

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, September 14, 2022 – 8 a.m.
Springfield-Robertson County Airport Terminal Conference Room

1. Welcome and roll call of members.
2. Discuss and possibly take action on the approval of the minutes of the regular meeting of August 10, 2022.
3. Discuss and possibly take action on the approval of the Treasurer's Report.
4. Airport Manager's Report.
5. Discuss and possibly take action on the award of the bid for the waterproofing and renovation of two (2) airport hangar roofs funded with a grant in the amount of \$82,500.
6. Discussion and possible action subsequent to a report from Bill Burney, TDOT Aeronautics, about available funding for site development for the construction of hangars.
7. Discussion and possible action subsequent to a report from Rick Hudgens, GMC consultant, about the Airport Capital Improvement Plan (ACIP) which was submitted to TDOT this month.
8. Discuss and possibly take action on declaring the airport's official holidays for FY 2023.
9. Discuss and possibly take action on the process for the selection of airport manager candidates to interview.
10. Discuss and possibly take action with regard to making further amendments to the Fiscal Year 2023 budget.
11. Comments by Board members.
12. Adjournment.

Upcoming Meeting Dates: Wednesday, October 12, 2022
Wednesday, November 9, 2022

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SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – September 14, 2022
Springfield - Robertson County Airport, Springfield TN

Board Members present: Edison Guthrie, Gina Holt, Paul Nutting, Chris Simpkins, Janice Wallace

Board Members absent: Jerry Converse, Lewis Walling

Ex-Officio Members present: Ryan Martin, Billy Vogle

Airport Staff present: Lynn West, Mark Stoesser

Chairman Paul Nutting opened the meeting at 8:00 am. Five (5) members of the board were present for a quorum.

The minutes from the August 10, 2022 regular board meeting were sent to board members prior to the meeting. Gina Holt made a motion to approve the minutes as presented. Janice Wallace seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's report for August, 2022. There was a total of \$252,527.67 in the checking and savings accounts on August 31, 2022. There were \$8,995.00 in expenditures which are eligible to be reimbursed under the annual maintenance grant, and a total of \$11,480.15 in expenditures eligible for the fiscal year. A total of \$15,000 in expenses can be charged and reimbursed by the grant per year. There was net income of \$3,383.75 for the month of August. Chris Simpkins made a motion to approve the Treasurer's report. Gina Holt seconded the motion; and it passed unanimously by a voice vote.

Chairman Paul Nutting reported the roof repairs bids for buildings D and F were opened yesterday. Three (3) bids were received, but the one from Nabholz Construction Corporation in the amount of \$125,969 was incomplete. Silver Creek Commercial Roofing from Auburn, KY had the low bid. They bid \$41,285.01 for basic roof repairs, \$18,142.29 to put a coating on building D, and \$22,862.72 to put a coating on building F, for a total bid price of \$82,290.02. The grant the airport has received will fund \$82,500 for hangar roof renovation. The second lowest bid was from JRC with respective bids of \$66,498, \$14,223 and \$17,217 for a total bid price of \$97,938. The airport's professional services consultant for this project, architect Jon Clark, recommended accepting the Silver Creek bid. After the contract is executed, the company has 30 days to complete the work per the contract. The grant contract end date is October 27, 2022. Paul Nutting has requested a grant contract extension in case the work cannot be completed by the original end date. Chris Simpkins made a motion to accept the bid from Silver

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Creek Commercial Roofing for \$82,290.02. In the event the contract cannot be executed with Silver Creek, the bid will be awarded to JRC. Edison Guthrie seconded the motion, and it passed unanimously by a voice vote.

Interim Airport Manager Lynn West gave the Airport Manager's Report. There were 6,617 gallons of 100 LL and 2,756 gallons of Jet-A fuel sold in August. The price of fuel has continued to decline in the past month. There were 2,038 flight operations in August. A letter was sent to all non-commercial hangar tenants about an increase in hangar rates beginning October 1, 2022. Paul Nutting explained to the board and attendees that the profit from fuel sales and hangar rent fees are the primary internal sources of revenue generated by the airport for its operation. The electric costs have increased 92.1% since 2014, the last year the non-commercial hangar rates increased. Other utilities have increased 518.6% since 2015. Personnel costs have increased 52.5% since 2020.

Bill Burney of TDOT Aeronautics was not able to attend today's meeting, therefore, there was no discussion of funding for site development for new hangars.

Rick Hudgens of GMC presented an engineer's opinion of probable costs for the above ground fueling system project. He showed a drawing of the airport with the proposed new fuel tank area. He estimated the project would cost \$1,467,023 for construction. He also presented the new Airport Capital Improvement Plan that he, Lynn West, and Paul Nutting prepared and submitted to TDOT Aeronautics. Projects that will be active in FY 2022-2023 include the annual Airport Maintenance grant for \$15,000, Above Ground Fuel Tanks – 30% Preliminary Design for \$55,000, Hangar Restoration for \$82,500, Taxiway and Apron Rehabilitation Final Design through Bid for \$150,000, Site Design for T-Hangars for \$25,000, and Above Ground Fuel Tank Design Through Bid for \$57,000. The time of year for the taxiway extension work was discussed.

Paul Nutting led a discussion of designating the ten (10) paid holidays for full-time airport employees. He recommended in the future that the board set the holidays for that year at the beginning of the fiscal year. The terminal will be closed on these holidays, though the runway and after-hours access to the terminal are always available. Gina Holt made a motion to make Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Day, Good Friday, and Memorial Day permanent paid holidays for the full-time airport employees. Janice Wallace seconded the motion, and it passed unanimously by a voice vote. With the establishment of these permanent paid holidays, holidays falling on a Saturday will be recognized on Friday and holidays falling on Sunday will be recognized on Monday.

Twenty-two (22) candidates have applied for the airport manager position. The board members agreed that Interim Airport Manager Lynn West will be interviewed for the position. It was also

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agreed that each board member will review the resumes and send their top five (5) candidates in order of preference to Paul Nutting. He will score and rank the candidates by the number of votes received and order of preference. The five candidates receiving the most votes, along with the interim airport manager, will be interviewed. The interviews will be scheduled at a later date.

The FY 2022-2023 budget is still unbalanced. The increase in non-commercial hangar rental rates will occur in October; and the expected increase in revenue will be calculated and will be added to the appropriate budget revenue line item in a budget amendment later in the fiscal year. The board discussed the budget line item for non-administrative ages and the consensus was to keep the original budget amount of \$112,546 to fund additional hours for the ramp technician maintenance position. The annual pay allocated to that position would be increased from the FY 2022 budget amount of \$21,840 to \$36,106 for FY 2023; which is enough to fund additional part-time employee hours or to fund a full-time position. The net savings in the airport manager salary line item will be \$13,550 through the first quarter of the fiscal year.

Edison Guthrie asked about adjoining airport property that Ray Williams owned and verbally offered to sell to the airport. Paul Nutting reported that he has spoken with Mr. Williams and requested that he send a letter making his offer official but the letter was never sent. Lynn West will reach out to him again to ask if he is still interested in selling. The city and county would have to provide the funding for the purchase.

Paul Nutting advised the board the airport applied for an ARPA grant in 2021 which has not been included in the FY 2023 budget. The grant is to support the airport by helping to address the impact of covid. He will check to see if the contract for this grant has been executed. The additional grant funding could help to offset some budgeted expenditures in the current budget to help bring it into balance.

Gina Holt made a motion to adjourn the meeting at 9:37 a.m. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

Respectfully submitted,



Edison Guthrie
Secretary - Treasurer