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MINUTES

**Executive Committee Workshop Meeting 2:00 p.m., Terminal Building, September 19, 2018**

1. Call to Order and Roll Call – Chairman Locke. The meeting was convened at 2:00 p.m. by Chairman Locke with Directors Rich, Town, and Schierer present and Director Nichols excused by prior notice. A quorum was established with four of the 5 Executive Committee members present. Others present: Fred Provost, Board Member; Lee Lewis, Avcon engineer and guest speaker, Howard Klein, with AECOM.
2. Director Rich gave the invocation.
3. Approve Agenda. The agenda was approved upon motion by Member Rich and seconded by Secretary Schierer.
4. Approval of Minutes. N/A
5. Pubic Input. No public was present or had submitted any input to the meeting on items not noticed.
6. Master Plan discussion: Lee Lewis stated this is a kick off meeting for the Master Plan and that this major project is key for the authority to get back on track with DOT. They will be looking for this plan and projects to progress, The plan is funded through the FAA and DOT grants. Mr. Lewis introduced Howard Klein with AECOM as the guest speaker to cover the master plan process. Mr. Klein with AECOM presented the master plan update with a power point presentation. He explained that the master plan schedule is driven in part by the FAA and DOT approvals. The net result for the master plan is a capital plan which is a twenty year projection of need. The drawings show growth and the plan incorporates these projections. The FAA requirements are safety and specific standards. The process will be in steps. The forecasting will include design aircraft that uses the facility; airport layout plans; as well as other standards. This process will be reviewed out of the FAA Orlando office. Mr. Klein covered what a successful master plan would include a plan that is responsive to owner and user requirements, technically sound by meeting design standards, balance among air and land components; environmental compatible with regulatory requirements; flexible to anticipate future opportunities; and financially feasible. The purpose is to establish a long term vision for future airport development. This would include existing and future demands, options for meeting demands, specific projects identified with costs and timing; and funding sources. Mr. Klein did caution that FAA provides only a conditional approval and there is not a formal approval by FAA. The forecasting includes economic drivers in the area and are viewed by FAA as part of the vision and forecasting projections. The plan should be flexible and the development in the area will be reviewed. Treasurer Town shared that a lot of the panhandle sites and planning are in place and one in particular was done for the 79 Corridor project. Mr. Klein said that he would follow up on that information. Mr. Klein covered that the plan would have projects and that each project would be funded through grant funds and based upon time schedules such as five year and ten year. The plan requires types of surveying and that will be headed up by Southeastern Surveying. They will prepare a boundary survey which will become Exhibit A to



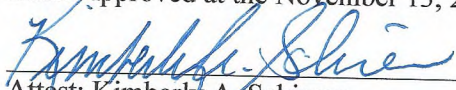
the master plan. The study elements will be things like the airport layout plan, provisions for recycling and he will ask the board about other needs. He explained that the plan elements will include an inventory of facility and then reviewed for airport needs. The facilities implementation plan will provide projects, costs and proposals for being built and how payment for projects would be made.

Mr. Klein said that the FAA recommends every five to eight years review and some parts may need to be updated more frequently. An example would be the capital improvement plan because some construction priorities may change. Amendments to plan can be done as needed. He then discussed what goals the board has. The runway extension was discussed since the FAA does not have the past extension on file. He said they will be adding the documents and planning to submit to FAA to recognize the extension. Access to the facility will be reviewed. Hangars will be reviewed such as occupancy, commercial hangar, drainage. He will collect lease information, including the ground lease with Bible College, Fort Rucker lease, shade hangars and land lease for farming. The storm water plan is being developed by Avcon and is separate from the Master Plan. AECOM will work with Avcon for drainage planning. He asked about infrastructure and Chairman Locke explained the two wells, three septic tanks and there is no utility mapping. Other study planning would be to follow the tree clearing project. Also, the fire protection needs to be improved. Would look at needs on site, rural setting and jurisdictional aide. All three counties have mutual aid agreements in place, however, this would be reviewed. The Fixed Based Operations was discussed including access needs. Fuel Sales were discussed and Treasurer Town will provide information he has. The type of aircraft that use the facility would be needed for design aircraft portion. Mr. Klein discussed the schedule in his power point and the elements that are a critical path such as mapping and construction survey. The schedule is subject to FAA review time. The inventory process will begin today and he will review the land use plans in the areas addressing height zoning, too. The overall goals discussed today were access, fire protection and infrastructure improvements of FBO, commercial growth. The fire protection was discussed further a funding source through the counties. The authority has no taxing authority, but the counties could address rural fire protection needs by having a station with limited equipment which could be used by the authority or in the rural area, if needed. Another area to include within the study is signage improvements.

Updates by Avcon on pending construction projects and time lines were presented by Lee Lewis. He said that the tree project is almost completed. The construction projects previously approved like the painting of the taxiways are underway and he would bring updated reports in about a month on productivity of the construction projects. The next big project for Avcon will be the storm water plan. The master plan is underway.

7. Adjournment. There being no other business, the meeting was adjourned at 4:09 p.m.

Date: Approved at the November 13, 2018, Regular Monthly Meeting



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