

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, December 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 November 9, 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 declaring surplus property and authorizing the method of disposal.
6. Discuss and possibly take action on terminating the professional services contract with Klobner Engineering Services.
7. Discuss and possibly take action on issues related to the proposed public/private partnership for the construction of thirty (30) new T-hangers.
8. Discuss and possibly take action on the leasing of office space in the airport terminal by Highland Rim Aviation.
9. Discuss and possibly take action on pay and benefits for full-time employees.
10. Discuss and possibly take action with regard to the negotiation of a new commercial rental agreement with Wingnuts Aviation.
11. Discuss and possibly take action on the purchase and installation of security cameras.
12. Discuss and possibly take action on the election of officers (Chairman, Vice Chairman, Secretary/Treasurer) for calendar year 2023.
13. Discuss and possibly take action with regard to how the proposed budget for Fiscal Year 2024 will be prepared.
14. Comments by Board Members.
15. Adjournment

Upcoming meeting dates: January 11, 2023
February 8, 2023

1/9/2023

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – December 14, 2022
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, Billy Vogle

Airport Staff present: Lynn West, Mark Stoesser

Chairman Paul Nutting opened the meeting at 8:00 am; Janice Wallace arrived while the meeting was in progress, but six (6) members of the board were present for a quorum at the beginning of the meeting.

Tucker Phaneuf gave an update on his Eagle Scout project of having a runway viewing area constructed outside the terminal building. There are two signs to post, but otherwise the project is complete. Tucker will plant grass seed around the building in the spring. Paul Nutting signed a project completion form for Tucker on behalf of the Joint Airport Board.

The minutes from the November 9, 2022 regular board meeting was sent to board members prior to the meeting. Chris Simpkins made a motion to approve the minutes as presented. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's report for November, 2022. There was a total of \$193,580.21 in the checking and savings accounts on November 30, 2022. The increase in non-commercial rental income was noted since the rent increase was implemented in October. Gina Holt made a motion to approve the Treasurer's report. Chris Simpkins seconded the motion; and it passed unanimously by a voice vote.

Brian Urbach was introduced to the board and other guests. He will officially report for work as airport manager on Monday, December 19.

Interim Airport Manager Lynn West gave the Airport Manager's Report. There were 5,300 gallons of 100 LL and 2,800 gallons of Jet-A fuel sold in November. There were 1,952 flight operations last month. There are multiple flight schools that use the airport for pattern work. The staff have been performing hangar inspections and there are some roof leaks to be repaired. There is another repair required to the light that was hit by the tractor last year. The PAPI light at

the 04-runway end had to be adjusted. One tenant is having his hangar lease terminated because he has had a non-functioning plane housed for several years.

The Kubota Zero turn mower, a John Deere 870 tractor with mower, a John Deere riding mower, and an unused dishwasher are surplus items ready for sale. Gina Holt made a motion for these items to be sold on the City of Springfield's www.govdeals.com website. Edison Guthrie seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting talked with Josh Lyons of Klober Engineering about the hangar site design work not being acceptable to TDOT. Josh understands and is agreeable to the site design contract being terminated. Lewis made a motion for Paul to send Klober Engineering Services a formal letter terminating their contract with the Springfield-Robertson County Airport. Gina Holt seconded the motion, and it passed unanimously by a voice vote.

The board members discussed issues related to the proposed public/private partnership for the construction of thirty (30) new hangars. Paul Nutting forwarded to the board members an email with a statement of qualifications from Martin Aviation Law. County Attorney Clyde Richert could consult with this firm, if he felt the need to, in drafting the property lease and hangar construction agreements. Clyde will be contacting the firm. Both County Mayor Billy Vogle and Springfield City Manager Ryan Martin agreed that getting the city and county legislative bodies to pass a resolution authorizing the Joint Airport Board to move forward with the proposed hangar construction project would be a good idea. Rick Hudgens, our consultant with GMC, has submitted paperwork to TDOT Aviation for authorization to proceed with the second phase of the new above ground fuel system design and the design of site preparation for the proposed thirty (30) hangar project. Both projects will be supported with grant funding. TDOT should respond to us in mid-January.

Lewis Walling said he and Janice Wallace had met with Tom Jones of Highland Rim Aviation to discuss his needs for rental space inside the terminal. Lewis discussed some changes to the terminal that might be required if Highland Rim were to have a presence in it. When the committee meets, a public meeting notice will be posted prior to the meeting.

Paul Nutting led a discussion of staff salaries and benefits. The board reviewed the base pay of employees, the interim pay levels for Lynn West and Jenni Omer during the period when there was no permanently appointed airport manager, and the budget constraints. After discussion, Gina Holt made a motion to make the current interim pay of Lynn West and Jenni Omer their permanent base pay levels and to hold their pay at these levels through December 31, 2023. Janice Wallace seconded the motion, and it passed unanimously by a voice vote.

Chris Simpkins reported he has talked with Chris Ferraraccio about a proposed new commercial hangar lease agreement for Wingnuts Aviation. They want to begin negotiations after January 1.

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The original company the staff was in contact with to install security cameras decided they did not want to perform the work. Mark Stoesser has contacted other companies about providing a quote.

The officers for the new calendar are always nominated and elected in December. Chris Simpkins made a motion to nominate Paul Nutting to serve again as chairman. Gina Holt seconded the motion. The motion passed 6-0, with Paul Nutting abstaining from the vote. Jerry Converse declined to serve again as Vice Chairman. Chris Simpkins made a motion to nominate Lewis Walling to serve as Vice Chairman. Gina Holt seconded the motion; and it passed unanimously by a voice vote. Gina Holt made a motion to nominate Edison Guthrie to serve again as Secretary-Treasurer. Chris Simpkins seconded the motion; and it passed unanimously by a voice vote.

The board members discussed the procedures for the preparation of the proposal budget for fiscal year 2024. It was determined that Airport Manager Brian Urbach will prepare a draft of the proposed budget with the assistance of Chairman Paul Nutting and Bookkeeper Carol Justice.

Paul Nutting asked for comments from board members. Lewis Walling asked a question about soap dispensers in the terminal.

Rick Hudgens said there are three (3) grants available related to COVID. He inquired if the airport had applied for them. The airport has received reimbursement pertaining to two (2) of the grants and has executed the contract for the third grant.

The meeting was adjourned by consensus at 9:40 am.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer