

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, June 14, 2023 - 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 May 10, 2023.
3. Discuss and possibly take action on the approval of the Treasurer's Report.
4. Discuss and possibly take action on the approval of a new lease agreement with Wingnuts Aviation.
5. Discuss and possibly take action on proceeding with site design, to be funded with a BIL grant, for the thirty (30) new T-hangars project.
6. Discuss and possibly take action on increasing flexible benefits for full-time employees.
7. Discuss and possibly take action on amending the Airport Hangar Lease Agreement by amending Section 5 – Monthly Rent.
8. Report on the June 13 meeting of the Robertson County Economic Development Board with regard to possibly contributing local matching funds for fiscal year 2024 grant projects.
9. Discuss and possibly take action on changing the composition of the ex-officio members of the Joint Airport Board.
10. Comments by Board Members
11. Adjournment

Upcoming meeting dates: July 12, 2023
August 9, 2023

7/8/2023

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – June 14, 2023
Springfield - Robertson County Airport, Springfield TN

Board Members present: Jerry Converse, Edison Guthrie, Gina Holt, Paul Nutting, Chris Simpkins, Lewis Walling

Board Members absent: Janice Wallace

Ex-Officio Members present: Billy Vogle, Ryan Martin

Airport Staff present: Airport Manager Brian Urbach, Lynn West, Mark Stoesser, Jennie Omer

Chairman Paul Nutting called the meeting to order at 8:00 am. Six members of the board were present; Janice Wallace was absent.

The minutes from the May 10, 2023 regular board meeting were sent to board members prior to the meeting. Edison Guthrie said a correction to the minutes should be made; the date of the Trail Life scout campout was the weekend of April 22. Chris Simpkins made a motion to approve the minutes with that one correction. Gina Holt seconded the motion, and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's Report for May, 2023. There was a total of \$242,485.44 in the bank accounts. There was a \$2,360.33 loss for the month; however, for the year, there is a surplus of \$15,726.83 including grants received. Paul Nutting reviewed the profit and loss report compared to the budget for the current fiscal year. Lewis Walling made a motion to approve the Treasurer's Report as presented. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting asked Airport Manager Brian Urbach about the status of the Wingnuts contract; the current lease expires at the end of June. Brian had just received questions from Wingnuts about the proposed contract. Brian will answer the questions and send the information to the contract committee for review, then forward the information to Wingnuts. Chris Ferraraccio asked if AMF Aviation could continue to rent the field where the salvaged aircraft are stored for four additional months at \$500 per month. The AMF ten-year lease also expires at the end of June. AMF is not proposing to lease the hangar they currently lease, but Wingnuts will lease it as part of their new lease agreement, if approved. County attorney Clyde Richert will create an agreement between the board and AMF for the four-month period.

Edison Guthrie reminded the board members of the lawsuit between Wingnuts Aviation and the

Joint Airport Board over four years ago, and the years following the lawsuit that he described as difficult and contentious at times. He asked Chris Ferraraccio to comment on them and what has changed. Chris said their livelihood was threatened and they had to take action to preserve their business and take care of their employees. Chris said that was “water under the bridge” now; the board has changed. He felt it is a friendly relationship now. Wingnuts Aviation and the airport management have been helping each other as needed.

Brian Urbach spoke about a Wingnuts request for a price reduction in Hangar E and a price reduction in Hangar C due to Wingnuts wanting to install a heater at an estimated cost of \$6,000.00. The board settled on a reduction to \$0.26 per square foot in Hangar E. Chris Ferraraccio asked if other commercial tenants will have to pay for tie-downs, so all commercial tenants would be treated equally. Brian said beginning July 1, all tie-downs and space at the airport will be paid for by the commercial tenants or users. Brian said this decision would set the rate at the airport for uninsulated hangar space at \$0.26 per square foot per month, with a 4% price increase each year. Chris Simpkins made a motion that the exact cost of the heater would be prorated over 5 years in the lease contract, and the uninsulated hangar lease rate would be \$0.26 per square foot. Lewis seconded the motion, and it passed unanimously by a voice vote.

Chris Simpkins made a motion that AMF Aviation be given an extension of their lease for the land for \$500 per month and not to exceed four months. Edison seconded the motion, and it passed unanimously by a voice vote.

Brian gave the Airport Manager's Report for May. The airport had 2,492 flight operations in May, compared to 1,377 in May 2022. There were 5,097 gallons of 100 LL fuel and 2,925 gallons of Jet-A fuel sold in May. The Hangar D bi-fold door should be installed soon; it is the last repair from the March storm damage. The ARPA grant funds in the amount of \$32,000 have been received. The grant reimbursement paperwork for the Hangar F concrete floor work has been submitted to TDOT. The Tennessee Bureau of Investigation will be temporarily housing aircraft here for several days due to the Smyrna Air Show. The airport hosted a photo session for a self-contained RV company. A military retirement transition intern, Barry Mathias, started at the airport this month. Brian and the board discussed the number of tie-downs at the airport and how more might be added.

The board members discussed the options for proceeding with the preliminary design of the site preparation work for the proposed T-hangar project. The preliminary design could either be funded upfront by the airport and reimbursed by the BIL grant to speed the work, or the work could wait until federal BIL grant funds were received to pay for most of the work. The board decided to wait until grant funds were received before paying any of our own money for the work.

The board members also discussed increasing benefits for full-time employees. Airport

employees currently receive 40 hours of flexible benefit time (vacation, sick and personal). Brian suggested allowing airport employees to accrue one sick day (8 hours) and one vacation day (8 hours) per month. The board discussed how the city and county governments provide vacation and sick leave benefits for their employees. Jerry Converse made a motion for employees to accrue 96 hours of vacation and 96 hours of sick leave per year with no flexible hours accrued. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

Chairman Paul Nutting expressed his concern that Section 5 of the non-commercial Airport Hangar Lease Agreement contains a sentence that implies all the hangar rental payments are only used to maintain the hangars rather than for the actual purpose to operate and maintain the entire airport. He would like that sentence amended. After discussion, it was decided that Brian Urbach will review the wording of the sentence and make a recommendation at next month's meeting.

Paul Nutting met with the Robertson County Economic Development Board at their regular meeting held on June 13. They agreed to fund the county portion of the grants match in the amount of \$51,875 as presented in the Airport's proposed budget for fiscal year 2023-2024. The proposed budget includes requests for the city and county to equally fund local match grant allocations, as well as employee retirement and health insurance. The city has approved their requested funding in full, contingent on the county providing their requested funding in full as well. The Airport Budget for Fiscal Year 2024 will not be finalized until both the city and county budgets for the new fiscal year have been approved.

The board members had previously discussed possibly making a change in the composition of the ex-officio members of the Joint Airport Board, not including the Robertson County Mayor or Springfield City Manager. Paul Nutting stated the Joint Airport Board By-Laws do not address ex-officio membership because those are determined by the Robertson County Commission by resolution and the Springfield Board of Mayor and Aldermen by ordinance. The county resolution and city ordinance read the same, and any amendments to the resolution and ordinance would have to read the same as well.

Jerry Converse made a motion to adjourn the meeting. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote. The meeting was adjourned at 9:18 a.m.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer