

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD

Regular Meeting Minutes - Wednesday, January 12, 2022 - 8 am Springfield - Robertson County Airport, Springfield TN

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

Board Member absent: Chris Simpkins

Ex-Officio Members present: Ryan Martin, Billy Vogle

Interim Airport Manager: Lynn West

Chairman Paul Nutting opened the meeting at 8:04 am. He verified the attendance of board members.

The minutes from the December 12, 2021 board meeting had been sent to board members prior to the meeting. Secretary-Treasurer Edison Guthrie described a change made to the minutes sent to board members. The Airport Manager's report was corrected to describe how the city crew swept the runway rather than grooved it. Lewis Walling made a motion to approve the minutes with that change. Henry Ruth seconded the motion, and it passed unanimously by a voice vote.

Due to technical problems, the Treasurer's report was postponed for a few minutes. Paul said that Henry made a presentation to the Robertson County Commission's Building and Grounds Committee. Jamie Jones, former Airport Manager, made a presentation to the Springfield Board of Mayor and Aldermen at their December meeting. Both presentations were well received. There will not be a presentation to the full Robertson County Commission until the two leases can be written and available for their review; County Attorney Clyde Richert is preparing them. Paul expects the leases to be ready by the next airport board meeting for the board to vote on their approval. After the board approves the leases, a presentation will be made to the County Commission. When Robertson County and the City of Springfield approve the leases to be used for the land and hangars, request for proposal documentation will be written.

Edison Guthrie gave the Treasurer's report. There was \$202,935.22 in the checking and savings accounts on December 31, 2021. The repair expenses were \$1,466.79 in December. The costs were for a door latch, repair to the furnace for the Wingnuts hangar and replacing faulty thermostats in the terminal building. The 2021-2022 budget was compared to the first six months of income and expenses for the fiscal year; there is a loss of \$15,942.84 for the six months. Increases on lease prices were discussed. Paul read the current list of commercial tenants and their lease expirations. Lewis made a motion to accept the Treasurer's report. Henry seconded the motion, and it passed unanimously by a voice vote.

Paul gave an update on the airport manager recruitment process. He has received three resumes for the position. Henry said the position was posted on city, county, and the MTSU websites and at Fort Campbell. There has not been a deadline set for receiving applications. Paul would like to see 10 to 12 resumes received if possible. The flight program at Emory-Riddle was mentioned as a possible source of applicants.

Paul previously sent the board a memorandum proposed interim pay increases for airport staff, as recommended by Jamie Jones. Savings from the former Airport Manager's salary were applied to the pay increases to the Interim Airport Manager and other staff. One of the staff will be leaving soon, so her position will need to be filled.

The budget for FY 2022-2023 is due to be delivered to the City of Springfield and Robertson County April 1. The Airport Board Finance Committee will meet to work on the budget along with the bookkeeper. The committee meeting will be publicly posted.

Paul will meet with Jamie Jones to review signatures needed for FAA and TDOT documents due to Paul becoming Airport Board Chairman. He will also work with Reliant Bank to update account signatories.

Paul reported the Reliant Bank debit card has been compromised. There were unauthorized charges made to the account, but they are being removed. The only credit card currently held by the Airport Board is one for Lowe's. The board discussed fraud protection benefits of a credit card and the possibility of a debit card breach removing all checking account funds. Henry made a motion to acquire a corporate credit card and terminate the debit card. Edison seconded the motion, and it passed unanimously by a voice vote.

Paul said the committee working on the airport purchasing policies will meet again; it will be publicly posted prior to the meeting. Paul said the policy will also address use of credit cards.

Lynn West gave the Airport Manager's report. There were 4,157 gallons of aviation gas and 2,640 gallons of Jet-A fuel sold in December. Metro Nashville has had a helicopter flying near the airfield for several days recently. The airport was closed one Friday because of snow and ice. On Christmas day, the temperature was near 70 degrees; there were fuel sales that day. TDOT has delayed the ramp and runway work until FY 2023. The new fuel system will be relocated on south end of the runway. Some runway lights were damaged by a tractor; the tenant renting farmland will pay for the repairs.

Kara Zahn from the City of Springfield updated the board on plans for the retirement reception for Jamie Jones. The reception was rescheduled to Friday, January 14 due to inclement weather on the original day.

Paul read the letter of resignation submitted before the meeting from board member Kirk Johnson. Kirk's resignation will become effective January 31, 2022. He is a City/County appointee. On behalf of the entire Airport Board, Paul thanked Kirk for his service to the City of Springfield and Robertson County. A new appointment to the Airport Board will have to be made for the remainder of the unexpired term which is until December 31, 2022. Henry recommended Jamie Jones, former Airport Manager, to fill the remainder of the term. The recommendation for a new appointment will be on the meeting agenda for February.

The board members had further discussion on the location of the new fuel system. A hangar will be taken down as part of the construction, and the current fuel tanks will be removed.

The meeting was adjourned at 9:10 am.

Respectfully submitted,

A handwritten signature in blue ink that reads "Edison Guthrie". The signature is written in a cursive style with a large initial 'E' and a long, sweeping underline.

Edison Guthrie
Secretary - Treasurer