

SPRINGFIELD - ROBERTSON COUNTY JOINT AIRPORT BOARD
Regular Meeting Minutes – August 9, 2023
Springfield - Robertson County Airport, Springfield TN

Board Members present: Jerry Converse, Edison Guthrie, Gina Holt, Paul Nutting, Janice Wallace, Lewis Walling

Board Members absent: Chris Simpkins

Ex-Officio Members present: Ryan Martin

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

Chairman Paul Nutting called the meeting to order at 8:00 am. Six members of the board were present and Chris Simpkins was absent.

The minutes of the July 12, 2023 regular board meeting were sent to board members prior to the meeting. Janice Wallace made a motion to approve the July 12, 2023 minutes. Gina Holt seconded the motion, and it passed unanimously by a voice vote.

Paul Nutting said that the state now requires a public comment period on board meeting agendas. The agenda for today's meeting has a public comment period. The board members will be approving a policy with regard to public comment at this meeting; and public comments will be allowed later in the meeting.

Edison Guthrie gave the Treasurer's Report for July, 2023. There was a total of \$244,042.05 in the two bank accounts. There was a loss of \$29,458.58 for the month, due to a large payment to the airport's engineering consulting firm GMC for the preliminary design for the construction of the above ground fuel system. Janice Wallace 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 July. The airport had 2,501 flight operations in July compared to 1,268 in July 2022. There have been 15,655 flight operations in the first seven months of 2023 in comparison to the 15,070 flight operations for all of 2022. There were 7,170 gallons of 100 LL fuel and 2,429 gallons of Jet-A fuel sold in July. The new Wingnuts Hangar D bi-fold door was installed in late July. This is the last repair from the March 3rd storm. Brian gave repair status reports for the systems that were damaged from the June 29 lightning strike. There was a TDOT financial audit of the airport in July. There was one finding which will be addressed by correcting a GMC invoice. Highland Rim Aviation hosted an Aircraft Owners and Pilots Association Rusty Pilots seminar on August 5. There were 30 participants. The annual TDOT airport inspection was also conducted last month. One problem that was noted was the windsock pole was leaning; it will have to be replaced. Chris Ferraraccio spoke about Wingnuts Aviation hosting an upcoming America Bonanza Society Service Clinic in

September.

Paul Nutting spoke about recommended changes to Chapter 5 of the Personnel Policies and Procedures Manual entitled “Benefits of Employment.” Board members received copies of the current Chapter 5 and the proposed Chapter 5. The changes included full-time employees accruing eight (8) hours of sick leave and eight (8) hours of vacation leave per month, as well as the new holiday leave schedule of ten (10) paid holidays for full-time employees. The board members discussed clarifying the wording in Section 5.1 pertaining to workers’ compensation and to also clarify the wording in Section 5.2 which grants full-time employees Tennessee Consolidated Retirement System (TCRS) benefits and health insurance benefits. Other issues discussed were the wording of the paid holiday leave schedule to include dates and addressing the issue of maternity leave. Paul Nutting recommended that the entire manual should also be reviewed to correct typos and misspellings, as well as to make other minor corrections or to provide clarification. The recommended changes will be made in the next draft to be presented to the board members for review and possible action at the regular meeting in September.

Paul Nutting distributed copies of the City of Springfield Ordinance 23-21 establishing a Policy and Procedure for Public Comment Period and the Stokes Brown Public Library amendment to the By-Laws which also establishes a policy and procedure for public comment on meeting agendas in compliance with the new state law. After discussion, Edison Guthrie made a motion to adopt the public comment policy of the Stokes Brown Public Library for use by the Springfield-Robertson County Airport. Lewis Walling seconded the motion, and the motion passed unanimously.

Paul Nutting asked if anyone present wished to make a public comment on the agenda items. There were no comments.

Under comments by board members, ex-officio member and Robertson County Mayor Billy Vogle said the Robertson County Commission would have a public hearing on the budget on Tuesday, August 15, and the commission would vote on the budget at their meeting on Monday, August 21.

Brian Urbach offered to take board members to see the new fuel farm site and the new door on the Wingnuts hangar after the meeting.

There being no further business to discuss, Jerry Converse made a motion to adjourn the meeting. Janice Wallace seconded the motion, and it passed unanimously by a voice vote. The meeting ended at 8:33 am.

Respectfully submitted,

Edison Guthrie
Secretary - Treasurer