

**Tri-County Airport Authority
PO Box 756
Bonifay, FL 32425**

“Serving Holmes, Jackson, and Washington Counties”

AGENDA

**March 9, 2017
6:00 P.M.**

- 1. Meeting Called to Order**
- 2. Invocation**
- 3. Introduction of Guests**
- 4. Approval of Last Month’s Minutes**
- 5. Financial Report**
- 6. Old Business:**
 - a. Runway/Taxiway Sodding Project**
 - b. Missing Link Taxiway Project**
 - c. Box Hangar/Taxiway Project**
 - d. Concrete at turnout for Rex Lumber Hanger**
 - e. Flooding along Taxiway, Pond and Building**
 - f. Annual Audit**
 - g. 5 year Work Program Project Need**
 - h. Rex Lumber taxi-lane realignment**
 - i. Proposed projects for 5 year plan**
 - New Hangar and entrance west of FBO (Corporate Hangar)**
 - Additional Box Hangars**
- 7. New Business:**
 - a. Annual Audit Discussion**

b. ALP Update -funding

c. Proposal for structural engineer for box hangar foundation plans (new manufacturer does not provide services)

d. Proposed projects for 5 year plan

- **Drainage (replace pipes/culverts underneath runway, flooding occurring along taxiway and adjacent to runway)**
- **Replacement of hangar South of FBO (directly behind) due to flooding**
- **New Hangar and entrance west of FBO (Corporate Hangar)**
- **Additional Box Hangars**

8. Manager's Report

9. General Comments

10. Announcements – Next meeting will be April 13, 2017 at 6pm

11. Adjournment

Tri-County Airport Authority
PO Box 756
Bonifay, FL 32425

“Serving Holmes, Jackson, and Washington Counties”

February 9, 2017 (Minutes)

The Tri-County Airport Authority held a monthly meeting on Thursday, February 9, 2017 at the airport terminal building. Attending were the following members:

HOLMES COUNTY

Jerry Cooley
Jaime Pinto
Russell Hood
Charles Arnett
Jack Locke

JACKSON COUNTY

WASHINGTON COUNTY

Sydney Snell
Curtis Snell

Also in attendance were: Ed Bowers and Arthur Hooks (Ingenium Enterprises)

Chairman Jerry Cooley called the meeting to order at 6:00 p.m.

Mr. Jack Locke made a motion to approve the minutes with edits for the January meeting; Mr. Sydney Snell seconded the motion, the board voted and the motion passed. Mr. Arthur Hooks will bring the updated minutes to the next meeting.

1. FINANCIAL REPORT:

Mr. Jaime Pinto presented the financial report to the board and handed out the Treasurer's Report which confirmed the Projects Account at Capital City Bank has \$02.54. The Fuel Account at One South Bank has \$70,723.18 and the Operating Account at One South has \$37,093.20. There is an outstanding invoice to World Fuel Company for this month in the amount of \$6,675.70 (invoice #417209 and is due 3/2/17). Fuel on hand is 2,747 gallons of 100LL and 7,411 gallons of Jet-A. The Jet-A includes 4,205 gallons purchased by Rex Lumber Company. Total Jet-A is 3,206 Gal. Mr. Jack Locke made a motion to accept the financial report, Mr. Sydney Snell seconded, the board voted and the motion passed.

2. OLD BUSINESS:

- a. **RUNWAY/TAXIWAY EXTENSION SODDING PROJECT:** Sodding project was approved and had begun. Construction Closeout/Final Inspection is scheduled for 3/10/2017.

- b. **MISSING LINK TAXIWAY PROJECT:** Mr. Arthur Hooks informed the board the contractor has completed shoulder work and is completing the grassing. Construction Closeout/Final Inspection is scheduled for 3/10/2017.
- c. **BOX HANGAR PROJECT:** Mr. Arthur Hooks informed the Board that DEP has issued the Environmental Resource Permit (Drainage). The final plans have been submitted and approved by FAA and FDOT. Documentation of the proposed projects (taxiway and 4 unit box hangar) on the ALP have been accepted by the FAA. Ingenium is awaiting final approval from FAA. Option to bid site work with building together but site work for taxiway would be alternate bid. Alternate A would be hangar and site work and Alternate B would be taxilink. This is necessary in the event construction costs of building and site work is too expensive. Ingenium was working with the building contractor on the construction plans. An architect of engineer would be required to complete the foundation plans. The board discussed the options of the type of door and maintenance and it was decided that the strapped door would be utilized instead of a cable door. Ingenium would get the quote from the architect/engineer and bring to the board at the next meeting.
- d. **FDOT Letter – Corrective Action Plan-** Mr. Arthur Hooks read to the board the letter of response for the Corrective Action Plan for Aviation Development Grants that was submitted to FDOT by February 2, 2017.
- e. **Audit –** Mr. Arthur Hooks informed the board that FDOT has stated the board must make it a priority to have the Audit completed by June 30, 2016. The board discussed that a letter will be issued to the accounting firm that if they cannot complete the audit in a timely manner then a new auditor will need to be found. Jaime informed the board. Jaime discussed that he was coordinating with the accountant regarding the check history. The accountant was going through the records and requesting additional information regarding certain checks.

It was discussed that the board must issue a letter to the accountant stating the report must be submitted prior to the end of June. Verbal correspondence is not acceptable as the Corrective Action Plan specifically stated correspondence and verbal agreement had to be in writing.

- f. **5 year work program –** Mr. Arthur Hooks informed the board that it is time to determine a new project for the continuation of the 5 year work program. Discussions included:
- Drainage (replace pipes/culverts underneath runway, flooding occurring along taxiway and adjacent to runway)
 - Replacement of hangar South of FBO (directly behind) due to flooding
 - New Hangar and entrance west of FBO (Corporate Hangar)
 - Additional Box Hangars
- It was the board's opinion that a revenue generation project (such as the hangar) would be a better choice than the issue with drainage.
- g. **Rex Lumber Taxiway Realignment-** Ed informed the board that the taxiway for Rex Lumber was not sufficient for the new jet. The new jet had to run off onto the shoulder when entering the taxiway. He and Arthur Hooks had met during January to see what modifications would be required to expand the

taxiway. It was discussed that if the taxiway was to be expanded and straightened, a stormwater pond would have to be modified or relocated. This would require additional permitting. Jack Locke discussed adding concrete to the areas needed instead of permitting a modification to the taxiway.

3. **NEW BUSINESS:**

- a. **BOX HANGAR PROJECT** Discussion of approval of cost for structural engineer design of footing for 4 unit box hangar or to do a design build and let contractor do design/work.
- b. **Audit** – Ingenium will deliver copies project files by March 17, 2017.
- c. **5 year work program** – Discussion of choice of project to be added to five year work program. This could be a new hangar (corporate hangar, box hangar, shade hangar), drainage improvements, etc... He would meet with Ed Bowers and Jerry Cooley to further discuss options. Discussions had included shade hangar, the new FBO/commercial hangar or box hangar. Decision needs to be finalized and update provided to FDOT
- d. **Ingenium Contract:**

4. **MANAGER'S REPORT:** Mr. Ed Bowers gave the Manager's Report:

- a. Reporting to the board that all t-hangars and box hangars are rented. Scott Minor and Dennis O'Leary are still behind. He reported there are two shade hangars open..
- b. Rex Lumber Taxi-lane – Mr. Ed Bowers re-emphasized the taxiway modification.
- c. Construction Issues to be resolved – Flooding along ponds and taxiways during heavy rain events is occurring. Culverts require cleaning out. Ingenium will contact GCUC to clear culverts. Excavated earth was left at end of runway. GCUC needs to come and level this area. Ingenium will contract GCUC to arrange time to level area.
- d. Shade Hangar – Proposed owner has expressed interest in a new shade hangar and is willing to help with cost. It was determined Mr. Jerry Cooley and Mr. Ed Bowers would discuss the need for the shade hangar. It was discussed the airport could possibly finance cost of shade hangar. Mr. Ed Bowers would speak to owner more about assisting with cost and report back with board.

5. **GENERAL COMMENTS:**

None

6. **ANNOUNCEMENTS:**

- a. The next meeting will be March 9, 2017 at 6:00 p.m.
- b. Air Meet is on Saruday.

7. **ADJOURNMENT:**

The meeting was adjourned at 7:02 p.m.

Submitted by,

Russell Hood
Secretary

James Neff
404-797-9195 Cell / Text.

1 1/2 = 30 To 60 Days Warnings.

TRI-COUNTY AIRPORT AUTHORITY

1983 Tri-County Airport Road, Bonifay FL. 32425

Manager's Report

3/9/2017

1. All hangers are rented. We have 2 shade hangers open.
2. As the airport Manager there are a few things that I am not pleased with as for as the last phase of construction.
 - a. All those stumps that floated to the water's edge and all up on the runway with the last mini flood will do the same thing if left where they are. They were pushed over and left in the swamp. They will float to the edge and leave the same mass we have now if not removed.
 - b. There should be some kind of grate over the inlet of the pipe under the runway to keep stumps out so as not to clog the pipe.
 - c. The north pipe under the runway just broke loose and started to run but still is half full of sand and debris. It needs to be cleaned out.
 - d. The South pipe under the runway runs good but the intake in the pond is full of stumps and logs. It needs cleaning out.
 - e. The ditch running full length to the south end needs the elevation of the **BOTTOM** to be less than the edge of the runway at the lowest point. This would act as a spill-way for any father flooding.
 - f. The gate at the South end of property needs to be replaced, because it was pushed open with the change on it and damaged.
 - g. The two foot deep ruts from the off road vehicles need to be repaired.
 - h. The Sod was left bear around the taxiway A-3, and laid in all kinds of places we do not need.
 - i. There are numerous places where the sod is washed away leaving deep ditches.
 - j. There is a section, in the newly created mounting where the slope is too steep to mowed.
 - k. There are two ponds with four foot deep standing water. These ponds are required to perk in three days. They still hold water three months later and the water is Dangerously close to the runway. This is an accident waiting to happen. It is deep enough to flip a fixed gear aircraft, like a C-150 upside down and ground the pilot.
 - l. The skimmer is installed with the bottom buried in the ground. Water must pass under heath to drain.
 - m. The skimmer itself is too close to the runway. It should not be more than 2" above the ground.
3. I would like to request that my remarks be enter into today's minuets

TRI-COUNTY AIRPORT AUTHORITY

1983 Tri-County Airport Road, Bonifay FL. 32425

4. The following is the amount of fuel that we have on hand;

<u>Gallons 100LL on hand;</u>	<u>Totals</u>
Fuel Farm	1,045.76
Truck	351.88
Total 100LL	1,397.64

<u>Gallons JET-A on hand;</u>	<u>Totals</u>
Fuel Farm JET-A	6,097.88
Truck JET-A	353.12
Total	6,451.00
REX	3325.80
Our Balance is	3,125.20

Clarence E. Bowers,
Airport Manager

Jaime.

Tri-County Airport Authority
PO Box 756
Bonifay, FL 32425

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Treasurer’s Report

March, 09th. 2017.

Bank Accounts: We have at:

Capital City Bank, Projects Grants account.....	= \$	102.54
The Fuel Account: One South Bank.....	= \$	69,365.13
Operating Account: One South Bank... ..	= \$	43,313.89
Total:	= \$	112,679.02

We owed to World Fuel Company as of today:

Invoice pending #0000 due = \$ 0,000.00

Fuel on hand: Av-Gas – 100 LL	=	1,397 Gal.
Jet – A:	=	6,451 Gal.
Minus Fuel purchased by Rex...	=	3,325 Gal.
Total Jet –A.....	=	3,126 Gal.

Jaime F. Pinto
Treasurer

5:09 PM
03/08/17
Cash Basis

Tri-County Airport Authority
Statement of Revenue and Expense
February 2017

	Feb 17
Ordinary Income/Expense	
Income	
Hangar Lease Income	16,913.86
Total Income	16,913.86
Cost of Goods Sold	
Part Par Taxiway	
Part Par Taxiway - 10111-711601	522.50
Total Part Par Taxiway	522.50
Part Par Taxiway - 10255-140139	2,522.92
Project ARC 26-22	339,809.64
Total COGS	342,855.06
Gross Profit	-325,941.20
Expense	
Auto Expense	310.20
Commissions	1,936.00
Credit Card Fees	86.73
Garbage Service	50.00
Legal & Professional Fees	155.00
Meals & Entertainment	80.32
Miscellaneous	5.64
Office Expense	16.02
Supplies	21.33
Telephone	819.14
Utilities	2,251.49
Total Expense	5,731.87
Net Ordinary Income	-331,673.07
Other Income/Expense	
Other Income	
Interest Income	0.97
Total Other Income	0.97
Net Other Income	0.97
Net Income	<u>-331,672.10</u>

Configure This Page

Account Balances   

No accounts selected. Use the 'Configure Settings' icon above to select your accounts to view.


Alerts  

No Alerts

Messages  

No new Secure Messages

[Send Message](#)


Transfer  

Transfer \$:

From:

To:

[Transfer](#)

My Accounts   

Name	Balance	View
T 36 MO CD 0003 <i>c.D.</i>	50,168.29	Info
D SmBusChk 0002 <i>Fuel</i>	19,196.84	Info
D ComCkng 0001 <i>OPER.</i>	43,313.89	Info
<u>112,679.02</u>		

Recent Statements   

No statements are available. To add other accounts, use the 'Configure Settings' icon above to select your accounts.

Recent Transactions   

No recent transactions for your selected accounts and filter in the last 30 days. Use the 'Configure Settings' icon above to select your transactions to view.

Recent Transfers  

No recent transfers found.

Scheduled Transfers  

No scheduled transfers found.

Did You Know  

...the Left column contains actionable widgets?

69,365.13 Find out more...

Welcome

Jaime Fernando Pinto
jaimepinto294@gmail.com
[Change](#)

Last Login:
02/28/2017 - 01:14:43 PM





Fuel Acc.

Account: SmBusChk 0002 Current Time: 03/09/17 12:16:43 PM

Current Balance: 19,196.84
Available Balance: 19,196.84

Date	Ref/Check No	Description	Debit	Credit	Balance
03/08/2017		CREDIT ASCENT AVIA 8923 CCD		315.00	19,196.84
03/07/2017	1006	Check 1006	(6,675.70)		18,881.84
03/07/2017		CREDIT ASCENT AVIA 8923 CCD		466.45	25,557.54
03/03/2017		CREDIT ASCENT AVIA 8923 CCD		2.79	25,091.09
03/02/2017		CREDIT ASCENT AVIA 8923 CCD		156.74	25,088.30
02/28/2017		Interest Deposit		0.50	24,931.56
02/28/2017		CREDIT ASCENT AVIA 8923 CCD		1,730.82	24,931.06
02/27/2017		CREDIT ASCENT AVIA 8923 CCD		43.47	23,200.24
02/22/2017		CREDIT ASCENT AVIA 8923 CCD		768.08	23,156.77
Totals:		Transactions: 9	Debits: (6,675.70)	Credits: 3,483.85	



OPERATING Acc.

Account: ComCkng 0001 Current Time: 03/09/17 12:14:18 PM

Current Balance: 43,313.89
Available Balance: 43,313.89

Date	Ref/Check No	Description	Debit	Credit	Balance
03/09/2017		Pre auth Subway Restaurant LOC: Bonifay FL	(48.15)		43,313.89
03/09/2017		BANKCARD-8566 BTOT DEP ACH Entry Memo Posted Today		334.44	43,362.04
03/08/2017	1068	Check 1068	(155.00)		43,027.60
03/08/2017	View Image	Deposit		525.00	43,182.60
03/07/2017		BTOT DEP BANKCARD-8566 CCD		100.00	42,657.60
03/06/2017		POS DEB 1321 03/06/17 08582570 Wal-Mart S 2114 WAL-SAMS CHIPLEY FL C#8905	(161.00)		42,557.60
03/02/2017	1069	Check 1069	(968.00)		42,718.60
03/02/2017		MTOT DISC BANKCARD-8566 CCD	(112.30)		43,686.60
03/02/2017	View Image	Deposit		500.00	43,798.90
03/01/2017	View Image	Deposit		600.00	43,298.90
02/28/2017		Interest Deposit		0.97	42,698.90
02/24/2017		BTOT DEP BANKCARD-8566 CCD		127.09	42,697.93
Totals:		Transactions: 12	Debits: (1,444.45)	Credits: 2,187.50	



Accounts

AbFrBsCk 0001 6601
Available Balance
Current Balance

\$102.54
\$102.54

TRI-COUNTY AIRPORT AUTHORITY

1983 Tri-County Airport Road, Bonifay FL. 32425

Total 100LL **1,397.64**

<u>Gallons JET-A on hand;</u>	<u>Totals</u>
Fuel Farm JET-A	6,097.88
Truck JET-A	353.12
Total	6,451.00
REX	3325.80
<i>Our Balance is</i>	<i>3,125.20</i>

Clarence E. Bowers,
Airport Manager

✓-have invoice
d draw request

PAGE: 1 VENDOR PAYMENT HISTORY RECORDS FOR FEID / SSN: 593058030

PAYMENT DATE	PAYMENT NUMBER	PAYEE NAME	PAYMENT TYPE	AGENCY DOC.NBR.	INVOICE NUMBER	INVOICE AMOUNT
2015/10/16	<u>0209659</u>	TRI-COUNTY AIRPORT AUTHORITY	REGULAR EFT	V001436	ARC26-14	<u>3,675.00</u> PY AIR
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF TRANSPORTATION AT (850) 330-1222						
2015/10/22	<u>0219529</u>	TRI-COUNTY AIRPORT AUTHORITY	REGULAR EFT	V001428	ARC26-15	<u>24,086.26</u> PY AIR
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF TRANSPORTATION AT (850) 330-1222						
2015/12/01	<u>0297907</u>	TRI-COUNTY AIRPORT AUTHORITY	REGULAR EFT	V001901	G0335-1	<u>57,508.89</u> PY AIR
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF TRANSPORTATION AT (850) 330-1222						
2015/12/30	<u>0358399</u>	TRI-COUNTY AIRPORT AUTHORITY	REGULAR EFT	V002316	ARL08-8	✓ <u>91,127.07</u>
FOR ADDITIONAL INFORMATION PLEASE CONTACT: DEPARTMENT OF TRANSPORTATION AT (850) 330-1222						

March. 9th. 2017.
NO QUORUM. --
NO MEETING. --