

Springfield-Robertson County Joint Airport Board
Regular Meeting Agenda
Wednesday, February 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 January 12, 2022 regular meeting.
3. Discuss and possibly take action on the acceptance of the Treasurer's report.
4. Report, discuss and possibly take action on securing a credit card for the Airport.
5. Report, discuss and possibly take action on changes to authorized signatures.
6. Discuss and possibly take action on the next steps to be taken with regard to the proposed new hangar construction project.
7. Discuss and possibly take action with regard to the recruitment of a new Airport Manager.
8. Discuss and possibly take action on developing the Springfield-Robertson County Airport Annual Budget for Fiscal Year 2023.
9. Discuss and possibly take action on scheduling a special meeting to finalize the proposed Springfield-Robertson County Annual Budget for Fiscal Year 2023.
10. Discuss and possibly take action on the approval of the proposed Purchasing Policies and Procedures Manual.
11. Discuss and possibly take action on nominating the Airport and the former Airport Manager for annual awards presented by TDOT.
12. Discuss and possibly take action on the purchase of a new canvas awning for the Wingnuts building to replace the existing awning which has been badly damaged.
13. Discuss and possibly take action on presenting a nomination to the City of Springfield and Robertson County for appointment to the Joint Airport Board to fill the remainder of the unexpired term of the vacated City/County position formerly held by Kirk Johnson.
14. Airport Manager's Report
 - a. Fuel Report
 - b. Airport Traffic Count
 - c. Airport Operations
 - d. Projects Update
15. Comments by Board members

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD

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

Board Members present: Jerry Converse, Edison Guthrie, Paul Nutting, Henry Ruth, Chris Simpkins, Lewis Walling

Board Member absent: none

Ex-Officio Members present: Ryan Martin, Billy Vogle

Interim Airport Manager: Lynn West

Chairman Paul Nutting opened the meeting at 8:03 am. He asked Chris Simpkins to begin the meeting with prayer. He verified the attendance of board members.

The minutes from the January 12, 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 \$214,644.99 in the checking and savings accounts on January 31, 2022. There has been facility rental income for the terminal for the last three months; the January income was \$325. The repair expenses were \$2,715.91 in January; the costs were repairs to strobe lights damaged by the farm tenant and parts for repairing the fuel system's motor and reel. The miscellaneous expenses of \$1,077.25 were the costs of the retirement reception for Jamie Jones. The payroll amount of \$9,829.54 for January was less than other months this fiscal year due to the retirement of the airport manager. The January fuel receipts were the lowest received since August 2021. Henry Ruth made a motion that the Treasurer's report be accepted. Jerry Converse seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting previously sent a list of expenses to board members that bookkeeper Carol Justice had paid with her credit card on the Airport's behalf because the Airport currently does not have a debit or credit card. Lewis Walling made a motion to reimburse Justice Bookkeeping the amount of \$204.46 for airport expenses. Jerry Converse seconded the motion, and it passed unanimously by a voice vote. Edison has been working to get a credit card for the airport staff from Reliant Bank.

Paul Nutting, as Chairman of the Joint Airport Board, was added as a signatory to the checking

account, the money market account, and the safe deposit box at Reliant Bank. Henry Ruth was removed from the two accounts, and Chris Simpkins was removed from access to the safe deposit box.

A report was made on progress in developing a lease agreement for the proposed new public/private partnership hangar project and in preparing a request for proposal (RFP) document for the project as well. County Attorney Clyde Richert, Springfield City Manager Ryan Martin, Jamie Jones, and Paul Nutting met in January to discuss securing hangar leases specifically from other airport boards. They are still trying to find airports in Tennessee that have leases with airport boards to serve as models for the lease we are attempting to develop for our project. Most of the examples of identified leases are from airports with airport authorities rather than airport boards. On the recommendation of the Airport Manager from another regional airport, Paul Nutting will contact the airport manager in Cleveland, Tennessee, to learn about their public/private partnership hangar lease. County Mayor Billy Vogle will also contact the Bradley County Mayor to ask about their airport's lease. Paul Nutting has received some examples of request for proposal documents previously prepared by the City of Springfield for other projects.

Paul Nutting has emailed all resumes received for the open airport manager position to the board members. Seven resumes have been received and he reported he was hoping to receive ten to twelve. The board discussed the possible interview process. A special board meeting for review of airport manager candidates will be held on Wednesday, March 2 at 8 am at the terminal building. The top candidates will be contacted before the regular board meeting on Wednesday, March 9 about their availability for interviews.

There will be a meeting of the Joint Airport Board's Finance Committee on Friday, February 11 to begin preparing the fiscal year 2022-2023 budget. The Robertson County Commission's Budget Committee wants the Airport's proposed budget submitted for their review by March 10. Additional Finance Committee meetings will be held if necessary. The budget will be submitted to the full Joint Airport Board for discussion and possible approval at either the March 2 special meeting or the March 9 regular meeting.

The Joint Airport Board's Purchasing Committee has produced a first draft of the Purchasing Policies and Procedures manual which has been sent to the board. The City of Springfield Purchasing Policies and Procedures were used as a model in preparing the draft. The board discussed how purchase orders might be implemented; there could be a minimum purchase size before a purchase order is required. Paul would like the Purchasing Policies and Procedures to be adopted and implemented by the start of the next fiscal year.

TDOT notified the Joint Airport Board that they accepting nominations for annual awards for airports and airport managers. After consulting with former Airport Manager Jamie Jones, at his request, the Board will decline to submit nominations this year.

3/4/2022

The Board discussed the torn canvas awning over the entrance to the Wingnuts office. Lynn has a quote from Crown Tent and Awning of approximately \$460 for a new canvas covering; he will get another bid. Lewis Walling made a motion to replace the canvas awning. Henry Ruth seconded the motion, and it passed unanimously by a voice vote.

Kirk Johnson resigned from the Joint Airport Board effective January 31, 2022. He was a joint City and County appointee. Paul Nutting asked for nominations to fill the remainder of the unexpired term which ends December 31, 2022. Henry Ruth nominated Jamie Jones. Jerry Converse nominated Gina Holt. Henry Ruth also nominated Janice Wallace. Gina Holt received a majority of the votes, so her name will be forwarded as the Board's recommended nominee to the Springfield Board of Mayor and Aldermen and the Robertson County Commission for possible appointment to the Joint Airport Board.

Interim Airport Manager Lynn West gave the Airport Manager's Report. There were 4,058 gallons of 100 LL aviation fuel and 735 gallons of Jet-A fuel sold in January. For the last calendar year, 31,003 gallons of 100 LL and 12,370 gallons of Jet-A were sold. He is having maintenance work being performed on the fuel truck, tractors and mowers.

Paul Nutting reported that TDOT is preparing to execute the \$55,000 grant for the thirty percent (30%) preliminary design of the new above ground fuel facility. The Board is required to provide a five percent (5%) match for the grant in the amount of \$2,750. The hangar restoration project grant for \$82,500 will likely not happen in this fiscal year.

Lewis Walling asked if the damaged runway strobe lights had been repaired; they have not. The Head farm's insurance should pay for the replacement equipment and the repair. Lynn can get a quote from Stansell Electric for the installation. Edison Guthrie asked about the status of the yearly \$15,000 grant money for repairs; it was not known if any had been spent this year.

Chris Simpkins made a motion to adjourn at 9:40 am. There was a second, and the motion passed unanimously.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer