

Jaime

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

“Serving Holmes, Jackson, and Washington Counties”

MEETING MINUTES ~~9-12-17~~ 10-19-17

The Tri-County Airport Authority held a monthly meeting on Tuesday, ~~September 12, 2017~~ ^{OCTOBER 19-2017} at the airport terminal building. Attending were the following members:

Holmes County
Jerry Cooley
Jamie Pinto
Jack Locke
Russell Hood

Jackson County
Dr. Terry Nichols

Washington County
Norman Rich
Alan Williams
Jim Town

Also in attendance was Lee Lewis, P.E. of AVCON, INC. Chairman Cooley called the meeting to order at 6:00 pm. Mr. Town was introduced as a new member of the Authority. The minutes of the August 8 meeting were reviewed and approved. The following agenda topics were also discussed:

- **Financial Report:** Mr. Pinto presented fuel inventories, financial information, and account balances in the Treasurer’s Report and the Manager’s Report. It was noted that the fuel inventory summaries were not consistent between the two reports. Mr. Pinto reviewed the methods used for identifying fuel inventory and indicated the data will be reviewed and corrected.
- **Missing Link Parallel Taxiway:** Once Ingenium has recommended release of retainage, the Authority will owe the contractor (GCUC) retainage withheld. Mr. Rich was scheduled to coordinate with the contractor the following day. He will request the Engineer’s certification of completion from Ingenium and a retainage payment request from the contractor. However, the Authority is ineligible for state grant reimbursement until the 2015-16 audit is submitted and the current grant restrictions are removed by FDOT. It was noted that Ingenium was awaiting as-built and material testing documents from the contractor prior to certifying completion as the standing water in the infield was a concern.
- **Box Hangar/Taxiway Project:** Mr. Lewis indicated that Ingenium recently revised the geometry of the taxiway fillets per FAA comments and was completing the bid documents. The project should not be advertised for bid until the current grant restrictions are removed by FDOT. Ingenium is to provide an opinion of probable construction costs in the next two weeks. This information will be needed to ensure programmed FDOT grant funding is adequate for the construction and professional services costs.

A discussion ensued on the Authority’s best interest in proceeding with bidding and construction and what respective role(s) Ingenium and AVCON will have. Options range from participation by Ingenium exclusively, AVCON exclusively, or involvement by both firms based on a well-defined

delineation of responsibilities. Ingenium will be provided an opportunity to discuss advantages to their continued management of the project through the bidding and construction phases during or prior to the October Board meeting. The Board may then consider a decision on the best course of action to proceed for bidding and construction.

It was also noted that the hangar manufacturer consulted for the project indicated that they cannot provide structural design for the hangar foundation and it was discussed a proposal for structural design may be needed. In the event the approved Ingenium design scope did not include structural design, then a structural design proposal may be warranted. This issue will be discussed in next month's meeting.

- **Rex Lumber Hangar:** This project is on hold pending further information from the tenant.
- **Flooding Along Taxiway, Pond & Building:** AVCON will provide a proposal for a Stormwater Master Plan to explore a comprehensive solution for addressing airport stormwater. Available funding in the current year grant will be determined based on the estimated costs of the box hangar/taxiway project. Mr. Lewis indicated that the scope of the Stormwater Master Plan can be scaled (i.e. Phase 1 versus Phase 2, etc.) depending on the available funds. The project can begin this fiscal year as soon as the work program is updated, the current grant restrictions are removed by FDOT and the FDOT grant is issued. Chairman Cooley noted a small diameter outfall pipe beneath the runway was collapsed; however, it was agreed the pipe replacement should be postponed until the Stormwater Master Plan can identify the recommended future drainage improvements (i.e. pipe size, location, etc.) required.
- **Annual Audit:** The draft audit was submitted for Authority review and response to findings. Mr. Lewis noted that due to the current restrictions on state funding, the audit submittal is the Authority's highest priority. Following a review of the audit findings and proposed Authority actions to improve financial controls through third-party training, Chairman Cooley signed prepared responses provided by AVCON and Mr. Lewis will coordinate those with the audit accountant. The final audit will be coordinated with the FDOT Comptroller as well as the Department of Economic Opportunity who administers special districts. AVCON will coordinate with the accounting firm to ensure a timely start on the 2016-17 annual audit which is due no later than June 30, 2018.
- **Financial Administration Support:** Mr. Town will coordinate with a local accounting firm to provide training with improved processes. A part-time airport employee may also be considered if required to address the financial reporting and reconciliation items identified in the audit.
- **Five-Year FDOT Work Program:** Mr. Lewis provided a summary of the current FDOT funding plan over the next five years as well as several recommended revisions to the plan. Primary revisions included redistributing future funds within the respective year to address the Stormwater Master Plan, the 10% match to federal dollars for the Airport Layout Plan, acquisition of a new maintenance vehicle, corporate hangar development, and tree clearing. Mr. Locke suggested that fence improvements be added to the tree clearing project description. Other potential airport improvements, including replacement of airfield lighting with LEDs and the replacement of an existing hangar, were discussed but will be deferred at this time.

- **Announcements:** The Authority Board meeting is re-scheduled to Thursday, October 19, 2017 at 6:00 pm. Following that meeting, future meetings will resume on the normally scheduled second Tuesday of each month.

The meeting was adjourned at 8:45 pm.

The preceding minutes were prepared by Virgil C. "Lee" Lewis, P.E. of AVCON (850-678-0050; vclewis@avconinc.com) on behalf of Mr. Russell Hood, Authority Secretary. In the event this document contains any misrepresentations or omissions, please notify the author within seven days so that the records may reflect an accurate accounting of the meeting.

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Treasurer’s Report

October 19, 2017.

Bank Accounts: We have at:

Capital City Bank, Projects Grants account.....	= \$	110,553.47
The Fuel Account: One South Bank.....	= \$	12,663.90
CD, from fuel account, used for line of credit.....	= \$	50,000.00
Operating Account: One South Bank... ..	= \$	36,171.38
Total:	= \$	209,388.75

We owed to World Fuel Company as of today:

Invoice pending # xxxxxx – xxxxxGal.100 LL	= \$	14,314.85
Fuel on hand: Av-Gas – 100 LL	=	3,938.37 Gal.
Jet – A:	=	3,014.95 Gal.
Minus Fuel purchased by Rex...	=	- 7,086.80 Gal.
Total Jet –A.....	=	- 4,071.85Gal.

Jaime F. Pinto
Treasurer

Tri-County Airport Authority
Profit & Loss
September 2017

	Sep 17
Ordinary Income/Expense	
Income	
403 · Fuel Income	4,437.80
442 · Hangar Lease Income	5,217.24
Total Income	9,655.04
Cost of Goods Sold	
Part Par Taxiway	3,500.00
Total COGS	3,500.00
Gross Profit	6,155.04
Expense	
601 · Utilities	1,319.39
602 · Office Expense	19.23
605 · Garbage Service	50.00
615 · Meals & Entertainment	104.58
657 · Commissions	1,936.00
658 · Credit Card Fees	77.50
659 · Postage	49.70
661 · Supplies	515.68
670 · Telephone	379.67
682 · Auto Expense	206.15
Total Expense	4,657.90
Net Ordinary Income	1,497.14
Other Income/Expense	
Other Income	
Uncategorized Income	1,500.00
Total Other Income	1,500.00
Net Other Income	1,500.00
Net Income	2,997.14

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TRI-COUNTY AIRPORT AUTHORITY

1983 Tri-County Airport Road, Bonifay FL. 32425

Manager's Report

10/18/2017

1. All hangers are rented. We have 2 shade hangers open. All rent is paid except Dennis O'Leary and Scott Miner.
2. The following is the amount of fuel that we have on hand;

<u>Gallons 100LL on hand;</u>	<u>Totals</u>
Fuel Farm	3,692.20
Truck	246.17
Total 100LL	3,938.37
<u>Gallons JET-A on hand;</u>	<u>Totals</u>
Fuel Farm JET-A	2,594.00
Truck JET-A	420.95
Total	3,014.95
REX	7086.80
<i>Our Balance is</i>	<i>-4,071.85</i>

Clarence E. Bowers,
Airport Manager

TRI-COUNTY AIRPORT AUTHORITY

1983 Tri-County Airport Road, Bonifay FL. 32425

Manager's Report

10/19/2017

1. All hangers are rented. We have 2 shade hangers open. All rent is paid except Dennis O'Leary and Scott Miner. There is a couple more, but I will have those by the end of the month.
2. I will take the charger for the LEKTRO to R & M tomorrow. It may not be repairable.
3. REX is wounding what to do with the Jet-A that he owns. Why don't we offer him \$7,000.00 for it? That's about \$1.00 per gallon. If we had to buy the 4,071.85 gallons of fuel we have already used at today's prices of 2.50 per gallon, that would cost us over \$10,000.00.
4. The following is the amount of fuel that we have on hand as of 1 October 2017;

<u>Gallons 100LL on hand;</u>	<u>Totals</u>
Fuel Farm	4,071.40
Truck	246.17
Total 100LL	4,317.57
<u>Gallons JET-A on hand;</u>	<u>Totals</u>
Fuel Farm JET-A	3,507.00
Truck JET-A	620.95
Total	4,127.95
REX	7086.80
Our Balance is	-2,958.85

Clarence E. Bowers,
Airport Manager

FUEL TRANSAC **NS FUEL FARM**

100 LL			4071.4			79705.00			JET-A			3507			126511		
DATE	ON HAND	TOTALIZER	SOLD	DATE	ON HAND	TOTALIZER	SOLD	DATE	ON HAND	TOTALIZER	SOLD	DATE	ON HAND	TOTALIZER	SOLD		
10/1/2017	4071.4	79705.00	0.00	10/1/2017	3507.0	126511	0.00	10/1/2017	3507.0	126511	0.00	10/1/2017	3507.0	126511	0.00		
10/2/2017	4071.4	79705.00	0.00	10/2/2017	3507.0	126511	0.00	10/2/2017	3507.0	126511	0.00	10/2/2017	3507.0	126511	0.00		
10/3/2017	4071.4	79705.00	0.00	10/3/2017	3507.0	126511	0.00	10/3/2017	3507.0	126511	0.00	10/3/2017	3507.0	126511	0.00		
10/4/2017	4003.5	79772.90	67.90	10/4/2017	3507.0	126511	0.00	10/4/2017	3507.0	126511	0.00	10/4/2017	3507.0	126511	0.00		
10/5/2017	4002.4	79774.00	1.10	10/5/2017	3507.0	126511	0.00	10/5/2017	3507.0	126511	0.00	10/5/2017	3507.0	126511	0.00		
10/6/2017	3951.5	79824.90	50.90	10/6/2017	3507.0	126511	0.00	10/6/2017	3507.0	126511	0.00	10/6/2017	3507.0	126511	0.00		
10/7/2017	3898.5	79877.90	53.00	10/7/2017	3438.0	126580	69.00	10/7/2017	3438.0	126580	69.00	10/7/2017	3438.0	126580	69.00		
10/8/2017	3817.8	79958.60	80.70	10/8/2017	3438.0	126580	0.00	10/8/2017	3438.0	126580	0.00	10/8/2017	3438.0	126580	0.00		
10/9/2017	3817.8	79958.60	0.00	10/9/2017	3438.0	126580	0.00	10/9/2017	3438.0	126580	0.00	10/9/2017	3438.0	126580	0.00		
10/10/2017	3817.8	79958.60	0.00	10/10/2017	3438.0	126580	0.00	10/10/2017	3438.0	126580	0.00	10/10/2017	3438.0	126580	0.00		
10/11/2017	3817.8	79958.60	0.00	10/11/2017	3438.0	126580	0.00	10/11/2017	3438.0	126580	0.00	10/11/2017	3438.0	126580	0.00		
10/12/2017	3817.8	79958.60	0.00	10/12/2017	3438.0	126580	0.00	10/12/2017	3438.0	126580	0.00	10/12/2017	3438.0	126580	0.00		
10/13/2017	3817.8	79958.60	0.00	10/13/2017	3438.0	126580	0.00	10/13/2017	3438.0	126580	0.00	10/13/2017	3438.0	126580	0.00		
10/14/2017	3754.4	80022.00	63.40	10/14/2017	3438.0	126580	0.00	10/14/2017	3438.0	126580	0.00	10/14/2017	3438.0	126580	0.00		
10/15/2017	3754.4	80022.00	0.00	10/15/2017	3438.0	126580	0.00	10/15/2017	3438.0	126580	0.00	10/15/2017	3438.0	126580	0.00		
10/16/2017	3754.4	80022.00	0.00	10/16/2017	3365.0	126653	73.00	10/16/2017	3365.0	126653	73.00	10/16/2017	3365.0	126653	73.00		
10/17/2017	3754.4	80022.00	0.00	10/17/2017	3365.0	126653	0.00	10/17/2017	3365.0	126653	0.00	10/17/2017	3365.0	126653	0.00		
10/18/2017	3687.2	80089.20	67.20	10/18/2017	3365.0	126653	0.00	10/18/2017	3365.0	126653	0.00	10/18/2017	3365.0	126653	0.00		
10/19/2017	3681.7	80094.70	5.50	10/19/2017	3365.0	126653	0.00	10/19/2017	3365.0	126653	0.00	10/19/2017	3365.0	126653	0.00		
10/20/2017	0.0			10/20/2017	0.0			10/20/2017	0.0			10/20/2017	0.0				
10/21/2017	0.0			10/21/2017	0.0			10/21/2017	0.0			10/21/2017	0.0				
10/22/2017	0.0			10/22/2017	0.0			10/22/2017	0.0			10/22/2017	0.0				
10/23/2017	0.0			10/23/2017	0.0			10/23/2017	0.0			10/23/2017	0.0				
10/24/2017	0.0			10/24/2017	0.0			10/24/2017	0.0			10/24/2017	0.0				
10/25/2017	0.0			10/25/2017	0.0			10/25/2017	0.0			10/25/2017	0.0				
10/26/2017	0.0			10/26/2017	0.0			10/26/2017	0.0			10/26/2017	0.0				
10/27/2017	0.0			10/27/2017	0.0			10/27/2017	0.0			10/27/2017	0.0				
10/28/2017	0.0			10/28/2017	0.0			10/28/2017	0.0			10/28/2017	0.0				
10/29/2017	0.0			10/29/2017	0.0			10/29/2017	0.0			10/29/2017	0.0				
10/30/2017	0.0			10/30/2017	0.0			10/30/2017	0.0			10/30/2017	0.0				
10/31/2017	0.0			10/31/2017	0.0			10/31/2017	0.0			10/31/2017	0.0				
TOTAL FUEL SALES THIS MONTH			389.70	TOTAL FUEL SALES THIS MONTH			142.00	TOTAL FUEL SALES THIS MONTH			142.00	TOTAL FUEL SALES THIS MONTH			142.00		