

“Serving Holmes, Jackson, and Washington Counties”

Meeting Minutes: December 12, 2017

The Tri-County Airport Authority (TCAA) held their regular monthly meeting on Tuesday, December 12, 2017 at the airport terminal building. Attending were the following members:

<u>Holmes County</u>	<u>Jackson County</u>	<u>Washington County</u>
Jerry Cooley	Dr. Terry Nichols	Norman Rich
Jack Locke		Jim Town
Charles Aronhalt		

Also in attendance were Airport Manager Ed Bowers, Roy Brooks, Ross Ferland, Bryan Thompson CPA, and airport consultant Lee Lewis, P.E. Chairman Cooley called the meeting to order at 6:04 pm. The Board reviewed minutes of the November 14 meeting. Approval of the minutes was motioned by Mr. Town, seconded by Mr. Rich, and approved. The following agenda topics were also discussed:

Financial Report:

- Town presented a review of financial information, including the balance sheet and revenue/expense statement through September 30.

Airport Manager Report:

- Bowers indicated the airport has four shade hangars available with all other hangars occupied. There are outstanding rent payments owed by O’Leary, Miner, and Ruic. Ruic is four months behind in rent payment.

Tenants paying rent on an annual basis receive one month at no charge. Some tenants are not including sales tax with their payments.

- A new battery charger and 6-volt battery are needed for the tug.
- Bowers reiterated there is a need to clear approx. a half-acre of trees north of the runway and a handful of trees west of the runway per the FDOT inspection report. The consensus of the Board was to preserve the existing RNAV approach when considering the tree clearing scope.
- An update to the Airport Security Plan is due to Mr. David Roberts at FDOT Central Office no later than February. Mr. Bowers will incorporate required edits and provide to AVCON for review.
- An update on the fuel volumes was provided. Mr. Bowers noted that the JetA won't pump once the volume drops below approx. 1,500 gal. Currently the airport has approx. 1,950 gallons of JetA, so additional JetA needs to be ordered. The capacity of the existing Avgas tank is 10,000 gal and the Jet A tank is 12,000 gal.

Capital Project Update:

- **Box Hangar/Taxiway Project (FDOT 420401-2):** AVCON provided review comments to Ingenium on November 20. 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 project is anticipated to be advertised for construction by the summer to coincide with the availability of FAA grant funds for the taxiway construction. The current FDOT grant has \$442,750 remaining to apply towards the 10% match on taxiway construction by FAA, professional services, with the remaining—estimated to be approximately \$317,000—budgeted for hangar construction.
- **Airport & Stormwater Master Plan Update (FDOT 423618-1):** Lewis reminded the Board that no new construction grants (beyond the hangar project and this project) will be executed by FDOT until the Airport Master Plan Update is completed, which is scheduled under the pending grant. He presented a revised funding strategy that applies FAA funds over the next few years towards the Airport Master Plan. Because future

FDOT funds may be suspended for an unspecified period, this strategy will free up funds under the pending grant (\$500,000) to be allocated to additional airport needs, such as updating the DBE Plan, updating the Airport Security Plan, and addressing other airport requirements identified in the most recent airport inspection. The Airport Master Plan and Stormwater Master Plan scopes are being prepared and are anticipated to start in the March timeframe subject to FAA and FDOT review and concurrence of scope and fee.

Mr. Lewis requested Board concurrence to proceed with the revised funding strategy and presented two action items for Board consideration:

- Revise the FAA pre-application to request \$249,142 in federal dollars for the Airport Master Plan in lieu of the \$100,000 previously requested. Funds would be made available in the late summer of 2018. Dr. Nichols moved for approval and Mr. Locke seconded the motion. The Board unanimously approved the revised request.
- Request FDOT issuance of the FDOT grant (423618-1) to fund the Master Plan Update, Stormwater Master Plan and other tasks identified above. Locke motioned approval to request the grant, seconded by Mr. Town, and the motion was approved unanimously.

Old Business:

- **Accounting System & Hangar Invoicing:** Town noted that the software being used by the parttime accounting staff (i.e. Administrative Assistant) is now “talking to” the software used by the Authority’s CPA which will simplify record-keeping. He noted that hangar rent invoices are to be distributed to tenants shortly and will now include “statement billing” which indicates any outstanding amounts owed.
- **Compliance Efforts:** Town noted that several members of the Board attended an ethics training course. Work on updating the Authority’s legal documents was proceeding by the contracted law firm, as well as work on the Authority’s procurement processes. The website is also being updated in accordance with regulatory compliance requirements.
- **DBE Liaison Officer:** Lewis noted the FAA Civil Rights Office needs a new Authority contact. Mr. Rich agreed to be the designated DBELO for

*May be changed at the meeting prior to adoption

the Authority and indicated that any correspondence received or related to the DBE program would be forward to AVCON for consideration. Dr. Nichols motioned to approve Mr. Rich as the DBE Liaison Officer (DBELO). The motion was seconded by Mr. Town and approved unanimously.

- **FAA AIP Grant Oversight Risk Assessment:** 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 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.
- **AIP Grant Oversight Risk Assessment:** Rich offered to coordinate the letter prepared by Mr. Town with the FAA. The letter will request additional time to confirm compliance on all items listed on the FAA form. It is anticipated FAA will extend the deadline, but a request is required.

New Business:

- **Audit Review:** Mr. Thompson indicated the records for Fy2016-17 will be to the audit company by December 31. He indicated that the statement of operations in the financial reports will include additional columns to delineate funds through individual grants. He requested Mr. Lewis provide his summary of the FAA and FDOT grant receipts over the fiscal year to confirm the records.
- **Treasurer & Assistant:** Town offered to serve as Treasurer for the remainder of the fiscal year, but would like for another Board member to assume duties in FY2018-19. He suggested Ms. Kim Sherer serve as Assistant Treasurer for this year, provided Jackson County confirms her as a member of Authority. He provided a written resolution to this effect that was motioned for approval, seconded, and passed unanimously.
- **Bank Account Signatories:** A motion was made by Mr. Town to approve a proposed resolution naming the Chair, Vice Chair, Treasurer, Assistant Treasurer, and Secretary as signatories to the Authority's banking

accounts. Following a second by Dr. Nichols, the motion was approved unanimously.

- **Delegated Financial Authorities:** A proposed resolution was provided by Mr. Town identifying check authorization limits for budgeted items by Board members as follows:

o Chairman & Vice Chair up to \$1,000 o Treasurer, Assistant Treasurer & Secretary up to \$ 750 o Administrative Assistant up to \$ 500

Two signatures are required on all checks greater than \$1,000 and for all non-budgeted expenses. Checks should normally be signed by the Treasurer and Chairman. It was clarified that an aggregate of invoices by a single vendor exceeding the noted limits is authorized provided that none of the invoices exceeds the individual invoice limit. A motion to adopt this resolution was made, seconded and passed unanimously.

- **Petty Cash Considerations:** A motion was made to establish a \$100 petty cash fund for the Airport Manager and the Administrative Assistant to facilitate day-to-day operations. The motion carried unanimously.
- **Rex Fuel Inventory Buy-out:** The Authority currently shows an inventory of 6,242.80 gallons belonging to Rex Lumber. Due to financial and other potential risks involved in storing fuel for others, the general consensus is to buy the remaining balance of fuel owed and refrain from advance purchases in the future. Mr. Locke will explore the disposition of Rex Lumber on a proposed purchase of the remaining balance.
- **Hangar Rental Administration:** A general discussion was held on establishing defined grace periods for late hangar rental payments. The law firm is reviewing and updating the lease agreement to ensure compliance with applicable provisions, clarify tenant obligations for payment, and details for enforcement.

Announcements:

- **Next Meeting:** The Authority Board meeting is scheduled for Tuesday, January 9, 2018 at 6:00 pm.

The meeting was adjourned at 8:12 pm.

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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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