

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, March 8, 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 February 8, 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 the approval of the Springfield-Robertson County Airport Annual Budget for Fiscal Year 2024.
6. Discuss and possibly take action on issues pertaining to the second amendment to the Hangar Renovation grant for the concrete floor construction in Hangar F.
7. Update and possibly take action on the BIL grant for the Final Site Design and Bidding for T-hangars (\$25,000) and the grant for the Above Ground Fuel Tank Final Design and Bidding (\$57,000 total which includes a local match in the amount of \$2,850)
8. Update on the status of the negotiation of a new commercial lease agreement with Wingnuts Aviation.
9. Discuss and possibly take action on issues pertaining to the proposed public/private partnership for the construction of thirty (30) new T-hangars.
10. Update on the FAA American Rescue Plan Act (ARPA) grant in the amount of \$32,000.
11. Discuss and possibly take action the disposal of the dishwasher as surplus property.
12. Comments by Board Members
13. Adjournment

Upcoming meeting dates: April 12, 2023
May 10, 2023

4/10/2023

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – March 8, 2023
Springfield - Robertson County Airport, Springfield TN

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

Board Members absent: Chris Simpkins

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. Six (6) members of the board were present for a quorum.

The minutes from the February 8, 2023 regular board meeting were sent to board members prior to the meeting. Janice Wallace 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 February 2023. There was a total of \$255,116.00 in the bank accounts. There have been three months in a row of lower-than-normal fuel sales. There was a \$6,693.35 loss for the month; however, for the fiscal year, there is a surplus of \$38,115.66, including grants received. Gina Holt made a motion to approve the Treasurer's Report as presented. Lewis Walling seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report. Some of the maintenance expenses for February were actually incurred in January. There have been three unsuccessful attempts to clean and wax the terminal tile floor satisfactorily. The staff decided that the floor will not be waxed in the future. There were 1,680 flight operations at the airport in February. There were 4,869 gallons of 100 LL sold in February, but only 583 gallons of Jet-A fuel. Three non-commercial hangar openings were filled, leaving 30 people on the hangar waiting list. During the March 3 windstorm, the Wingnuts hangar door was damaged, the Red River Flying Service's carport blew over, and there was other minor property damage. An insurance adjuster has already been to visit the airport. The carport will not be replaced. A runway beacon light was recently repaired. The AWOS is currently not receiving power due to the windstorm. Surplus items for sale were posted to www.GovDeals.com. Brian and Lynn will be attending the Tennessee Aviation Conference next week. There were no issues with the aircraft tied down during the storm.

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Gabriel Perez made a presentation about a planned Trail Life boys' scouting program spring camp out at the airport from Friday, April 21 to Sunday, April 23. There could be up to 250 people at the airport during the time. Mr. Perez distributed a schedule of proposed activities. Brian recommended the airport allow the group to come. Lewis made a motion to allow the Trail Life troops to have their Spring Camp Out at the airport. Janice seconded the motion, and it passed unanimously by a voice vote.

Chairman Paul Nutting moved the discussion on the proposed budget for Fiscal Year 2024 to the end of the agenda.

The board members were updated on the status of the second amendment to the contract for the Hangar Renovation grant requesting authorization to remove the steel carousel floor in Hangar F, currently leased to Highland Rim Aviation, and to replace it with concrete. The Tennessee Aeronautics Commission (TAC) will take action on the grant amendment at its meeting in March.

The two (2) grants for the Final Site Design and Bidding for T-hangars and for the Above Ground Fuel Tank Final Design and Bidding were discussed and approved at the February TAC meeting. The fuel tank project has local matching funds of \$2,850 which must be paid in this fiscal year. One council commissioner recommended the new fuel system use a single-walled tank with a moat around the tank instead of double-walled tank. Rick Hudgens, GMC consultant, believes the double-walled tank would be better. He emphasized the BIL funding for the T-hangar project will be a slow process. Discussion and possible action on the Joint Airport Board's resolution requesting support for the public/private partnership hangar project is on the March meeting agendas of the Robertson County Commission and the Springfield Board of Mayor and Aldermen.

Negotiations have continued on the new Wingnuts lease contract. Chris Simpkins, Brian Urbach, and County Attorney Clyde Richert are working with Wingnuts owner Chris Ferraraccio to prepare a proposed draft of the new lease agreement for presentation to the Joint Airport Board's Lease Committee. Brian has obtained commercial rates of other airports for comparison. Hopefully, the Lease Committee will be able to present a recommended new lease agreement for Wingnuts at the April meeting of the Joint Airport Board. Any Lease Committee meetings to work on the contract will be publicly posted.

With regard to further action on the public/private partnership for the construction of two (2) new buildings to house thirty (30) T-hangars, the Joint Airport Board Chairman, Airport Manager, and County Attorney will hold a virtual meeting with aviation attorney Margaret Martin about a timeline for the project, but only after the Robertson County Commission and the Springfield Board of Mayor and Aldermen have voted to authorize the project.

The airport currently has an FAA American Rescue Plan Act grant for \$32,000 which remains to be processed. The grant can be used for salaries, operational expenses, and repairs. It must be used by June 30, 2023. Airport Manager Brian Urbach and Bookkeeper Carol Justice will work to submit the required documentation to process the grant.

The bids for the surplus property dishwasher listed on Govdeals.com did not meet the reserve price of \$600; however, the dishwasher in the Wingnuts kitchen area has recently failed and needs replacing. Gina Holt made a motion to remove the dishwasher from the surplus property list and install it in the Wingnuts kitchen area. Janice Wallace seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach, Carol Justice, and Paul Nutting prepared a draft budget for fiscal year 2024 and submitted it to board members prior to the meeting for inclusion on the agenda for discussion and possible action. The draft of the proposed Airport Budget for FY 2023-2024 has a deficit amounting to \$36,925. Fund reserves may have to be used to balance the proposed budget. The budget includes contributions from the city and county of \$20,400 each for payroll costs for employee health insurance and retirement and \$58,750 each for local matching funds for grants. The budget committee has secured information from the State of Tennessee Department of Finance and Administration, Benefits Administration with regard to the Local Government Health Insurance Plan for employees. The Budget Committee is also in the process of securing information from the Tennessee Consolidated Retirement System (TCRS) about retirement options for employees. The proposed budget includes the estimated increase in monthly rental for Wingnuts under a new lease agreement. Lewis Walling inquired about the termination of the AMF lease and the cleanup of the field containing aircraft wreckage. The staff will review the current AMF lease to verify and ensure that AMF will not leave the field with environmental problems. The budget committee of Paul Nutting, Brian Urbach, and Carol Justice will continue to work on the budget to further verify revenue and expenditure amounts. The Airport Budget must be submitted to both the City and County by April 1 for review and approval by the legislative bodies. In order to meet the deadline, a special meeting of the Joint Airport Board will have to be held during the last week of March to discuss and vote on the proposed budget.

Relations between commercial tenants, the ending of Wingnuts 4-year negotiated lease, and storage of non-aviation items in hangars were discussed. The consensus of the board members was that there will be no more storage of items along the taxiway without payment.

During the comments by board members section of the agenda, Edison Guthrie recommended that a Chamber of Commerce Good Morning Robertson County meeting be held at the airport to raise exposure. Jordan Osborne will be contacted about possible dates.

The meeting was adjourned by consensus at 9:23 am.

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Respectfully submitted,

Edison Guthrie
Secretary - Treasurer