

**SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD**

**Regular Meeting Minutes - Wednesday, May 11, 2022 - 8 am  
Springfield - Robertson County Airport, Springfield TN**

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

**Board Members absent:** Chris Simpkins

**Ex-Officio Members present:** Ryan Martin, Billy Vogle

**Airport Manager:** Manley Hatcher

Chairman Paul Nutting opened the meeting at 8:02 am.

The minutes from the April 13, 2022 board meeting had been sent to board members prior to the meeting. Lewis Walling made a motion to approve the minutes. Gina Holt seconded the motion; and it passed unanimously by a voice vote.

Eagle Scout candidate Tucker Phaneuf gave an update on his proposed service project. He asked the board at the April 13, 2022 meeting for permission to construct a gazebo for viewing the airfield. Manley Hatcher will serve as point of contact for the project. He distributed a flyer to the board that describes the service project process.

Edison Guthrie gave the Treasurer's report. There was \$231,802.67 in the checking and savings accounts on April 30, 2022. There is \$28,875.00 in hangar deposits and hangar waiting list deposits. The expenses for the runway lights damaged by the Head farm tenant were reimbursed in April; this resulted in a negative \$115.87 for repairs in April. There was net income of \$5,856.92 for the month, and a \$8,357.32 loss for the fiscal year to date. Gina Holt made a motion to approve the Treasurer's report. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

The 2020-2021 Annual Financial Report was emailed to board members. It was an audit of financial position of the airport as of June 30, 2021, and not a detailed audit of board's bookkeeping. Edison Guthrie made a motion to accept the Annual Financial Report for 2020-2021. Gina Holt seconded the motion; and it passed unanimously by a voice vote.

Paul Nutting opened the discussion on the Joint Airport Board's submittal of a recommendation to the Springfield Board of Mayor and Aldermen and the Robertson County Commission for a

person to fill the vacant City/County position on the Joint Airport Board. The following three (3) candidates submitted a resume and cover letter: Janice Wallace, Jeffrey Skiba, and Megan Baird. All three people rent airplane hangars at the airport. The board voted by secret ballot. Janice Wallace received three (3) votes, and Megan Baird received two (2) votes. Jerry Converse made a motion for the board to recommend Janice Wallace to the Springfield Board of Mayor and Aldermen and the Robertson County Commission to fill the remainder of the unexpired term of the vacant position which ends on December 31, 2023. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

The airport board purchasing policy committee met Tuesday, May 10, 2022. The committee recommended setting new levels for quotes and bids. For a purchase under \$2,500, no quotes are needed. For a purchase from \$2,500 to just under \$7,500, three verbal quotes are needed. Three written quotes are needed for a purchase from \$7,500 to under \$25,000. Any purchase \$25,000 and over requires competitive sealed bids. The committee recommended a three-part purchase order system be implemented, and no cash purchases be allowed. Purchase orders will be required for credit card purchases, but they can be combined by vendor each month if there are multiple purchases from that vendor. Lewis Walling made a motion to tentatively approve the Purchasing Policies and Procedures, as presented, with the appropriate changes recommended by the committee. Edison Guthrie seconded the motion; and it passed unanimously by a voice vote. An updated version of the document with the changes will be submitted at the June meeting for approval.

Paul Nutting reported that the airport board development committee met on May 10, 2022 with Manley Hatcher to review the bid specifications for the repair of two (2) hangar roofs. There is an approved grant in the amount of \$82,500 for hangar restoration. The Wingnuts building needs a new roof, while the roof on the Highland Rim building may only needs some repairs and tightening. Airport Manager Manley Hatcher and Lynn West will prepare bid specifications for the repairs and a bid notice will be prepared. Gina Holt made a motion to proceed with the bid specifications for a new TPO roof for the Wingnuts building, and repair of the Highland Rim building roof, using only grant funds. Edison Guthrie seconded the motion; and it passed unanimously by a voice vote.

County Attorney Clyde Richert prepared an indemnity agreement for airport board members whose signatures are required by the credit card issuer United Community Bank. The bank requires the personal signatures to be able to cancel any fraudulent purchases. This document will indemnify and hold harmless the board members and employees who personally sign for a credit card. The document will have to be updated to reflect the new name of the bank, which is United Community Bank. Jerry Converse made a motion to approve the indemnity agreement with a change of the bank's name to United Community Bank. Lewis Walling seconded the motion; and it passed unanimously by a voice vote.

Paul Nutting asked the board members if they wished to revisit their decision made at the previous regular meeting with regard to the use of the large conference room by Highland Rim Aviation for their summer aviation camps for young people. At the April board meeting, the board approved the use of the large conference room at no cost for Highland Rim for two weeks beginning in June. The board had previously agreed to supply the rooms at no charge due to the purpose of the camps being for education, and the Springfield-Robertson County Airport being recognized as a co-sponsor of the event. Highland Rim initially offered to pay \$1,000 for the room for two weeks, which would be a reduced rate from the standard \$50 per hour rental rate. There had been some concern expressed after last month's board meeting that since Highland Rim is charging students for the camps, it is a commercial as well as an educational program. The board discussed if they would be reversing what they had previously agreed to do if the board now imposed a fee for using the room. There has been no contract signed between the Airport and Highland Rim Aviation. Lewis Walling made a motion to rescind the previous action taken at the April meeting with regard to the rental of the conference room by Highland Rim Aviation. Gina Holt seconded the motion. The motion passed 4 – 1, with Jerry Converse voting against the motion. Lewis Walling made a motion to allow Highland Rim Aviation to use the large conference room for \$1,000 for two weeks for two aviation camps and to include the Springfield – Robertson County Airport as a sponsor of the camps. Gina Holt seconded the motion. The motion passed 4 – 1, with Jerry Converse voting against the motion.

Paul Nutting asked bookkeeper Carol Justice if she had compiled an adequate list of expenditures that could be reimbursed through the annual Maintenance Grant. She expressed confidence that she did. It was determined that no motion was required with regard to this agenda item. Staff will work with Justice Bookkeeping to submit the required paperwork to TDOT for reimbursement of annual maintenance expenditures amounting to \$15,000.

The board members discussed whether or not to submit documentation for the reimbursement of expenditures under the FAA Coronavirus Response Grant Program during the current fiscal year or to wait until another fiscal year. The grant ending date is January 19, 2024. William Burney of TDOT said in a prior board meeting that most airports are using the funds for personnel costs. The consensus of the board was to apply for the grant in this fiscal year and to apply the funds toward personnel expenses. Staff will work with Justice Bookkeeping to submit the required documentation to TDOT for reimbursement of expenses in the amount of \$13,000.

Paul Nutting led a discussion about continuing interim pay adjustments for the full-time airport staff. The board and staff discussed how long to continue the pay adjustments and what the staff was told about the adjustments by the former airport manager. Other airports could be surveyed to learn what their pay levels are for similar positions. The board should also pursue providing some benefits to the full-time employees. Edison Guthrie made a motion to extend the interim pay adjustments through the end of the fiscal year. Gina Holt seconded the motion; and it passed unanimously by a voice vote. Ryan Martin said the airport budget, as proposed, is in the city's

budget for the upcoming year. The county commission budget committee had requested to know what the city's thoughts were about the airport's proposed budget.

Jennie Omer provided information to the board about hangar rental rates. There has not been an increase in the hangar rates during the past year. Airport Manager Manley Hatcher distributed a chart of area airports with hangar sizes and prices compared to the Springfield-Robertson County Airport hangars.

Chairman Paul Nutting submitted a request for reimbursement of charges made to his personal credit cards for purchases made on behalf of the Springfield-Robertson County Airport in the amount of \$395.65. Lewis Walling made a motion to reimburse Paul Nutting in the amount of \$395.65 for airport credit card charges. Edison Guthrie seconded the motion. The motion passed 5 – 0. Paul Nutting abstained from voting.

There was no new information to report about the lease for airport property for the proposed hangar construction project.

Manley Hatcher gave the airport manager's report. There were 1,909 flight operations in April, which is an increase from 1,736 operations in March. There were 6,398 gallons of 100 LL sold in April, an increase from 4,630 gallons in March. There were 2,134 gallons of Jet-A sold in April, an increase from 1,190 gallons in March.

Paul Nutting asked if there were comments from board members. Lewis Walling would like a five-year business plan for the airport to be written. Airport Manager Manley Hatcher, the airport board development committee, TDOT Aeronautics representative William Burney, and consultant Rick Hudgens of GMC would be involved. The plan could be presented to the city and county boards as the growth plan for the airport.

The meeting was adjourned by consensus at 9:28 am.

Respectfully submitted,

Edison Guthrie  
Secretary - Treasurer