

**Springfield-Robertson County Joint Airport Board**  
**Regular Meeting Agenda**  
**Wednesday, September 13, 2023 - 8 a.m.**  
**Springfield-Robertson County Airport Terminal Conference Room**

Welcome and roll call of members

Discuss and possibly take action on the approval of the minutes of the August 9, 2023 regular meeting

Public Comment Period

Discuss and possibly take action on the approval of the Treasurer's report

Airport Manager's Report

Discuss and possibly take action on the bid award for the construction of the above ground fueling system to be funded primarily with grant proceeds

Discuss and possibly take action on amending the Springfield-Robertson County Airport Personnel Policies and Procedures Manual to reflect recent changes in policy and to further clarify existing policy

Discuss and possibly take action on an appointment to the Joint Airport Board to fill the vacancy of Janice Wallace who will be resigning after the regular meeting on October 11

Comments by Board Members

Adjournment

Upcoming meeting dates: September 13, 2023  
October 11, 2023

**SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD**  
**Regular Meeting Minutes – September 13, 2023**  
**Springfield - Robertson County Airport, Springfield TN**

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

**Board Members absent:** Janice Wallace

**Ex-Officio Members present:** Billy Vogle

**Airport Staff present:** Brian Urbach, Lynn West, Mark Stoesser

Chairman Paul Nutting called the meeting to order at 8:04 am. Six members of the board were present and Janice Wallace was absent.

The minutes of the August 9, 2023 regular board meeting were sent to board members prior to the meeting. A change to the minutes sent to members was recommended by Gina Holt; she said to add Billy Vogle to the Ex-Officio members present. Gina Holt made a motion to approve the August 9, 2023 minutes with that change. Lewis Walling seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting asked if a member of the public wanted to comment on any part of the meeting's agenda. There were no comments made.

Edison Guthrie gave the Treasurer's Report for August, 2023. There was a total of \$273,155.62 in the two bank accounts at the end of the month. Brian said there is an annual increase scheduled for non-commercial hangar rents that will occur in November. There was a loss of \$6,916.64 for the month. A mower was purchased in August. Chris Simpkins made a motion to approve the Treasurer's Report as presented. Gina Holt seconded the motion, and it passed unanimously by a voice vote.

Brian Urbach gave the Airport Manager's Report for August. The airport had 2,924 flight operations in August compared to 1,693 in August, 2022. There have been 18,552 flight operations in the first eight months of 2023 in comparison to the 15,070 flight operations for all of 2022. There were 6,950 gallons of 100 LL fuel and 284 gallons of Jet-A fuel sold in August. There are five items damaged during the June 29, 2023 lightning strike that are still being repaired. TDOT made a financial audit of the airport; there was one finding that is being addressed. The Civil Air Patrol had a weekend training exercise from August 18 – 20. The annual TDOT Aeronautics airport audit found an violation with the windsock condition and the condition of the windsock pole. TDOT will assist with the cost of replacing the pole, estimated at \$6,000. Chris Ferraraccio spoke about the American Bonanza Society's Service Clinic to be held at the airport in September. Tom Jones said that Highland Rim Aviation was now fully

accredited by the FAA as a flight school. There will be a Halloween-themed candy drop from a helicopter on October 21. Brian and Lewis had a conversation with someone interested in a land lease to build a hangar themselves. Paul said the Airport Capital Improvement Plan was submitted to TDOT.

Rick Hudgens said the above ground fueling system contract received two bids. There were two parts; the low bidder for both was TPM of Bowling Green, KY. GMC recommends accepting their bids for a total of \$1,416,328.50. This contract would be contingent upon receiving funds from TDOT and a 5% match from the airport. Lewis made a motion to award the bid to TPM, Inc. for the schedule 1 bid at \$516,538.50 and the schedule 2 bid of \$899,790.00 for a total of \$1,416,328.50. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote. Rick said there would be another contract needed to remove the existing tanks.

Paul said board members received the latest version of the Personnel Policies and Procedures Manual, including changes made at the last board meeting. Gina made a motion to approve the Personnel Policies and Procedures Manual with the amendments, dated September 13, 2023. Jerry seconded the motion, and it passed unanimously by a voice vote.

Paul announced that board member Janice Wallace will be resigning from the board after the October 11 board meeting. A notice will be put on the website about the vacancy.

Billy Vogle said the county adopted a budget for fiscal year 2023-2024; it includes payments for airport employee taxes. Bookkeeper Carol Justice has already received the first quarter's payment from the county.

Carol Justice said she will be contacting auditor John Poole soon to review the 2022-2023 fiscal year finances.

Brian Urbach said he may request a special meeting to discuss a fuel discount program based on volume. He discussed how the fuel was priced based on the cost of the fuel and fuel prices of area airports. Other airports have similar programs.

Edison Guthrie said the board members should be taken in a flight round the airport to see the property, the property borders, and see the view that pilots see as they use the airport. He said this would be a benefit to the board members. Brian will research this possibility.

Chris Simpkins made a motion to adjourn the meeting. The motion was seconded by Edison Guthrie, and the motion passed unanimously. The time was 8:51 am.

Respectfully submitted,

Edison Guthrie  
Secretary - Treasurer