

“Serving Holmes, Jackson, and Washington Counties”

Meeting Minutes: November 14, 2017

The Tri-County Airport Authority (TCAA) held their regular monthly meeting on Tuesday, November 14, 2017 at the airport terminal building. Attending were the following members:

Holmes County
County

Jerry Cooley

Jamie Pinto

Jack Locke

Russell Hood

Jackson County

Dr. Terry Nichols

Washington

Norman Rich

Alan Williams

Jim Town

Also in attendance were Airport Manager Ed Bowers and consultant Lee Lewis, P.E. of AVCON. Chairman Cooley called the meeting to order at 6:05 pm. The Board reviewed minutes of the October 19 meeting and one revision was identified. The minutes, as amended, were approved. The following agenda topics were also discussed:

Financial Report:

- **Financial Report:** Pinto presented fuel inventories, financial information, and account balances. The financials were approved (motion by Dr. Nichols, seconded by Mr. Town).

Consultant Report:

- **Missing Link Parallel Taxiway:** The project has been completed, accepted, and the grant has been closed.
- **Box Hangar/Taxiway Project:** The executed JPA has approximately \$442,750 in state funds remaining for the hangar/taxiway work. This will need to cover the costs of the hangars, the 10% match on the taxilane

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construction costs, and the professional service fees required. To date, Ingenium has collectively received \$131,680 from FDOT and FAA for design. AVCON is reviewing the proposed bid documents and will forward review comments to Ingenium within a week. The major concerns appeared to be some taxiway design concerns, possible fire protection concerns, and lack of details in the design and bidding assumptions. Ingenium offered to review the comments and incorporate revisions to some extent. AVCON has coordinated with FDOT and will be submitting a scope to address any items not otherwise addressed by Ingenium.

The Authority suggested the use of bi-fold doors similar to the doors currently performing well at the airport. **Mr. Locke motioned to replace the four 54 ft-wide box hangar with five smaller box hangars fitting within the proposed building footprint.** Mr. Williams seconded and the motion carried to include this revision in the bidding documents.

Funding Plan: With exception of the executed JPA (\$442,750 remaining), FDOT has indicated no new construction grants will be executed until the Airport Master Plan Update is completed. The Authority supported a general funding plan that applies approximately \$300,000 of the pending \$500,000 FDOT grant to the Master Plan Update. This will be supplemented with approximately \$100,000 of federal funds. The remaining \$200,000 of the FDOT grant will be applied to a concurrent Stormwater Master Plan. Chairman Cooley signed a pre-application for federal funds which budgets \$100,000 for the Master Plan Update and \$197,200 for the taxiway construction for AVCON to coordinate with FAA. The pre-application is a requirement for budgeting future federal funds, but does not obligate the FAA nor the Authority at this time. If the ultimate application is approved, then the funds would be made available in the late summer of 2018.

DBE Liaison Officer: Mr. Lewis noted that he received a copy of an email from the FAA Civil Rights Office and will confirm whether any DBE reports are required. However, the office needs a new Authority contact. Mr. Rich agreed to be the designated DBELO for the Authority and indicated that any correspondence received or related to the DBE program would be forward to AVCON for consideration.

FAA AIP Grant Oversight Risk Assessment: Mr. Town prepared a draft letter requesting additional time from FAA which was slightly revised by Mr. Lewis. Mr. Lewis indicated the FAA suggested the letter be submitted so they can

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have an instrument to respond to and they can consider issuing additional time to respond. Mr. Town was to send the revised draft letter to Mr. Rich so the it could be formally submitted to FAA.

Website Project Update Support: Mr. Lewis noted that some nominal level of effort can be included in the proposed project scopes to allow the Authority to maintain updated project information on the Authority's website.

Mr. Town's Report:

- **Accounting Processes:** The new accounting system should be able to generate monthly invoices for hangar rentals. The CPA is reformatting the profit-&-loss report and balance sheet to provide better detail monthly. Mr. Town noted that FAA and FDOT funds will be kept separately to facilitate auditing. Mr. Town will work with One South Bank to establish accounts such that funds are not co-mingled. It was noted that the fuel revenues are currently mingling with the hangar rental revenues; the figures are kept separated only by a notebook maintained by Mr. Bowers.
- **Credit Card Payments:** The machine used by Mr. Bowers to process fuel sales by credit card is antiquated and a new machine should be provided. It was noted that there are some nominal fees for accepting payment by credit card and that the use of credit cards should be discouraged for hangar rental payments. It was suggested that hangar tenants be given the option to pay the fee on the invoice if they opt to use a credit card. It was also noted that Brenda does not have a credit card machine.
- **Sales & Use Tax:** The tax of 7% (6% state + 1% local) is applicable to commercial leases. This information is being compiled for the past year of hangar rentals and will be filed with the state shortly.
- **Website Compliance:** The website is being updated by Ignite for compliance with public disclosure requirements.
- **Legal Counsel:** The law firm of Nabors, Giblin and Nickerson has agreed to reduce their retainer amount from \$25,000 to \$10,000. However, this fee limit may need to be increased in the future depending on the work

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required. A discussion on the liability of individual board members ensued and Mr. Town noted that the Board members are each individually protected so long as the Board follows all laws and by-laws. For added protection, the Board discussed requesting the respective counties to add their board representatives as volunteers under the County's coverage. **A motion was made by Jim Town to contract with Nabors, Giblin and Nickerson for a fee not-to-exceed \$10,000 to assist with updating by-laws, procurement processes, etc. to ensure statutory compliance.** Locke seconded and the motion was approved.

- **Ethics Training:** Town explained that Authority members are bound to operate under Florida "sunshine laws," which require four hours of annual ethics training. He noted that a course was available to meet this requirement at the Bay County library on December 13. **A motion was made by Mr. Rich to reimburse Board members for their registration costs to meet this requirement.** Mr. Town seconded and the motion was approved.

Old Business:

- **2016-17 Audit:** The accountant is on track to provide final financial information for FY2016-17 to auditor in January. The CPA selected for the audit last year (Grimsley, Cavin & Company) presumably has a typical three-year agreement. The duration of their agreement should be confirmed.

New Business:

- **Board Member Update:** Mr. Williams stated that the Board should have received notice from Washington County that he was approved to serve on the Authority. Dr. Nichols will coordinate with Jackson County to recommend Kim Shear as a candidate to serve on the Board.

Manager's Report:

- **Security Plan:** Mr. Bowers noted that David Roberts requested the airport security plan be updated by February. Bowers will provide AVCON with data files from prior Security Plan to review and provide recommendations.

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- **Airport Inspection:** Bowers stated that the airport inspection by FDOT last June identified a number of items to be addressed, including approximately 4-5 trees to be cleared. Additionally, the runway markings need to be cleaned, the height of natural grade should be lowered, and several additional items. Several items are reportedly due to non-precision instrument approaches with reduced minimums/ceilings established for the runway. AVCON to check with FAA on options for requesting a waiver, modifying the minimums, etc.

General Comments:

- **Administration Reimbursement:** Lewis confirmed that grant administration will be eligible for reimbursement provided that the Authority tracked through some type of log the detailed time and tasks specifically applied to grant administration. This type of reimbursement will likely be subject to scrutiny before reimbursement is approved, so detailed records will be required.
- **Treasurer Resignation:** Pinto submitted a letter to Chair Cooley declaring his resignation from the Authority effective November 15, 2017. He subsequently indicated that he would assist the Authority in transitioning and would be available with reports in December. He would further work with Brenda to provide bank access usernames and passwords and will provide her his P.O. Box (#756) key.

Announcements:

- **Next Meeting:** The Authority Board meeting is scheduled for Tuesday, December 12, 2017 at 6:00 pm.

The meeting was adjourned at 7:50 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.