

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD

**Regular Meeting Minutes - Wednesday, October 13, 2021 - 8 am
Springfield - Robertson County Airport, Springfield TN**

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

Board Members absent: none

Ex-Officio Members present: Ryan Martin, Billy Vogle

Airport Manager: Jamie Jones

Chairman Henry Ruth opened the meeting at 8:00 am. He asked Chris Simpkins to begin the meeting with prayer.

Henry presented former ex-officio board member Gina Holt with a plaque and thanks for her four years of service as an airport board member.

The minutes from the September 8, 2021 board meeting had been sent to board members prior to the meeting. Paul wrote a detailed description of the discussion about the Klobber Engineering contract that was sent to members but not included in the draft minutes. Paul Nutting made a motion to incorporate his written notes into the minutes. Chris Simpkins seconded the motion, and it passed unanimously by a voice vote.

Edison Guthrie gave the treasurer's report. There is \$240,710.05 in the two cash accounts as of September 30, 2021. For the calendar year 2021, the revenue from monthly fuel sales has varied from \$15,703.79 in January to a high of 42,596.74 in July. For the three months of the 2021-2022 fiscal year, there is a loss of \$3,778.56. That amount includes fly-in expenses of \$5,679.82, which were not budgeted. Chris made a motion to accept the treasurer's report. Kirk Johnson seconded the motion, and it passed unanimously by a voice vote.

Henry led a discussion of the October 2, 2021 airport open house. There were close to 3,000 in attendance for the day. The remote controlled jets were very popular with the attendees. Edison asked for fuel costs for participants to be added to the expenses. The largest single expense was for the live music; he suggested using local music students or high school bands as a means to lower expenses. Paul would like a special meeting to discuss the fly-in. Jerry Converse recommended a live contemporary music group for the music. He also thought board members should be able to visit with attendees and use other people to park cars. Chris recommended buying better signage for parking that can be reused. He said he missed the show due to parking cars. Lewis Walling said it was a great day; he enjoyed parking cars. He said many people came to ride in the balloon, which was not able to fly due to weather. There were over 415 people that rode on the helicopters; some did not get to ride, but the company refunded the money they had paid. Lewis said the fly-in had the opportunity to bring the county together, much like the county fair did in past years. There were many children present during the event. Several board

members complimented the airport staff on their planning and execution of the fly-in. Ryan Martin suggested a disc jockey could play music during the event. Amy Jones of Highland Rim Aviation said they gave away 200 T-shirts before noon, had lots of children visiting helicopters, and picked up more flight school students. Chad Gregory of the North Robertson Fire and Rescue Squad said children enjoyed climbing over fire trucks. Chris made a motion that the board hold another fly-in next year on the first weekend of October. The date is Saturday, October 1, 2022. Paul seconded the motion, and it passed unanimously by a voice vote.

Henry introduced Carol Justice and Justice Bookkeeping, who has begun paying bills and keeping the records for the airport board. Edison Guthrie made a motion for Justice Bookkeeping to be the bookkeeper for the airport board, and for the chairman to authorize the contract with Justice Bookkeeping on behalf of the airport board. Paul seconded the motion, and it passed unanimously by a voice vote.

Henry said a sample ground lease for a company that would build a hangar on airport property has been sent to county attorney Clyde Richert for review. Billy Vogle said the county and city governing boards should approve a business plan for the hangar project before more work is done.

The committee to review the airport purchasing policies has not met. Billy and Paul briefly discussed city and county purchasing policies.

Rick Hudgens of consulting firm GMC is working to get grants from TDOT Aeronautics for building repairs. State non-primary entitlement money was used to repair the Wingnuts building.

Paul said the Stokes Brown Public Library had their personnel policies manual reviewed by the Municipal Technical Advisory Service. The airport's personnel manual will be updated with changes made to the library's manual. The Equal Employment Opportunity section was updated for state and federal requirements, and the Family Medical Leave Act section was updated. Paul made a motion to adopt the manual's provisions for the Equal Employment Opportunity and Family Medical Leave Act. Lewis seconded the motion, and it passed unanimously by a voice vote.

Jamie gave the airport manager's report. Since the September 8 board meeting, there have been 8,195 gallons of 100 LL sold and 1,516 gallons of Jet-A fuel sold. Since September 1, there have been 1,806 flight operations (take offs or landings) of aircraft with ADSB equipment. The state of TN has been paying for runway and taxiway painting since the runway repairs. The contractor painted a stripe down the center of the runway at no cost. Since runway edge lights are currently out, the reflective stripe is a great help. The AWOS phone line does not operate properly at times; it will change to cellular service soon.

There will be \$15,000 of maintenance grant money received soon, and \$11,000 of new Covid grant money available soon.

Jamie said by setting the fly-in date early, he has more time to recruit sponsors, which helps reduce the cost of the event.

10/31/2021

Henry adjourned the meeting at 9:08 am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Edison Guthrie". The signature is written in black ink and is positioned above the printed name.

Edison Guthrie
Secretary - Treasurer