provide more detailed information on the structure when it is available.
- B. **Cedar Lane Proposal** – Jeff Fishman made a presentation on a resolution to widen Cedar Lane with 80/20 Federal funding. **A motion was made and approved** for Tullahoma Airport Authority support of the resolution.
- C. **Dr. Kimberlin** – Dr. Kimberlin announced that he would resign as Chairman and a member of the Airport Authority on July 31, 2006. He thanked all current and previous Board members that he has worked with and wished the Airport Authority continued success in the future.

9. Alderman Bowling's Comments – Alderman Bowling reported the drainage easement with Sverdrup was approved and work would begin this week. She will check the status with TUB on the fire hydrants. She is meeting with Stan McNabb next week to discuss a proposed sign and the current flag pole on Jackson Street. The City budget is on hold until after the August 3rd election.

10. Meeting adjourned at 6:53 pm.

Submitted on 07/13/06

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the August 8, 2006 meeting

**Working Session Minutes
July 11, 2006**

Members Present: Phillip Patterson, John Miller, Ken Ward, Buddy Chellstorp, Anna Johnson and Ralph Kimberlin.

Members Absent: Roy Smith

Executive Director Jon Glass: Present

Alderman Janice Bowling: Present

Tullahoma News: Absent

Visitors: Wes McMinn and Mike Leigh (UTSI).

- 1. UTSI Proposal** – Wes McMinn advised the Board members that he and Mike Leigh were looking at options to replace the 3 existing trailers located behind the UTSI hangar. They provided some information on a double wide – modular type building for classroom space. Issues and future plans with the UTSI property located adjacent to the North ramp were also discussed.
- 2. Consultant Selection Process** – Jon Glass updated Board members on the selection process along with the termination letter and procedures for HMB. The deadline to receive Statement of Qualifications from Consultant companies is July 21, 2006 at 10:00 am.

<Original Signed>

Jon Glass
TAA, Executive Director

Minutes approved during the August 8, 2006 meeting