

Tri- County Airport Authority
P.O. Box 756
Bonifay, Florida 32425

“Serving Holmes, Jackson, and Washington Counties”

Emergency Meeting Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., July 2, 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:00 p.m., with Members below present:

Holmes County

Chuck Aronhalt
Jack Locke

Jackson County

Tommy Luenberger
Terry Nichols
Kim Schierer

Washington County

Norm Rich
Jim Town

There was no quorum present to vote on items.

2. Invocation by Vice Chairman Nichols.
3. Approve Agenda. No action.
4. 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.* No public present.
5. Approval of Prior Meeting Minutes. Waived.
6. Consent Agenda. N/A
7. Agenda Items.
- a. Resignation of airport manager 11:45 p.m., Monday, June 25, 2018, was noted for record, however, due to threatened lawsuits, this item was not a topic for meeting discussion based upon legal advice.
- b. Airport open for business for self-service fuel and intermittent volunteers in office.

(1) Treasurer Town advised that no discussion on item 7.a. per advice of legal counsel. However, due to vacancy of position, there would be a need for temporary paid help. Chairman Locke addressed the status of temporary paid help. He will proceed with getting help at airport. Due to the exigent circumstances Chairman Locke requested Treasurer Town to handle funding for hiring of temporary help using Section 3.11, Emergency Procurement, of the Purchasing Policy. Chairman Locke will hire someone under purchasing authority.

(2) Jet A and tanker services only under supervision of Norm Rich. Chairman Locke asked Director Rich to report on fuel operations. Director Rich arrived at airport the next day following airport manager resignation. He said he stepped in to make sure the airport was open for business and it is for self service fuel. He said there was an anonymous call made that fuel farm not in compliance and inspection took place. Director Rich said tanks cleaned and all but jet A and one not calibrated yet, but he is working on this. He has a meeting tomorrow. There was concern about water in tank, filters ordered. The concern about water in tank was the amount of water and wondered how it could even have gotten in there.

Treasurer Town has been working on finding files and general financial obligations. Director Rich has been working on fuel matters and getting someone out to look at tanks. SiteMinder is available. So airport was

never out of jet A fuel. Director Rich will meet to have trucks certified for use and certified in weights and measures.

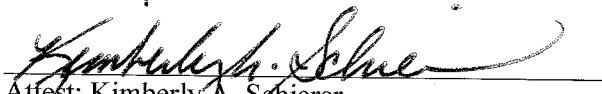
Director Rich has volunteered to take course to meet regulation to operate the fuel farm. The training will include how to clean tanks, and stick fuel tanks in order to meet federal requirement to be a fuel handler.

- (3) July hangar billings are out and payments to P.O. Box or pre-authorized credit card, so airport office should not be involved with this detail of operations per Treasurer Town. The contract for grass cutting as approved by the Board previously will be followed up on by Chairman Locke. The basic need for hiring someone at the airport office would be to get someone to log fuel and channel contacts as appropriate. The hangar rentals will be handled as each issue comes up. We will continue working on standard procedures to be put into place.
8. Authorization for Executive Committee of the Board and Officers to conduct Authority business under emergency powers until the regular Authority meeting were not exercised as no quorum was present. Chairman Locke's enactment of the Emergency Procurement authority under Section 3.11 of the Purchasing Policy was sufficient to meet the airport needs at this time. Vice Chairman did place on record that he was contacted by airport manager by phone, but was unable to speak with him because his phone ran out of battery charge. Later through a message found that manager wanted Commissioner Pate's telephone number and he expressed concern about fuel. Treasurer Town confirmed that the Executive Committee Resolution was not required due to emergency procedures authorized at meeting to hire temporary help. Secretary Schierer informed everyone that an amended agenda would be presented to Board prior to the July 10, 2018, meeting and minutes would be presented at that time.
9. Other Business. N/A
10. Adjourned at 6:40 p.m.

Minutes prepared by Tri-County Airport Authority (TCAA) Secretary, Kimberly A. Schierer and will be signed by Secretary Schierer upon approval by the Board and placed in the TCAA Board files.

Approved at TCAA Regular Monthly Meeting on July 10, 2018.

Date: July 11, 2015


Attest: Kimberly A. Schierer
Tri-County Airport Authority Secretary