

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, October 12, 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 September 14, 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 the approval of the final inspection report and authorization to pay Silver Creek Commercial Roofing in the bid amount of \$82,290.02 for the waterproofing and renovation of two (2) airport hangar roofs funded with a grant.
6. Discuss and possibly take action on authorizing the payment of J. Clark Architecture & Design, LLC for professional services related to the contract for water-proofing and renovation of two hangar roofs.
7. Discuss and possibly take action on information provided by Bill Burney, TDOT Aeronautics, about available funding for site preparation for the construction of hangars.
8. Discuss and possibly take action on the acquisition and installation of a security system for the airport.
9. Discuss and possibly take action on the selection of airport manager candidate finalists and the scheduling of interviews.
10. Discuss and possibly take action on the leasing of office space in the airport terminal by Highland Rim Aviation.
11. Comments by Board members.
12. Adjournment

Upcoming Meeting Dates: Wednesday, November 9, 2022
Wednesday, December 14, 2022

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – October 12, 2022
Springfield - Robertson County Airport, Springfield TN

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

Board Members absent: Gina Holt, Chris Simpkins

Ex-Officio Members present: none

Airport Staff present: Jennie Omer, Lynn West, Mark Stoesser

Chairman Paul Nutting opened the meeting at 8:00 am. Five (5) members of the board were present for a quorum.

Tucker Phaneuf gave a brief update on his Eagle Scout project of having an airplane viewing pavilion built. The concrete pad has been completed. The date for construction is planned for October 30, 2022.

The minutes from the September 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. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's report for September 2022. There was a total of \$238,760.77 in the checking and savings accounts on September 30, 2022. There was net income of \$8,323.77 for the month of September. Janice Wallace made a motion to approve the Treasurer's report. Jerry Converse seconded the motion; and it passed unanimously by a voice vote.

Interim Airport Manager Lynn West gave the Airport Manager's Report. There were 6,019 gallons of 100 LL and 2,746 gallons of Jet-A fuel sold in September. The last few months have averaged fuel sales of 6,000 to 6,500 gallons per month. There were 1,704 flight operations last month, compared to 1,361 in September 2021. Lynn would like to allow hangar tenant and licensed electrician Justin Tayloe to work as a part-time employee. The board discussed the merits of having him work as an employee or a contractor, and they settled on him working as needed as a contractor.

Lynn presented a proposal for the installation of additional airport security cameras in the amount of \$9,592, which also included labor for bringing the AWOS signal to the lobby

computers. The cameras will allow viewing of both ends of the runway and the entire ramp area. This expense is not in the FY 2023 budget nor was it in the FY 2022 budget. This project was initially discussed a few years ago, and may have been included in a prior budget, but the project was never implemented and funding for the project was not included in later budgets. The airport needs more security and this project will provide it. The company making the proposal provided and installed other electronic equipment for the airport terminal during its construction, and can be viewed a sole source provider from a maintenance and compatibility standpoint. An item for discussion and possible action on the acquisition and installation of a security system is on the agenda. Jerry Converse made a motion to amend the current budget to add the cost (\$9,600) of the acquisition and installation of security cameras and that the project be funded from reserves. Janice Wallace seconded the motion; and it passed unanimously by a voice vote.

Lynn talked about the need to dispose of some surplus property and inquired if the city had an account on www.govdeals.com. The City of Springfield has such an account and Paul Nutting will verify that the airport can use the city's account. Lynn will prepare a list of surplus property which he recommends to be sold and will present it to the Joint Airport Board for approval. Lynn asked about the status of the land lease for hangar construction. The Joint Airport Board has obtained a number of land leases from other airports which can be utilized in preparing our land lease for the proposed thirty (30) T-hangar construction project. A few legal issues need to be resolved and County attorney Clyde Richert is still expected to prepare the lease. There is also a possibility of securing grant funding for site preparation for new hangar construction. Lynn said people have approached him about building commercial hangars for planes at the airport. Lynn also reported he is working to secure additional quotes on automobile liability insurance because of the steep increase in premium costs from our current carrier.

Chairman Paul Nutting reported the water proofing and renovation of the hangar D and hangar F roofs has been completed. The final cost of the contract is \$41,005.01 which not the expected price of \$82,290.02. The contractor for the project, Silver Creek Commercial Roofing, had a misunderstanding about the alternative bids and included the full price for each hangar rather than the price to provide the final coating only. The contractor considered the base bid as the total of the alternate bids. Bill Burney, TDOT Aeronautics, stated the contractor will also have to provide a certified payroll as a new requirement before the airport can be reimbursed with federal grant funds. Airport consultant Jon Clark has submitted a letter to the board recommending final payment to the contractor. Lewis Walling suggested to the board that a release of lien document should be submitted by the contractor before payment is made. Paul Nutting reminded the board that a request for a time extension for the hangar renovation grant was approved with a new ending date of October 27, 2023. Bill Burney informed the board that because only half of the grant funds were used on this project, the remainder could be used for more hangar renovation projects. Jerry Converse made a motion to authorize final payment to Silver Creek Commercial Roofing in the amount of \$41,005.01, contingent upon them submitting the additional required paperwork. Lewis Walling seconded the motion, and it passed

unanimously by a voice vote. Jerry Converse made a motion to use the remainder of the \$82,500 grant for other projects that meet the criteria of the grant as recommended by the airport manager. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

The architectural consultant on the hangar roofs renovation, J. Clark Architecture & Design, submitted an invoice in the amount of \$2,000 for overseeing the bid package preparation, the bidding process and award, coordination with the contractor, and final inspection of the project. This cost is not part of the federal grant. Lewis Walling made a motion to pay J. Clark Architecture & Design \$2,000 for the work. Janice Wallace seconded the motion; and it passed unanimously by a voice vote.

Bill Burney spoke about grant funding available for hangar site preparation. The Airport Capital Improvement Plan (ACIP) has a grant for the preliminary design project for the T-hangar site and apron planned in FY 2023. He suggested the airport request the state to execute that grant to get the consultant started on the design. The state needs to approve where the planned hangars, apron, and new fuel farm will be located on the airfield. The engineering work already performed by Klober Engineering can be used by the consultant. Jerry asked if the hangar project had been actually approved by the board, and if leasing land requires county and city approval. Paul Nutting reviewed the steps thus far, with the City of Springfield Board of Mayor and Aldermen and the Robertson County Commission Budget Committee each verbally agreeing for the Joint Airport Board to initiate the process for a private company to build and lease hangars on the airport property. Jerry Converse asked if the board might be spending airport money or state grant money on the hangar project when the project might never be officially approved. The county attorney is concerned that an airport board has a different legal standing from an airport authority, and a lease with an airport board may have different requirements than the sample airport authority leases. The board discussed the preliminary steps in the county planning and approval process. Bill Burney said the BIL grant can fund the site plan design for hangars, but the construction is required to start within a year after the design is complete. If the design is funded with Non-Primary Entitlement (NPE) grant funds, the construction can start whenever we want. The board will invite airport consultant Rick Hudgens to the November meeting to discuss site plan design for the proposed private/public partnership for the construction and leasing of thirty (30) new T-hangars. Bill Burney said TDOT Aeronautics management is scheduled to visit the Springfield-Robertson County Airport on November 9, 2022 at 3 pm. Mr. Burney also requested pictures of the hangar roofs renovation.

A total of twenty-three (23) people applied for the airport manager position. There was general consensus among the board for the top four (4) candidates. There was a two-way tie for the fifth ranked candidate position, but their total scores were much lower than the top four. Lewis Walling made a motion to interview the top four candidates along with the interim airport manager. Janice Wallace seconded the motion; and it passed unanimously by a voice vote. The suggested interview dates will be Monday, October 17 and 24 beginning at 7 p.m.

11/6/2022

Tom Jones of Highland Rim Aviation spoke about his proposal to lease office space inside the terminal building. His company is an FAA Part 141 program, so they have to have secure space for files. He said they have an average of 30 to 40 people per day coming through. They have 17 flights scheduled today. He proposed using an office and/or part of the front counter space. He was not in favor of a kiosk in the front lobby. After further discussion, a committee of Chris Simpkins, Janice Wallace, and Lewis Walling will work with Mr. Jones on possibilities of leasing space in the terminal.

Paul Nutting said the increased non-commercial hangar rental fees have been implemented as of October 1.

Edison Guthrie made a motion to adjourn the meeting at 9:40 am. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer