

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, April 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 March 13, 2024 regular meeting and the March 27, 2024 special meeting

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

Airport Manager's Report

Update and possible action with regard to the submittal of the proposed Airport Annual Budget for Fiscal Year 2025 to the City of Springfield and Robertson County

Update and possible action with regard to entering into an aviation fuel supply contract with TITAN Aviation Fuels

Tom Jones, Highland Rim Aviation – discuss and possibly take action on the approval of the proposed “Watch the Sunset at the Airport” event during the warmer months.

Discuss and possibly take action on implementing a performance evaluation cycle for the Airport Manager.

Comments by Board Members

Adjournment

Upcoming meeting dates: May 8, 2024
June 12, 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 – April 10, 2024
Springfield - Robertson County Airport; Springfield, Tennessee

Board Members present: Edison Guthrie, Gina Holt, Pat Looney, Paul Nutting, Chris Simpkins, Lewis Walling

Board Members absent: Jerry Converse

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.

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 March 13, 2024 regular board meeting minutes and March 27, 2024 special board meeting minutes were sent to board members prior to the meeting. Chris Simpkins made a motion to approve both the March 13, 2024 and March 27, 2024 minutes as presented. Gina Holt seconded the motion; and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's Report for March, 2024. There was a total of \$271,180.98 in the two bank accounts at the end of March. There is a profit of \$8,105.71 for the nine months of the current fiscal year. Lewis Walling made a motion to accept the Treasurer's Report. Pat Looney seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report for March. The airport had 2,483 flight operations in March compared to 2,508 in March, 2023. There were 4,541 gallons of 100LL fuel sold and 1,186 gallons of Jet-A fuel sold during March. The fuel supplier contract was awarded to TITAN Aviation Fuels; the new contract begins June 1. The current hangar waiting list stands at 37 people; the tie-down waiting list has 4 people. The runway 4 Runway End Identifier Lights (REIL) are still out of service due to the June 2023 lightning storm. It will be about 8 weeks before the new units will be delivered. The Spring Fever Auto Show will be Saturday, May 4; this will be the second one held at the airport.

Brian said that the airport has an unused tractor that could be sold as surplus equipment. Gina Holt made a motion to add an item to the agenda to discuss and possibly take action to dispose of surplus property. Lewis Walling seconded the motion, and it passed unanimously by a voice vote. Gina Holt made a motion to declare the Branson tractor as surplus property and to authorize the staff to list it for sale on the Govdeals.com website. Pat Looney seconded the

motion, and it passed it unanimously by a voice vote.

Brian reported that a storage unit had some building materials leftover from the terminal construction. The board agreed by consensus that the staff could dispose of the materials. He also reported that the fuel discount program has been operating. Highland Rim Aviation qualified for a rebate each of the first three months of 2024, and another tenant received a rebate in February.

Paul Nutting introduced discussion about the status of the submittal of the Airport Budget for Fiscal Year 2025 to the City of Springfield and Robertson County for review and possible approval. County Mayor Billy Vogle will coordinate with the Robertson County Economic Development Board and the Robertson County Commission's Budget Committee to submit the budget and the budget requests. Brian Urbach will wait to hear from the City of Springfield Board of Mayor and Aldermen regarding their funding.

Brian said TITAN Aviation Fuels has sent a fuel contract for review. He has passed it on to County Attorney Clyde Richert for his review. Brian said the contract is similar to the current contract with Avfuel.

Tom Jones, president of Highland Rim Aviation, would like to have a monthly event called "Watch the Sunset at the Airport" during the summer. It was suggested to be held on the second Friday of the month; the Chamber of Commerce would help support it. It would be outside the Highland Rim building; people will bring their own chairs, food and drinks. Tom wants it to be an event for only for adults so people could bring alcoholic beverages and there not be concern about children running on the tarmac. Lewis Walling made a motion for the board to approve the proposed "Watch the Sunset at the Airport" event. Edison Guthrie seconded the motion, and it passed unanimously by a voice vote. The Highland Rim Aviation contract will expire in August. Owner Tom Jones would like to speak to the board about the new commercial hangar agreement at the May meeting.

Brian said a group of approximately 40 home school students toured the airport recently.

Paul Nutting said the board has yet to conduct a performance review of Brian Urbach as airport manager, as required. This could take place at a special meeting held in the evening.

Rick Hudgens, the airport's engineering consultant with GMC, gave two updates. The new above ground fuel system contractor TPM has reported they will be starting on the project in mid-April. The fuel tanks are arriving in mid-May. Rick also showed the engineering drawings for the T-hangar grading project. Specifications for the hangar buildings construction will be prepared later. BIL grant funds will be used to fund the site preparation project for the future construction of thirty (30) hangars.

Brian explained the car show will not be paying the airport for hosting the event, but they will provide a washing for all the windows of the terminal.

5/5/2024

Paul Nutting extended condolences on behalf of the board to Lynn West on the passing of his mother.

County Mayor Billy Vogle will be meeting all the city mayors at the airport terminal large conference room this week.

There being no more business to discuss, Chris Simpkins made a motion to adjourn the meeting at 8:43 am. Pat Looney seconded the motion, and it passed unanimously by a voice vote.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer