

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, July 12, 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 June 14, 2023 and special meeting of June 28, 2023
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 amending the Airport Hangar Lease Agreement for non-commercial tenants Section 5 entitled "Monthly Rent"
6. Report on the meeting with TDOT representative Bill Burney regarding the update of the Airport Capital Improvement Plan (ACIP) for Fiscal Year 2024
7. Report on the status of the Airport Budget for Fiscal Year 2024
8. Comments by Board Members
9. Adjournment

Upcoming meeting dates: August 9, 2023
September 13, 2023

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – July 12, 2023
Springfield - Robertson County Airport, Springfield TN

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

Board Members absent: none

Ex-Officio Members present: Ryan Martin

Airport Staff present: Brian Urbach, Lynn West, Mark Stoesser

Chairman Paul Nutting called the meeting to order at 8:00 am. All seven members of the board were present.

The minutes of the June 14, 2023 regular board meeting and June 28, 2023 special board meeting were sent to board members prior to the meeting. Gina Holt said a correction to the minutes should be made; in the June 28 minutes, the rent reduction for Wingnuts Aviation is actually effective upon completion of the improvements and documentation provided. Chris Simpkins made a motion to approve both the June 14, 2023 and June 28, 2023 minutes with the recommended change to the June 28 minutes pertaining to the reimbursement of Wingnuts for their improvements. Gina Holt seconded the motion, and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's Report for June, 2023. There was a total of \$274,277.64 in the two bank accounts. There was a \$34,338.22 profit for the month and a surplus of \$46,067.12 for the fiscal year. There was an annual profit margin of \$87,614.29 on the fuel sales, which is higher than the budgeted profit margin of \$72,000. These numbers do not include service fees on fuel sales. For the year, the revenue from hangar rentals amounts to \$240,005.44 which is \$12,505.44 higher than the budget amount of \$227,500. Hangar rents generate approximately three times more revenue than fuel sales. Paul Nutting noted the budget for the year assumed a deficit that would have to be offset with fund reserves, but it appears the budget will finish with a surplus. Chris Simpkins made a motion to approve the Treasurer's Report as presented. Janice Wallace seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report for June. The airport had 2,365 flight operations in June, compared to 1,268 in June, 2022. There are Nashville flight school students coming to the airport to perform touch and go landings, which has increased the number of flight operations this year. There were 6,269 gallons of 100 LL fuel and 4,157 gallons of Jet-A fuel sold in May. The Wingnuts Hangar D bi-fold door should be installed in late July. On June 29,

there was a lightning strike at the airport. The AWOS, an electric gate, runway end identifier lights, four new cameras, and a Jet-A fuel pump relay switch were all damaged. Highland Rim Aviation hosted their Summer Flight Camp the week of June 26. Edison Guthrie asked about the types of units that comprise the rental income. There are 42 non-commercial T-hangars, 6 commercial hangars, 4 storage spaces, 4 old T-hangars, 8 paved tie-down spaces, 2 grass tie-down spaces, and 1 “ghost” tie-down space. Only one piece of surplus property has been sold, a Kubota tractor, but the money has not been received from the sale.

The board members discussed amending the Airport Hangar Lease Agreement for non-commercial tenants Section 5 entitled “Monthly Rent.” The board discussed the wording and intent of rent increases as described in the document. Janice Wallace made a motion to amend the third sentence from the bottom of the section which begins with the words {The Airport Board/Manager reserve the right] by abbreviating the sentence to read as follows: {The Airport Board/Manager reserve the right to increase the rent.] The second sentence from the bottom which begins with the words [Additionally, an increase] will be deleted in its entirety. Jerry Converse seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach reported on the Airport Capital Improvement Plan meeting with GMC consultant Rick Hudgens and TDOT Aeronautics representative Bill Burney. The above ground fuel tank design and construction will be completed during the fiscal year. The site preparation design for the new T-hangar site will begin during the current fiscal year with construction possibly underway as well. The final design for the taxiway and apron is scheduled for completion this fiscal year. The plan lists large capital improvement projects planned for the current and future fiscal years. Rick Hudgens was present at the meeting and reported on how the taxiways would be reworked. Each project funded with grants will have a local match of five percent (5%).

The City of Springfield budget has been approved including the requested contributions to the airport budget. The Robertson County budget will not be approved until August. The Robertson County Economic Development Board has approved paying the \$51,875 of the county's matching funds request. The board and Ryan Martin had a discussion about the joint ownership of the airport by the county and city.

As the fiscal year has come to an end, Paul Nutting expressed appreciation for the work of the Joint Airport Board members, Springfield City Manager Ryan Martin and County Mayor Billy Vogle, County Attorney Clyde Richert, the airport staff, and bookkeeper Carol Justice contributing to the many accomplishments of the past year. He also acknowledged the support of both commercial and non-commercial tenants of the airport.

Edison Guthrie asked Brian Urbach to update a list of all contracts that people and companies have with the airport.

8/6/2023

Gina Holt made a motion to adjourn the meeting. Janice Wallace seconded the motion, and it passed unanimously by a voice vote. The meeting ended at 8:51 am.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer