

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, January 10, 2024 - 8 a.m.
Springfield-Robertson County Airport Terminal Conference Room

Welcome and roll call of members

Public Comment period

Discuss and possibly take action on the approval of the minutes of the December 13, 2023 regular meeting

Discuss and possibly take action on the approval of the Treasurer's report

Airport Manager's Report

Discuss and possibly take action with regard to the Above Ground Fueling System Construction project

Discuss and possibly take action with regard to the Preliminary Engineering for the Site Preparation for the 30-T-hangar Construction project

Status report on the replacement of the heating unit in the Wingnuts hangar

Status report on the appointment of the new board member by the City and County

Status report on the preparation of the Annual Financial Report for the Fiscal Year ending June 30, 2023

Comments by Board Members

Adjournment

Upcoming meeting dates: February 14, 2024
March 13, 2024

Members of the public wishing to register in advance to address the Joint Airport Board regarding any item on this agenda should e-mail airportmanager@srcaairport.com no later than noon on the day prior to the meeting. Include your full name, city of residence, telephone number, topic and relevance to the agenda item to be addressed. Additional members of the public may speak if allotted time remains.

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – January 10, 2024
Springfield - Robertson County Airport; Springfield, Tennessee

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

Board Members absent: None

Ex-Officio Members present: Ryan Martin, Billy Vogle

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

Chairman Paul Nutting called the meeting to order at 8:00 am. Six members of the board were present for a quorum. Pat Looney has been nominated by the Joint Airport Board to fill the current vacancy on the board.

Paul Nutting asked if a member of the public wanted to comment on any part of the meeting agenda. Airport Manager Brian Urbach reported that no one had registered in advance to make public comment. No public comment was made.

The minutes of the December 13, 2023 regular board meeting were sent to board members prior to the meeting. Gina Holt made a motion to approve the December 13, 2023 minutes as presented. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's Report for December 2023. There was a total of \$181,723.03 in the two bank accounts at the end of December. For the first half of the 2023-2024 fiscal year, there has been approximately \$44,000 of profit on the fuel sales, which is well above the approximate expected amount of \$31,000, including credit card fees. The city and county have made payments toward their contributions for employee retirement and health insurance. There was a large loss for the month due to the airport's matching funds payment to the State of Tennessee for the Above Ground Fuel System grant contract. Chris Simpkins made a motion to accept the Treasurer's Report. Lewis Walling seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report for December. He showed a video and pictures of the Santa event at the airport during his talk. The airport had 1,884 flight operations in December compared to 782 in December, 2022. For the calendar year 2023, there were 26,717 flight operations compared to 15,070 in 2022. There were 3,148 gallons of 100LL fuel sold and 3,065 gallons of Jet-A fuel sold during December. For the year, there was 94,904 total gallons of fuel sold, compared to 86,293 gallons sold in 2022; which is a 10% increase in gallons sold in 2023. There was one T-hangar opening that was filled in December; there are 34 people on the waiting list. There were approximately 100 children that participated in the Santa event; Brian said it was a fun time. Brian thanked Lewis Walling for his assistance and Highland Rim

Aviation for providing transportation for Santa. Brian reviewed several community events that were hosted at the airport during the year. Brian also met with Rick Hudgens of GMC to discuss the Airport Capital Improvement Plan. Brian said he sends information about the airport and its activities a few times a year to the hangar tenants.

Paul Nutting sent a signed work authorization to GMC to begin their engineering work on the Above Ground Fueling System Construction contract. Both parties have signed the work authorization and it will be forwarded to the state. Eventually GMC will be issued passes to enter the airport, but no security checks will be required for their personnel by the airport.

Paul Nutting also sent a signed work authorization to GMC to begin their Preliminary Engineering work on Site Preparation for the T-Hangar construction project. A group came on January 3rd to survey the site.

A new heating unit was installed in the Wingnuts hangar before the end of December. The cost was \$10,000, which was the estimated cost.

Pat Looney was approved by the Robertson County Commission at their December meeting as a city-county member of the Joint Airport Board. A vote on his appointment to the Joint Airport Board will be on the agenda of the January meeting of the Springfield Board of Mayor and Aldermen.

The airport's Annual Financial Report for the Fiscal Year ending June 30, 2023 was sent to bookkeeper Carol Justice, Paul Nutting, and Edison Guthrie for review. There were no findings or financial problems found. The group sent some clarifying comments back to auditor John Poole to include in the report. He had already prepared printed copies of the report for board members, but he will reissue the report with the clarifying comments included. Paul Nutting asked for any comments by board members. Jerry Converse thanked the staff for their professionalism in the management of the airport and noted that the atmosphere at the airport and at Joint Airport Board meetings has noticeably changed for the better. Brian Urbach reported a jet that landed on January 5th had a tire blow out which caused the runway to close for 45 minutes. Wingnuts Aviation moved the plane and a new tire was flown here for it. Edison Guthrie asked why there was such an increase in the number of aircraft operations in 2023 from 2022. Brian Urbach attributed it to an increase in students at Highland Rim Aviation and more students from airports such as Gallatin and Lebanon coming to practice landings in a less crowded airspace. There is a great demand for pilots today, so it is a busy time for all flight schools. The flight software was not tracking flights properly for part of 2022, so that also could have made the numbers from 2022 less than they actually were.

There being no more business to discuss, Jerry Converse made a motion to adjourn the meeting at 8:34 am. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

2/6/2024

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer