



Springfield-Robertson County Airport

4432 Airport Rd. Springfield, TN 37172

Phone: (615) 985-4432 | Fax (615) 384-2450

AGENDA REQUEST FORM

Agenda items, including attachments, are due at 5:00 p.m., **THIRTY (30)** business days before the scheduled meeting. Just as a reminder, official holidays affect the agenda submission deadline. **Items submitted after the deadline will be placed on the next meeting agenda.**

In accordance with the **SRCA Rules and Regulations** and **Roberts rules of order**, all official airport business requiring an SRCJAB decision must be presented in writing to the Airport Manager for review.

Today's Date: _____ Date of Meeting: _____

Name: _____

Address: _____

Phone Number: _____

E-Mail Address: _____

Item request will be for: (Please check one)

- Information Only
- Action Item
- Report
- Discussion/ Action
- Other: _____

Brief description of the topic to be discussed:

Please attach one original of any documents pertaining to the topic -

We do not allow handouts at the meeting

Signature: _____

Please return to Springfield-Robertson County Airport. Forms can be dropped off at the office, emailed, or faxed.

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INSTRUCTIONS FOR PUBLIC AGENDA REQUEST FORMS

The Springfield-Robertson County Airport Board meets on the second (2) Wednesday of each month at 8:00 a.m. in the Jack M. Draughon Conference Room. All meetings are open to the public. An agenda of the Springfield-Robertson County Airport Board will be posted on Springfield-Robertson County Airport's website at <https://www.srcairport.com/board-meeting-info> at least three (3) days before each scheduled meeting.

Members of the public desiring to present matters to the board must submit a request in writing to the Airport Manager for review no later than **THIRTY (30)** business days before the scheduled meeting. This can be done in person, via regular mail, fax or e-mail. The Springfield-Robertson County Airport Board will confirm with the individual that the request was received and notify them of the date when their request will be scheduled on the Airport board agenda.

Unscheduled Communications

No action will be taken relative to items on the Unscheduled Communications other than referral for information.

Other Agenda Information

- Requests to appear will be placed on a "first-come, first-served" basis.
- The Board Chair may set a time limit on comments.
- Members of the public desiring to present matters to the Airport Board on the agenda must submit a request in writing to the office of the Springfield-Robertson County Airport 30 business days prior to the Airports Boards meeting. The request should state the name of the individual(s) desiring to be heard and the matter to be presented.
 - This request must be submitted with any documents you plan to present to the Airport Board. Please submit only one copy, which is one-sided and with no staples. We will scan the document for the agenda.
 - Item requests Will be given to the Airport Manager for review prior to being placed on the agenda.
 - Decorum is mandatory