

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, April 13, 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 March 9, 2022 regular meeting and the special meetings of March 2, March 14 and March 30.
3. Discuss and possibly take action on the approval of the Treasurer's report.
4. Discuss and possibly take action on hiring a new Airport Manager.
5. Report, discuss and possibly take action on securing a credit card for the Airport and giving consideration to any protections to be provided to the Board members and employees whose authorized signatures are required for the credit card account in the event the credit card is used for purchases by unauthorized persons.
6. Discuss and possibly take action on setting a deadline to recommend to the City and County a person to appoint to the Joint Airport Board to serve in the vacant board member position for the remainder of the unexpired term which ends December 31, 2023.
7. Discuss and possibly take action on preparing bid specifications for the repair of the two (2) hangar roofs to be paid for with the \$82,500 in grant funds authorized for hangar renovation.
8. Report, discuss and possibly take action with regard to TDOT Aeronautics Division's request for copies of executed and recorded deeds for certain parcels of land belonging to the Airport.
9. Report, discuss and possibly take action with regard to the progress of the Annual Audit Report for Fiscal Year 2021.
10. Discussion with Bill Burney, P.E., Transportation Project Specialist Senior, TDOT Aeronautics Division
11. Discussion with Rick Hudgens, Project Manager-Aviation, GMC Engineers
12. Report, discuss and possibly take action on the preparation of a lease agreement for Airport property for the proposed new hangar construction project to be developed as a public/private partnership.
13. Discuss and possibly take action on authorizing the reimbursement of Paul Nutting for charges made on his personal credit card for the purchase of materials and supplies for the Airport in the amount of \$357.32.
14. Airport Manager's Report
 - a. Fuel Report

- b. Airport Traffic Count
- c. Airport Operations
- d. Projects Update

15. Comments by Board members

16. Adjourn

Upcoming meeting dates: Wednesday, May 11, 2022
Wednesday, June 8, 2022

Minutes
Springfield-Robertson County Joint Airport Board
Regular Meeting
April 13, 2022

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, Robertson County Mayor and Ryan Martin, Springfield City Manager

Ex-Officio Member absent: Jordan Osborne, Executive Director, Robertson County Chamber of Commerce

Interim Airport Manager: Lynn West

CALL TO ORDER

Chairman Paul Nutting called the meeting to order at 8:01 a.m. in the large conference room at the Terminal building. He began the meeting by extending condolences on behalf of the Joint Airport Board to Secretary/Treasurer Edison Guthrie and his family on the passing of his mother Jackie Guthrie. Ms. Guthrie was a pillar of the Robertson County community for many decades and was a strong, reliable and generous supporter of many good causes that benefited so many of our citizens.

PRESENTATION OF PROPOSAL FOR EAGLE SCOUT PROJECT

Chairman Nutting introduced Tucker Phaneuf, a member of Boy Scout Troop 365, who is seeking to attain the rank of Eagle Scout. Tucker made a brief presentation to the Board about his proposed Eagle Scout Project to construct a safe shaded outdoor viewing area of the flight line. His project is to construct and 10 ft. x 12 ft. gazebo with a color coordinated metal roof on a concrete slab or concrete pillar depending on the availability of funding. The location would be between the terminal and the aircraft ramp which is a codes compliant location. This will provide a safe location to view flight operations due to the fact the public is generally unaware of ramp and taxiway safety; and the gazebo would limit ramp and taxiway foot traffic. He plans to complete the project by October 20, 2022. Tucker answered a few questions about the project and the consensus of the Board was to allow him to proceed. He will return to the May regular Board meeting to report on his progress.

ADDITIONS TO THE AGENDA

Chairman Nutting requested a motion to add two (2) items to the agenda. The first item is to discuss and possibly take action on a request by Justice Bookkeeping for the reimbursement of

company credit card charges in the amount of \$105.94 made on behalf of the Airport. The second item is to discuss and possibly take action on a request from Highland Rim Aviation to rent the large conference room in the airport terminal for a couple of weeks to teach classes. The Airport fee schedule has an hourly rental rate, but not a weekly rental rate. Chris Simpkins made a motion to add these two (2) items to the agenda. Lewis Walling seconded the motion. The motion passed unanimously.

APPROVAL OF MINUTES

The minutes of the regular meeting of March 9, 2022 and the special meetings of March 2, March 14 and March 30 were presented for discussion and possible action. Chairman Nutting requested that a separate motion be made on each set of minutes.

The minutes of the regular meeting of March 9, 2022 were presented for approval. There were no recommended changes to the minutes. Lewis Walling made the motion to approve the minutes as presented. Edison Guthrie seconded the motion. The motion passed unanimously.

The minutes of the special meeting of March 2, 2022 were presented for approval. There were no recommended changes to the minutes. Chris Simpkins made a motion to approve the minutes as presented. Gina Holt seconded the motion. The motion passed unanimously.

The minutes of the special meeting of March 14, 2022 were presented for approval. There were no recommended changes to the minutes. Chris Simpkins made a motion to approve the minutes as presented. Lewis Walling seconded the motion. The motion passed unanimously.

Lastly, the minutes of the special meeting of March 30, 2022 were presented for approval. There were no recommended changes to the minutes. Edison Guthrie made a motion to approve the minutes as presented. Jerry Converse seconded the motion. The motion passed unanimously.

TREASURER'S REPORT

Edison Guthrie presented the Treasurer's Report as of March 31, 2022. The Preliminary Balance Sheet shows a combined balance of \$233,917.01 for the checking and savings accounts. The Profit and Loss Statement shows a net income for the month of March of \$4,876.23; but a deficit of \$13,016.06 through the first nine (9) months of the fiscal year. The Preliminary Profit and Loss Budget versus Actual shows we will not make our budgeted profit on fuel sales this year. Flowage fees for the first three (3) quarters of the fiscal year amount to \$249,726.14 with flowage expense amounting to \$200,764.23 for a margin of \$48,961.91. If merchant service fees of \$9,966.06 are taken into consideration, more than half of which are attributed to fuel costs, the actual margin for the year is less than \$44,000 with three months remaining. The budgeted margin on fuel for the year is around \$88,000. The Airport is on track to finish the fiscal year well below the profit margin expected from fuel sales. At the conclusion of the Treasurer's Report, Paul Nutting thanked Springfield City Manager Ryan Martin for coordinating the donation to the Airport of a City pick-up truck that had been declared surplus property. This

allowed the Joint Airport Board to eliminate a request for a pick-up truck in the proposed budget for fiscal year 2023. Chris Simpkins made a motion to accept the Treasurer's Report. Gina Holt seconded the motion. The motion passed unanimously.

APPOINTMENT OF THE NEW AIRPORT MANAGER

Paul Nutting stated the Joint Airport Board has completed its search for a new Airport Manager and will take action this morning on making the appointment. He asked Gina Holt to give an overview of the recruitment and negotiation process. Gina explained that after the interviews were completed a conditional offer of employment was made to Mr. Manley Hatcher. Subsequently, a background check was conducted, references were contacted, and Mr. Hatcher's performance evaluations from the military were provided and reviewed. Based on this information, Mr. Hatcher agreed to a negotiated salary of \$65,000 annually, which is in the middle of the salary range the Joint Airport Board advertised in the job announcement. Gina stated that Mr. Hatcher is willing to start as soon as possible. Mr. Hatcher was present and was introduced.

Paul Nutting requested a motion to hire Mr. Manley Hatcher as the new Airport Manager. Gina Holt made the motion to hire Mr. Manley Hatcher as the new Airport Manager at a salary of \$65,000. Jerry Converse seconded the motion. The motion passed unanimously.

The Board then discussed his starting date. Carol Justice, the Bookkeeper for the Joint Airport Board, was present and was asked by Paul Nutting when the next pay period would begin. She stated that new pay periods would begin on April 16 and May 1. Mr. Hatcher stated that he wanted to start immediately.

Lewis Walling made the motion for Mr. Hatcher to report for work during the pay period beginning April 16. The motion was seconded by Chris Simpkins. The motion passed unanimously. Mr. Hatcher's actual starting day will be Monday, April 18.

Paul Nutting thanked Gina Holt for taking the lead in the negotiation process and Jerry Converse for assisting her with his insights. Paul recognized Lynn West for his valuable service as the Interim Airport Manager and Jennie Omer for her capable assistance as well.

THE AIRPORT CREDIT CARD AND PROTECTIONS FOR PERSONS WHOSE AUTHORIZED SIGNATURES ARE REQUIRED

Edison Guthrie has secured a credit card for the Airport through Reliant Bank. The bank requires the social security numbers and signatures of the individual holders of the credit card. The card has an expenditure limit of five thousand dollars (\$5,000.00). Two (2) cards have been issued to date, one for Edison Guthrie and one for Lynn West. The two (2) Airport credit cards have different numbers tied to the same account. New Airport Manager Manley Hatcher should be issued a card as well. There is some exposure to these individuals if the card numbers are used by unauthorized persons to make fraudulent charges. Jerry Converse stated a

document should be prepared that indemnifies and holds harmless the persons holding the cards on behalf of the Airport so they are not liable for fraudulent charges.

After discussion, Edison Guthrie made a motion to request the County Attorney to prepare a form to indemnify and hold harmless the individual persons who hold Springfield Robertson County Airport credit card in their names. The motion was seconded by Jerry Converse. The motion passed unanimously. The consensus of the Board was that incoming Airport Manager Manley Hatcher will have a Springfield-Robertson County Airport credit card issued in his name.

DEADLINE TO ACCEPT APPLICATIONS FROM INDIVIDUALS WHO DESIRE TO BE CONSIDERED FOR POSSIBLE RECOMMENDATION FOR APPOINTMENT TO FILL THE VACANT POSITION ON THE JOINT AIRPORT BOARD

The Joint Airport Board currently has a vacancy due to the resignation of Henry Ruth who was a City/County appointee. A replacement must be appointed by the City and County for the remainder of the unexpired term which ends December 31, 2023. The Joint Airport Board may recommend a person to the City and County legislative bodies for appointment. An announcement seeking eligible candidates has been posted.

After discussion, Chris Simpkins made a motion to set a May 6, 2022 deadline to accept applications from persons who are interested in filling the vacant position on the Joint Airport Board. Gina Holt seconded the motion. The motion passed unanimously.

PREPARATION OF BID SPECIFICATIONS FOR THE REPAIR OF THE TWO (2) HANGAR ROOFS TO BE PAID FOR WITH THE \$82,500 IN GRANT FUNDS AUTHORIZED FOR HANGAR RENOVATION

Paul Nutting reported on the status of two grants the Airport has received. The Airport has submitted the five percent (5%) local match of \$2,750 to TDOT for the 30% Preliminary Design – Above Ground Fuel Tanks grant in the amount of \$55,000. Rick Hudgens with GMC Engineers has confirmed that TDOT has received the matching funds and GMC has begun work on the project. The second grant is for Hangar Renovation in the amount of \$82,500 to repair the roofs on two (2) of our commercial hangars. Lynn West stated that estimates from two local roofing companies were requested and submitted in the fall of last year. However, the cost of the work exceeds \$25,000 and the work will have to be awarded by competitive sealed bid under local government purchasing laws. It was decided the bid specifications should be prepared by the Airport Development Committee with the assistance of staff and that the bid specifications should be approved by the entire Joint Airport Board. The Development Committee will schedule a meeting and post a notice to complete the task before the next regular meeting in May.

TDOT AERONAUTICS DIVISION'S REQUEST FOR COPIES OF EXECUTED AND RECORDED DEEDS FOR CERTAIN PARCELS OF LAND BELONGING TO THE AIRPORT

Paul Nutting reported that TDOT Aeronautics Division had initially requested copies of executed and recorded deeds for as many as six (6) parcels of land belonging to the Airport. Clyde Richert, County Attorney, researched the parcels in question and determined that only four (4) of the parcels belonged to the Airport. The other two (2) parcels are adjacent to airport property and are privately owned. Mr. Richert has prepared new deeds for the four (4) parcels owned by the Airport and has had the deeds signed and recorded. Copies of the deeds and an updated map of the Springfield-Robertson County Airport have been delivered to TDOT Aeronautics Division.

STATUS OF THE ANNUAL FINANCIAL REPORT (AUDIT) FOR FISCAL YEAR 2021

Treasurer Edison Guthrie reported on the status of the annual audit. Our auditor has been filing extensions with the State, but is now ready to perform the work. He will meet with the Airport's former bookkeeper Farah Cook on April 20 and the audit should be delivered shortly thereafter.

DISCUSSION WITH BILL BURNEY, P.E., TRANSPORTATION PROJECT SPECIALIST SENIOR, TDOT AERONAUTICS DIVISION

Mr. Burney was invited to the meeting to discuss the funding available to our airport and for what purposes various grants can be used. He stated we currently have a balance of \$308,277 in Non-Primary Entitlement (NPE) funds available. This is a federal grant issued annually to general aviation airports which follows Airport Improvement Program guidelines.

The Bipartisan Infrastructure Law (BIL) Grant is new funding that airports will receive every year for five (5) fiscal years. The amount of funding made available to an airport is based on the airport's NPIAS rating. The Springfield-Robertson County Airport is rated as Basic and will receive annual funding of \$159,000 per year. This money can be used for an existing project or we can allow the grant funds to build up to fund a larger project. We have four (4) fiscal years to allow the funds to build up. We need to notify Mr. Burney if we intend to allow the funds to accrue so they can be used on a larger project. The BIL Grant is very flexible and can be used for any type of project. If we wish to allow the funds to build up to fund a larger project, we need to enter the project to be funded with this grant in BlackCat to be included in the State CIP for 2026.

The FAA Airports Coronavirus Response Grant Program (ACRGP) funding in the amount of \$13,000 can be used to combat the effects of the coronavirus on the operation of the airport. Generally, airports have not been using these funds for projects, but have used the funds to pay utilities, offset debt service, and pay personnel.

TDOT has created a 3-year ACIP that programs potential projects for FY 2023 through FY 2025 from the project needs provided by Tennessee airports in September 2021. Rick Hudgens with

GMC Engineers stated our airport needs to include a project for the design of the apron expansion. We need clarification about the eligible funding period this project. Mr. Burney will follow-up on that issue and will be back in touch with us. Board members inquired about which grants require a local match. The NPE grants require a five percent (5%) local match, the BIL grant, the Annual Airport Maintenance grant and the ACRGP funding do not require a local match.

DISCUSSION WITH RICK HUDGENS, PROJECT MANAGER – AVIATION, GMC ENGINEERS

Mr. Rick Hudgens, GMC Engineers, reported he is currently working on the 30% preliminary design work for the Above Ground Fuel Tanks project. The immediate focus is where to locate the new fuel farm. The preliminary design will result in a cost estimate for another grant to finish the design of the new fuel farm and later to construct it. Non-Primary Entitlement funds cannot be used to construct the new fuel farm because we have an existing fuel farm. The BIL grant funding could be used to construct the new above ground fuel tanks project. Chris Simpkins inquired about funding for the removal of the underground storage tanks for our existing fueling station. Funding for that project would be an expensive project for us because it would involve a grant requiring 50/50 participation. Mr. Hudgens stated he would be willing to schedule a meeting with either the Joint Airport Board or the Airport Development Committee to give an overall review of existing and future projects.

PROGRESS ON THE PREPARATION OF A LEASE AGREEMENT FOR AIRPORT PROPERTY FOR THE PROPOSED NEW HANGAR CONSTRUCTION PROJECT TO BE DEVELOPED AS A PUBLIC/PRIVATE PARTNERSHIP

County Attorney Clyde Richert has spoken with Paul Nutting and has advised him that he will be able to start working on the land lease agreement for the proposed new thirty (30) hangar construction project, now that the deeds for the four (4) parcels of land belonging to the airport have been executed and recorded. The land lease agreement will be part of the Request for Proposals document to secure an investor for the project. Paul Nutting reminded the Board members that he sent them four (4) copies of land leases from other Tennessee airports and, in addition, sent them three (3) examples of requests for proposals previously issued by the City of Springfield, so they could become generally familiar with how these documents are worded.

AUTHORIZATION TO REIMBURSE PAUL NUTTING FOR CHARGES MADE ON HIS PERSONAL CREDIT CARD FOR THE PURCHASE OF MATERIALS AND SUPPLIES FOR THE AIRPORT IN THE AMOUNT OF \$357.32

The documentation submitted by Paul Nutting for the reimbursement of expenditures was provided to the members of the Joint Airport Board by memorandums dated March 18 and March 23, 2022. Mr. Nutting asked if there were any questions about the reimbursement. There being none, he asked for a motion authorizing the reimbursement. Lewis Walling made the

motion to approve the reimbursement to Paul Nutting in the amount of \$357.32. The motion was seconded by Chris Simpkins. The motion passed by a vote of 5 to 0. Paul Nutting abstained.

AUTHORIZATION TO REIMBURSE JUSTICE BOOKKEEPING FOR CREDIT CARD CHARGES MADE ON THE COMPANY CREDIT CARD IN THE AMOUNT OF \$105.94 INCURRED ON BEHALF OF THE AIRPORT

The documentation submitted by Justice Bookkeeping for the reimbursement of expenditures was provided to the members of the Joint Airport Board by email dated April 11, 2022. Chairman Nutting asked if there were any questions about the reimbursement. There being none, he asked for a motion authorizing the reimbursement. Edison Guthrie made the motion to approve the reimbursement to Justice Bookkeeping in the amount of \$105.94. Gina Holt seconded the motion. The motion passed unanimously.

AIRPORT MANAGER'S REPORT

Lynn West, Interim Airport Manager, gave the report. During the month of March 2022, the Airport had 1,736 operations compared to 1,937 during March 2021. Edison had requested Lynn to provide some data about gallons of fuel sold and courtesy car mileage by fiscal year. The amounts of fuel sold during fiscal year 2020 were 69,074 gallons of aviation fuel and 17,339 gallons of jet fuel. The fiscal year 2021 amounts were 60,889.28 gallons of aviation fuel and 12,056.87 gallons of jet fuel. For the first nine (9) months of fiscal year 2021, the amount of aviation fuel sold was 43,660.43 gallons and 6,781.34 gallons of jet fuel. For the first nine (9) months of the current fiscal year 2022, the amount of aviation fuel sold is 44,500.56 gallons and the amount of jet fuel sold is 16,152.14 gallons. Lynn attributed the high comparative number of gallons of jet fuel sold this year to the higher volume of jet traffic.

The courtesy car was purchased in 2019 with an odometer reading of 45,139 miles. The current odometer reading is 48,370 miles for an increase of 3,231 miles. Edison Guthrie inquired about fuel costs for the courtesy car. Lynn said people generally return the car with a full tank of gas. Lewis Walling asked about the maintenance of vehicles and equipment owned by the Airport. Lynn stated the staff tries to do as much maintenance as they can inhouse. Lewis inquired if the City might be able to help the Airport by performing maintenance on our vehicles and equipment. City Manager Ryan Martin said the City of Springfield might be able to perform maintenance on the vehicles, but the Airport would have to be billed for the work.

Lynn next reported on equipment in the Airport inventory that could be declared surplus and possibly sold through competitive bid. A picture was shown of each piece of equipment. It was determined that staff would further evaluate the current condition of each item of equipment and an itemized list of the equipment would be prepared to include make, model, serial number, and other relevant information in preparation for determining which items would ultimately be declared surplus property and subsequently sold.

Lastly, Jenni Omer reported on the number of hangar tenants participating in the LED lighting replacement program. These tenants have increases in their rent delayed due to their choosing to pay the cost of LED installation at their hangars. The Board will have to determine when to cut off participation in the program so that a needed increase in tenant rents can be implemented. A list of all tenants, with LED program participants identified, will be sent to all Board members for review and further discussion.

ESTABLISHMENT OF A WEEKLY RATE FOR RENTAL OF THE LARGE CONFERENCE ROOM

Mr. Tom Jones, owner of Highland Rim Aviation Flight School, has informed the staff his company is interested in renting the large conference room for a two-week summer program (camp). Mr. Jones was present to discuss his proposal with the Board. The rental rate for the conference room is fifty dollars (\$50.00) per hour, but there is no weekly rental rate. The amount of fifty dollars (\$50.00) per hour is unaffordable for his program and he is offering to pay one thousand dollars (\$1,000.00) for the two-week period. Mr. Jones explained the educational program is for young people ages 13 to 18. There will be two separate camps. One week will be devoted to fixed wing aviation and the second week will be for rotary wing. He needs a room that can accommodate 16 persons. The conference room will be used for four (4) hours daily from 8 a.m. to 12 p.m. The program involves flight time and the Airport will be selling fuel as a result. He is also willing for the Airport to be recognized as a sponsor of the program. After discussion, the general opinion was the special program developed by Highland Rim Aviation was not what could be ordinarily described as a strictly commercial use of the property and; therefore, the program use would not fall under the existing rental fee schedule. There is also the opportunity for the Springfield-Robertson County Airport to receive sponsorship recognition.

A motion was made by Jerry Converse to waive the rental fee for this program with the condition the Springfield-Robertson County Airport will receive sponsorship recognition. Edison Guthrie seconded the motion. The motion passed unanimously. Paul Nutting asked Mr. Jones to provide in writing an overview of his summer program.

COMMENTS BY BOARD MEMBERS

Paul Nutting stated that he will be appearing before the Robertson County Commission Budget Committee next Tuesday, April 19 to answer questions about the Joint Airport Board's proposed budget for fiscal year 2023. Manley Hatcher will also attend. He encouraged the other Board members to attend, if they had time to do so.

Lewis Walling addressed incoming Airport Manley Hatcher stating he would like to hear from him, after he has had some time to settle into his new position, about his vision for the Airport within the next five (5) years.

Page 9

Before the conclusion of the meeting, Chairman Paul Nutting recognized Mr. Mac Baggett, Jr. who wanted to briefly address the Board. Mr. Baggett has heard the Airport may be removing an old hangar. His company would be interested in acquiring the hangar, if the opportunity exists. They would take it down and move it off the premises.

ADJOURNMENT

A motion was made and seconded to adjourn the meeting. The motion passed unanimously. The meeting ended at approximately 9:32 a.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Edison Guthrie".

Edison Guthrie
Secretary - Treasurer