

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, January 11, 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 December 14, 2022.
3. Discuss and possibly take action on the approval of the Treasurer's Report.
4. Airport Manager's Report.
5. Review and possibly take action on the Annual Financial Report (Audit) for the Year Ended June 30, 2022.
6. Discuss and possibly take action on reapproving the By-Laws for the Springfield-Robertson County Joint Airport Board.
7. Update and possibly take action on amending the Hangar Renovation grant to allow for removal of the metal carousel floor in Hangar F and filling the space with concrete.
8. Update and possibly take action on the grant for 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 including a local match of \$2,850).
9. Update on the status of the American Rescue Plan Act (ARPA) (\$32,000) and the Annual Maintenance grant (\$15,000).
10. Update on the status of the negotiation of a new commercial lease agreement with Wingnuts Aviation.
11. Update on the status of negotiation with Highland Rim Aviation for the leasing of office space in the airport terminal.
12. Discuss and possibly take action on issues related to the proposed public/private partnership for the construction of thirty (30) new T-hangars.
13. Comments by Board Members.
14. Adjournment.

Upcoming meeting dates: February 8, 2023
March 8, 2023

2/2/2023

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – January 11, 2023
Springfield - Robertson County Airport, Springfield TN

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

Board Members absent: Lewis Walling

Ex-Officio Members present: Ryan Martin, Billy Vogle

Airport Staff present: Brian Urbach, Lynn West, Jennie Omer, 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 December 14, 2022 regular board meeting were sent to board members prior to the meeting. Janice Wallace made a motion to approve the minutes as presented. Chris Simpkins seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's Report for December 2022. There was a total of \$248,593.53 in the bank accounts. He reviewed the year-to-date profit and loss statement compared to the budgeted amounts. The cost of the proposed concrete floor construction in the Highland Rim Aviation hangar to be funded with proceeds from the hangar renovation grant was mentioned. Paul Nutting will contact CSR Engineering about possibly designing and inspecting the work since they had provided some consultation on the proposed project a few years ago. Chris Simpkins made a motion to approve the Treasurer's report. Gina Holt seconded the motion; and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report. There were 915 flight operations in December. There were 2,053 gallons of 100 LL and 300 gallons of Jet-A fuel sold in December. He said the low numbers were due to cold temperatures and five days of runway closure. The last repair and maintenance bill for the \$15,000 annual state maintenance grant for this fiscal year has been submitted. TDOT Aeronautics will discuss at their February meeting the request to use the remainder of the hangar restoration grant for the Highland Rim Aviation hangar floor repair. Inspections were recently completed for all hangars at the airport. Some roof leaks were discovered and Silver Creek Commercial Roofing will be called to repair them. There have been two inquiries about renting commercial hangars, so a wait list will be started for these facilities. Electrician Justin Tayloe will complete the last LED lighting upgrades on tenant hangars. The airport has been approached about hosting a car show. After discussion, the board members

agreed that Airport Manager Brian Urbach should get some clarification from the car show sponsors, but the consensus was to allow the group to use the airport at no cost for the first event.

The printed copy of the airport's FY 2021-2022 audit report was distributed to the board members. There were no problems noted in the report. Paul Nutting has asked bookkeeper Carol Justice to prepare a certified copy of the audited budget for the fiscal year ending June 30, 2022, which will be used to provide information and data for the preparation of the fiscal year 2024 annual budget.

The original Springfield-Robertson County Joint Airport Board By-Laws were officially amended in 2019, but were never executed. A few typographical errors within the document have been corrected and the edited draft was sent to members recently for review and possible action. Gina Holt made a motion to reaffirm this document as the airport's by-laws. Janice Wallace seconded the motion, and it passed unanimously by a voice vote.

GMC representative Rick Hudgens said GMC was selected as the airport's consulting engineering firm in 2018 for a period of five (5) years. Although the contract is for a term of five (5) years, the contract term does not begin until the firm actually engages in work. For a period of one and one-half years after the contract was signed, no work was performed by the firm, so it will be 2024 or 2025 before their contract will be up for renewal. Rick reported the new fuel farm project is in the final design to bid stage.

The American Rescue Plan Act (ARPA) grant of \$32,000 will be available this current fiscal year to cover salaries and qualifying expenses.

Chris Simpkins will meet with Chris Ferraraccio next week to begin negotiations with regard to a new commercial lease with Wingnuts Aviation.

Brian Urbach spoke about Highland Rim Aviation's interest in additional office space. He and Tom Jones are now discussing the company building office space within the Highland Rim Aviation leased commercial hangar, rather than renting space in the terminal. The airport would need to install a gate in the airfield fence for them. Neither of these will happen until the hangar floor has been filled in with concrete. No decision was made on the office space.

Paul Nutting previously sent a copy of a letter to the board members prepared by County Attorney Clyde Richert to aviation attorney Margaret Martin that describes the proposed new thirty (30) hangar project and the desired public/private partnership. Clyde asked her if she would be willing to help the airport board with writing a land lease and preparing related documentation for the project. Ms. Martin will be contacting Clyde with a response.

Paul Nutting asked for comments from board members. Edison Guthrie asked about a welcome

2/2/2023

reception for new Airport Manager Brian Urbach. Brian said he was planning to start a weekly morning coffee time for pilots. Brian will work with the staff to plan an afternoon welcome event.

Brian Urbach said CEMC is bringing high speed internet to the airport soon. Springfield City Manager Ryan Martin reported the airport's surplus property items to be auctioned on govdeals.com should be listed soon. Lynn West reported that property adjoining the airport totaling 16.28 acres and owned by Ray Williams is available for purchase. Chairman Paul Nutting reported he had discussed the offer with Mr. Williams months ago and had requested that he make the offer in writing. As of this date, the airport board has not received a written offer. Robertson County Mayor Billy Vogle asked about land on the south end of the runway. Lynn said there was a plan some years ago to lengthen the runway to 6,000 feet. It required purchasing two houses on Kinneys School Road and burying transmission lines, so the project never came to fruition. The board members and staff also talked about the Gulfstream 650, which is the largest jet that regularly comes to the airport

The meeting was adjourned by consensus at 8:54 am.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer