

“Serving Holmes, Jackson, and Washington Counties”

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## AGENDA

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., August 14, 2018

1. Call to Order – Chairman Locke
2. Invocation.
3. Approve Agenda.\*
4. Approval of Minutes: July 10, 2018 Regular Meeting Minutes.
5. Non-agenda Audience. *Effective October 1, 2013, FL Statute 286.0114 mandates that, “members of the public shall be given a reasonable opportunity to be heard on a proposition before the board or commission (Authority).” Each individual shall have three (3) minutes to speak on a proposition before the Authority.*
6. Financial Report –
  - a. Monthly and YTD Financials. Treasurer Town
  - b. Fuel Operations..
7. Airport Operations Report – Airport Manager
  - a. Physical Maintenance and Repairs Highlights.
  - b. Hangar Waiting List.
8. Capital Project Update – Lee Lewis, P.E.
  - a. Spill Prevention Plan (SPP) update.
  - b. Tree Clearing.
  - c. Board action items by months, if any:
  - d. Updates for the following:
    - i. Airport Master Plan Task Order, subject to IFE process;
    - ii. Airport Master Plan AIP Grant Application;
    - iii. Re-paint Hold Position Markings and Taxiway/Apron Lines;
    - iv. Hangar/Taxiway project;
    - v. Taxiway AIP Grant Application.
  - e. Engineering and payments report by Director Rich.
9. Old Business.
  - a. Tenant Lease Document. Based upon changes incorporated in earlier versions and recommended during the Workshop, the TCAA Board hereby adopts the standard tenant lease for use next fiscal year commencing October 1, 2018.
  - b. Annual Rent Discount. Tenants paying 12-months in advance on or before October 15<sup>th</sup> of the fiscal year shall receive a discount of 1-month’s rent from the annual total rent due, which is an 8.33% discount, effective with the fiscal year commencing October 1, 2018, until modified or cancelled by future Board actions. As an example, a monthly hangar rental of \$200.00 X 12 months = \$2,400 so the total tenant payment would be \$2,200.00 in advance

\*May be changed at the meeting prior to adoption

(\$200/2,400 = 8.33%) plus the Use Tax currently computed at 7% of the amount collected from the tenant, so the total tenant payment would be \$2,200 + \$154 = \$2,354.00. In the event of hangar lease termination for any reason later in the fiscal year, no proration of the discounted rental or use tax shall be due to tenant.

c. Fuel Discount For Tenant Aircraft. The Board reaffirms the policy effective October 1, 2018, with commencement of the fiscal year that leasehold tenants in good standing with all rental paid current shall receive a fuel discount of \$.20 per gallon deducted from the posted retail price when fuel is purchased on a self-service basis through the SiteMinder Terminal. If fuel is delivered to the aircraft using a tanker truck, no discount shall be given except if the tenant is duly authorized and operates the tanker truck without participation by TCAA employees or representatives and payment is received by TCAA immediately following fuel delivery into the aircraft.

d. Annual Tenant Lease Renewal Cycle. It is TCAA Board policy that tenant leases shall be reviewed annually as part of the new fiscal year budget process, with any changes in rental rates, fees or standard lease document terms and conditions to be effective each October 1<sup>st</sup> with commencement of the fiscal year. Tenant leases are for each fiscal year and do not renew automatically except by specific TCAA Board action, and to be considered for a lease renewal, the tenant must be in good standing with all provisions of the lease document, the airport rules and regulations, and have paid all financial obligations in a timely manner. Proposed lease documents shall be provided to tenants in August or early September and upon tenant acceptance by signature shall be effective for the next fiscal year unless otherwise terminated or modified by the TCAA Board.

e. Amendment to TCAA Bylaws Article II., Governing Body, Section 2. Terms and Vacancies, relating to meeting attendance requirements by Board members; and Article III, Authority and Responsibilities of the Board, Section 12, Committees, relating to Executive Committee authority to conduct business under emergency and special conditions.

#### 10. New Business.

a. New Fiscal Year Budget. The TCAA Board acknowledges receipt of the proposed budget following the Public Hearing held earlier today and will be prepared to adopt a budget for the next fiscal year at the September Board meeting so the fiscal year will be funded from October 1, 2018.

b. Airport Rules & Regulations. Based upon review of the proposed Airport Rules & Regulations, the TCAA Board hereby approves the edited version resulting from the Workshop held earlier today and directs that the final master document be held by the Secretary and uploaded to the TCAA Compliance Website.

Next Meeting is scheduled for September 11, 2018, 6:00 p.m. in terminal building.

Meeting adjournment