

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, November 8, 2023 - 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 October 11, 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 on the approval of a volume discount program for fuel purchasing

Discuss and possibly take action on the reallocation the funding of the local match for the Above Ground Fueling System Construction grant

Report of the progress of BIL grant funding for the Site Design for T-Hangars project

Discuss and possibly take action on the process to select a nominee for a City/County appointment to the Joint Airport Board for a term of five (years) beginning January 1, 2024 to December 31, 2028

Comments by Board Members

Adjournment

Upcoming meeting dates: December 13, 2023
January 10, 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@srcairport.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 – November 8, 2023
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: Billy Vogle, Kim Brickles for Ryan Martin

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. There is one 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 October 11, 2023 regular board meeting were sent to board members prior to the meeting. Gina Holt made a motion to approve the October 11, 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 October 2023. There was a total of \$306,850.86 in the two bank accounts at the end of the month. There was \$6,460.00 received from the sale of a surplus mower. The net income for the first four months of the fiscal year is \$9,777.79. There was \$63,710.04 in fuel sales revenue for the month before expenses. Brian Urbach said it was the highest monthly amount of fuel sales for the airport. It was due to higher Jet-A fuel sales; there were several charter jets that refueled. The total number of fuel gallons sold was 12,235. A non-commercial hangar cost of living price increase of four percent (4%) became effective November 1. 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 October. The airport had 2,172 flight operations in September compared to 1,379 in October, 2022. There were two T-hangar openings that were filled in October; there are 33 people on the waiting list. There is one Runway End Identifier Light (REIL) panel that is still on order to repair damage from the June lightning strike. Multiple cameras are still out of service, but replacements are arriving. A new walk-through gate will be installed in the chain-link fence beside the Highland Rim Aviation hangar soon. Highland Rim will be hosting an open house in their hangar for Chamber of Commerce members on November 30. The airport hosted a Halloween-themed "Scairport Spectacular" event on Saturday, October 21. He estimated about 1,000 people came and there

were over 250 cars that parked in the grass field. They are planning to do the event again next year. The expenses for the event were about \$1,000. The field formerly rented to AMF Aviation that housed salvaged planes has been emptied and cleaned.

Brian distributed a spreadsheet explaining a proposed fuel volume discount plan. He suggested that the lowest level of participation should be purchases ranging from 250 gallons to 999 gallons a month for a 5-cent per gallon rebate. There would be other tiers at 1,000 to 1,499 gallons for a 10-cent per gallon rebate, 1,500 to 1,999 gallons for a 15-cent per gallon rebate, and 2,000 gallons or more sold in a month would receive a 20-cent per gallon rebate. He proposed to have this rebate program for a one-year trial period beginning January 1, 2024. Chris Simpkins made a motion to approve the volume fuel discount program with the tiers as recommended by the airport manager for a one-year trial period. Jerry Converse seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting reported that the actual cost of the Above Ground Fueling System Construction grant of \$1,575,000 is \$75,000 higher than the budget estimate of \$1,500,000. The result is the original five percent (5%) local match for the grant in the amount of \$75,000 has now increased to \$78,750. The City of Springfield and the Robertson County Economic Development Board have made budget commitments to provide funding for the local match in the amount of \$37,500 each. Paul recommended that the Joint Airport Board provide the remainder of the local matching funds in the amount of \$3,750 rather than ask the city and economic development board for additional funding. Lewis Walling made a motion to keep the requests to the City of Springfield and the Robertson County Economic Development Board the same as originally requested, and to pay any additional local match out of the airport's reserve funds. Chris Simpkins seconded the motion, and it passed unanimously.

Paul Nutting has signed the TDOT grant contract for the above ground fuel system construction, but the contract remains to be fully executed by TDOT officials. He has also received and signed the TDOT BIL grant contract for the preliminary site design for T-hangars project. He is awaiting the required signatures from TDOT officials on that contract as well. The airport has until February 9, 2025 to complete the design. There will be a final design and a construction contract to follow this preliminary design contract.

The city has posted the airport board member opening on their website. There have been no airport board applicants yet for the vacant board position created by Janice Wallace's resignation. The board discussed how they might evaluate the candidates. The consensus was to invite the applicants to the December meeting so the board members could meet them face to face before voting on an applicant to recommend to the Springfield Board of Mayor and Aldermen and the Robertson County Commission for appointment.

Bookkeeper Carol Justice has not heard from accountant John Poole regarding the audit of the airport's fiscal year 2022-2023 finances.

Rick Hudgens, our engineering consultant with GMC, said the state will likely amend the fuel

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system construction contract in order to have the contractor, TPM, also remove the existing underground fuel tanks after the installation of the new above ground tanks.

There being no more business to discuss, Gina Holt made a motion to adjourn the meeting at 8:42 am. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer