

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

**“Serving Holmes, Jackson, and Washington Counties”**

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**AGENDA**

**September 12, 2017**

- 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 or Turnout for Rex Lumber Hangar**
  - 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 project 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 Project for 5 years plan**
- e. Drainage (replace pipes/culverts underneath runway, flooding occurring along taxiway and adjacent to runway).**
- f. Replacement of Hangar south of FBO (Directly behind due to flooding).**
- g. New hangar and entrance west of FBO (corporate hangar)**
- h. Additional Box Hangars**

**8. Manager's Report**

**9. General Comments**

**10. Announcements – Next meeting will be October 12, 2017.**

**11. Adjournment**

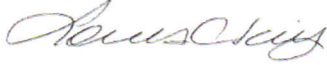


# Memorandum

U.S. Department of  
Transportation  
Office of Inspector General

Subject: **INFORMATION:** Audit Announcement –  
Grant Disbursements and Implementation of  
eInvoicing  
Federal Aviation Administration  
Project No. 17F3015F000

Date: May 1, 2017

From: Louis C. King   
Assistant Inspector General for Financial and  
Information Technology Audits

Reply to  
Attn. of: JA-20

To: Director, Audit and Evaluation

In 2012, the Department of Transportation (DOT) announced a DOT-wide effort to update financial systems, processes, and reporting. The initial phase began with the Federal Aviation Administration's (FAA) Airport Improvement Program (AIP) and the electronic reimbursement or "eInvoicing" of AIP grant disbursements (payments). The AIP is FAA's largest grant program and provides approximately \$3 billion per year to commercial and general aviation airports. Adequate oversight of AIP grant payments is critical to ensure that all available grant funding supports legitimate and intended purposes. Over the past 7 years, two of our audits have identified a combined \$17.8 million in improper payments within the AIP.<sup>1</sup>

We are initiating this audit to ensure FAA is providing adequate oversight of AIP grant funding. Accordingly, our objectives will be to (1) assess whether AIP grant payments are supported and valid and (2) evaluate FAA's implementation of eInvoicing in AIP.

We plan to begin the audit this month and will contact your audit liaison to schedule an entrance conference. We will conduct our work at FAA Headquarters, regional and district offices, and select AIP grantee locations. If you have any questions, please contact me at 202-366-1407 or Kevin Dorsey, Program Director, at 202-366-1518.

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<sup>1</sup> Report Number FI-2011-023, *Improper Payments Identified in FAA's Airport Improvement Program*, December 1, 2010 and Report Number AV-2013-071, *ARRA Lessons Learned: Opportunities Exist for FAA To Further Improve Its Oversight of Airport Grant Payments*, April 18, 2013. OIG reports are available on our Web site: <https://www.oig.dot.gov/>



Thank you for choosing ONE SOUTH BANK!

**Welcome Jaime Fernando Pinto!**

Account (Click for Details)	Balance	Status	Options
ComCkng 0001	37,391.49		Select Option
SmBusChk 0002	20,685.03		Select Option
PubFdNOW 0003	0.10		Select Option
Savings 0004	29.64		Select Option

4 Deposit accounts with a total balance of 58,106.26

You last accessed your One South Bank Online Banking account on Tuesday, September 5, 2017 6:30:36 PM Central Time  
You have accessed One South Bank Online Banking 61 time(s) since Wednesday, September 21, 2016 4:52:05 PM Central Time [Reset this counter](#)

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**Audit**

1 message

**Matthew Grimsley** <mgrimsley@grimsleycavincpa.com>

Thu, Jul 13, 2017 at 10:08 AM

To: "Jaime Pinto (jaimepinto294@gmail.com)" &lt;jaimepinto294@gmail.com&gt;

Jaime,

I need the following as soon as you can get to it in order to continue the audit.

For the following checks, I need a copy of the invoice and draw request along with a copy of the canceled check:

<u>CHECK #</u>	<u>PAYEE</u>	<u>AMOUNT</u>
3174	GULF COAST UTILITY	\$ 15,299.98
3268	GRIMAIL CRAWFORD	\$ 13,971.98
3264	GULF COAST UTILITY	\$ 34,249.91
3266	GULF COAST UTILITY	\$ 190,139.80
3267	GRIMAIL CRAWFORD	\$ 18,834.17

I also need to see a list of all checks and EFT's written or processed after 9/30/2016 – 12/31/2016.

Let me know if you have any questions. You can scan these and email them to me if possible.

Thanks,

**Matt Grimsley**

Grimsley, Cavin &amp; Company, P.A.

Certified Public Accountants

4243 Lafayette Street

Marianna, FL 32446

Ph 850.526.3910

FAX 850.482.6019

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Recommended Revisions to Work Program  
Tri-County Airport

Updated: September 12, 2017

Existing FDOT 6-Year Gaming Report Summary:

FDOT Number	Project Name	Year	FAA	FDOT	Total	Comments
420401-2	Construct a Four-Unit Box Hangar & Taxiway	2016-17	-	\$500,000	\$500,000	Executed in 2016; Project currently underway by Ingenium; \$57,250-- reimbursed for 100% design and permitting through 8/17/17
423618-1	Construct a Five-Unit Box Hangar, Taxiway & Taxiway Lights	2017-18	-	\$500,000	\$500,000	Not executed
423618-2	Construct Access Road to Commercial Hangar Area	2018-19	-	\$350,000	\$350,000	
423618-3	Mill & Resurface Original 4,000' Runway	2018-19	-	\$450,000	\$450,000	
425623-5	Construct Commercial Hangar, Apron & Taxiway	2018-19	-	\$ 85,330 \$718,153	\$803,483	
423621-5	80'x80' Corporate Hangar, Apron & Taxiway	2019-20	-	\$750,000	\$750,000	
425623-6	Construct Commercial Hangar, Apron & Taxiway	2020-21	-	\$750,000	\$750,000	
425623-7	Construct New Maintenance Hangar	2021-22	-	\$750,000	\$750,000	

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**Recommended Revisions to Work Program  
Tri-County Airport**

Updated: September 12, 2017

**Recommended FDOT 6-Year Gaming Report Summary:**

<b>FDOT Number</b>	<b>Project Name</b>	<b>Year</b>	<b>FAA</b>	<b>FDOT</b>	<b>Total</b>	<b>Comments</b>
420401-2	Construct a Four-Unit Box Hangar & Taxiway	2016-17	\$74,430	\$500,000	\$574,430	Executed in 2016; Project currently underway by Ingenium; \$57,250 reimbursed for 100% design and permitting; FAA grant applies to taxiway design only
423618-1	Construct a Four-Unit Box Hangar, Taxiway & Taxiway Lights	2017-18	-	\$310,000	\$310,000	Continuation of hangar and taxiway construction project in 420401-2
TBD	Airport Stormwater Master Plan	2017-18		\$190,000	\$190,000	Prepare airport-wide survey, stormwater master plan and conceptual permit application.
423618-2	Airport Layout Plan Update	2018-19	\$337,500	\$37,500	\$375,000	Provide non-federal 10% match to Airport Layout Plan update
423618-3	Purchase Airport Maintenance Equipment	2018-19	-	\$75,000	\$75,000	Provides for acquisition of airport front-end loader equipment to enable removal of stumps from runway and taxiway safety areas and pavements
TBD	Tree Clearing & Grading	2018-19	-	\$75,000	\$75,000	Provides for clearing of trees and modifying existing grades
425623-5	Design & Construct Hangar, Stormwater, Lighting & Pavement Improvements	2018-19	-	\$718,153 \$697,830	\$1,415,983	Design & construct aircraft hangar with associated stormwater improvements, lighting and pavement improvements. Pavement improvements include new access pavements and isolated improvements to runway longitudinal grade.
423621-5	Construct Hangar, Apron & Taxiway	2019-20	-	\$750,000	\$750,000	Slight revision to project name to ensure eligibility
425623-6	Construct Hangar, Apron & Taxiway	2020-21	-	\$750,000	\$750,000	Slight revision to project name to ensure eligibility
425623-7	Construct Maintenance Hangar	2021-22	-	\$750,000	\$750,000	Slight revision to project name to ensure eligibility



Accounts

AbFrBsCk 0001 6601

Available Balance  
Current Balance

**\$3,137.40**  
**\$3,137.40**



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**Treasurer’s Report**

September 12, 2017.

Bank Accounts: We have at:

Capital City Bank, Projects Grants account.....	= \$	3,137.40
The Fuel Account: One South Bank.....	= \$	20,685.03
CD, from fuel account, used for line of credit.....	= \$	50,000.00
Operating Account: One South Bank... ..	= \$	37,391.49
Total:	= \$	111,213.92

We owed to World Fuel Company as of today:

Invoice pending # 467613 – 3,937 Gal.100 LL ....= \$ 14,314.85

Fuel on hand: Av-Gas – 100 LL	=	3,645.01 Gal.
Jet – A:	=	(6,015.00 Gal.) ? = 2,789.07
Minus Fuel purchased by Rex...	=	-7,086.80 Gal.
Total Jet –A.....	=	- 4,297.73Gal.

Jaime F. Pinto  
Treasurer

**Tri-County Airport Authority**  
**Statement of Revenue & Expense**  
**August 2017**

	Aug 17
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
401 · Federal Grant Rev-FAA	3,037.20
403 · Fuel Income	6,215.37
435 · DOT Project Funds	34,498.58
442 · Hangar Lease Income	6,841.98
<b>Total Income</b>	50,593.13
<b>Cost of Goods Sold</b>	
Part Par Taxiway	-78,699.56
<b>Total COGS</b>	-78,699.56
<b>Gross Profit</b>	129,292.69
<b>Expense</b>	
601 · Utilities	1,272.98
602 · Office Expense	21.05
605 · Garbage Service	100.00
606 · Insurance	8,819.94
615 · Meals & Entertainment	78.54
655 · Repairs & Maint	1,264.74
657 · Commissions	2,904.00
658 · Credit Card Fees	130.04
660 · Legal & Professional Fees	285.00
670 · Telephone	379.71
682 · Auto Expense	385.55
<b>Total Expense</b>	15,641.55
<b>Net Ordinary Income</b>	113,651.14
<b>Other Income/Expense</b>	
Other Income	
Interest Income	1.51
<b>Total Other Income</b>	1.51
<b>Net Other Income</b>	1.51
<b>Net Income</b>	113,652.65