

**Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, March 9, 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 February 9, 2022 regular meeting.
3. Discuss and possibly take action on the approval of the Treasurer's report.
4. Discuss and possibly take action on finalizing the proposed Springfield-Robertson County Airport Annual Budget for Fiscal Year 2023.
5. Report, discuss and possibly take action on securing a credit card for the Airport.
6. 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.
7. Report, discuss and possibly take action with regard to the scheduling and the process of interviews of candidates for the Airport Manager position.
8. Report, discuss and possibly take action on the four (4) grant contracts recently executed by TDOT.
9. Report, discuss and possibly take action with regard to the progress of the Annual Audit Report for Fiscal Year 2021.
10. Report, discuss and possibly take action with regard to TDOT's request for updated deeds for certain Airport parcels.
11. Airport Manager's Report
 - a. Fuel Report
 - b. Airport Traffic Count
 - c. Airport Operations
 - d. Projects Update
12. Comments by Board members
13. Adjourn

Upcoming meeting dates: Wednesday, April 13, 2022
Wednesday, May 11, 2022

4/12/2022

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD

Regular Meeting Minutes - Wednesday, March 9, 2022 - 8 am Springfield - Robertson County Airport, Springfield TN

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

Board Members absent: Jerry Converse

Ex-Officio Members present: Ryan Martin, Billy Vogle

Interim Airport Manager: Lynn West

Chairman Paul Nutting opened the meeting at 8:00 am. He welcomed Gina Holt as a new board member. Henry Ruth resigned as a board member since the last meeting. He asked Chris Simpkins to begin the meeting with prayer.

The minutes from the February 9, 2022 board meeting had been sent to board members prior to the meeting. Chris Simpkins made a motion to approve the minutes. Lewis Walling seconded the motion, and it passed unanimously by a voice vote.

Edison Guthrie gave the Treasurer's report. There was \$252,423.88 in the checking and savings accounts on February 28, 2022. The repair expenses were \$3,538.73 in February; the costs were parts to strobe lights damaged by the farm tenant, awning replacement for the Wingnuts office building entrance, a fuel system filter, and regular vehicle and mower maintenance. Chris made a motion to approve the Treasurer's report. Lewis seconded the motion, and it passed unanimously by a voice vote.

Paul sent the proposed FY 2022-2023 airport budget to board members prior to the meeting. The budget was developed by the finance committee and the airport manager. Paul discussed adding an extra part time employee. Currently there are four funded positions: interim airport manager, an airport operations administrator, and two part-time ramp technicians. The budget includes expenses for purchasing a forklift and a truck; Lynn will look at some city-owned trucks that are being removed from service that may be available at no cost. The fuel profit margin is projected to be the same as the prior year. The board discussed a cost of living increase for full time employees. Chris made a motion to have a 3% cost of living increase for full time employees. Lewis seconded the motion, and it passed unanimously with a voice vote.

The hangar rents could be increased increased to reflect current area aircraft hangar rates. Some

tenants participated in a LED lighting program, which would delay their rent increase. If some tenants' rents were raised, that would increase revenue. There were suggestions that the hangar tenants' leases be changed to include a cost of living increase each year, and retail fuel prices be raised if the wholesale price increases, not just the retail price raised after an increased bulk purchase price. The city and county will be asked to fund the difference between the budget's revenue and expenses, which would be the forklift cost and salaries.

Edison received an airport credit card from Reliant Bank, but it was printed with his name on it. The bank representative told him if they issued a credit card without a person's name on it, the bank would not cancel any fraudulent charges made to the card. He will talk to the bank about adding Lynn West's name to the account.

Four land leases from airports and three requests for proposals have been sent to board members for review. The leases are from airport authority boards and not joint city-county boards, as most airports are governed by an airport authority.

Paul has talked to all five candidates for airport manager. Three candidates will be interviewed on Monday, March 14 at 6 pm. Two candidates will be interviewed later. Gina Holt will prepare a list of questions that each candidate will be asked.

The preliminary design for the new fuel farm requires a 5% cost match of \$2,750. That payment to the state will allow the design work to begin. The payment was not in this year's budget, so adjustments will be made. Other grants were reviewed.

There was an extension filed for performing the audit on the FY 2020-2021 finances.

Interim Airport Manager Lynn West gave the Airport Manager's Report. There were 3,645 gallons of 100 LL aviation fuel and 1,845 gallons of Jet-A fuel sold in February.

Billy Vogle gets phone calls about the appearance of the AMF salvage airplane lot and the condition of the fence screening. Their contract for the land expires June 30, 2023.

Lynn said the runway lights were all operational; the repairs have been made to damage caused by a tractor. One set of the runway end indicator lights has a power supply that is not working; he has ordered a replacement. The airport is paying for the repairs; when they are complete, the bill will be given to Head Farms to file a claim on their insurance, and the airport will be reimbursed. Lynn will add several hours for the value of his time to the bill.

Chris Simpkins will be asked to get plaques for recently resigned board members Kirk Johnson and Henry Ruth.

4/12/2022

The meeting was adjourned by consensus at 9:40 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Edison Guthrie".

Edison Guthrie
Secretary - Treasurer