

“Serving Holmes, Jackson, and Washington Counties”

Meeting Minutes: January 9, 2018

The Tri-County Airport Authority (TCAA) held their regular monthly meeting on Tuesday, January 9, 2018 at the airport terminal building. Attending were the following members:

Holmes County

Jerry Cooley

Jack Locke

Chuck Aronhalt

Jackson County

Dr. Terry Nichols

Washington County

Norman Rich

Jim Town

Frank Acuff

Allen Williams

Also in attendance were Airport Manager Ed Bowers, Tammy Margerum, Brenda Wilson and airport consultant Lee Lewis, P.E. Chairman Cooley called the meeting to order at 6:05 pm. The Board reviewed minutes of the December 12 meeting. ***Approval of the minutes was motioned by Mr. Rich, seconded by Mr. Aronhalt, and approved.*** The following agenda topics were also discussed:

Financial Report:

- Town presented a review of the Authority’s financial information, including the Treasurer’s Report, balance sheet and revenue/expense statement through December 31 in an updated format for the Authority. The “Project Grants” account currently shows a \$4,637.40 balance which is being reconciled. A “Construction in Progress” line item balance will also be distributed to proper accounts once confirmed; it appears to be funds related to the completed parallel taxiway link project.
- His report also included new reports for fuel sales, past due accounts, as well as a first draft for a proposed 2017-18 budget. Fuel inventory will need to be revised to a “first-in, first-out” accounting basis. Bill paying is

*May be changed at the meeting prior to adoption

now on a weekly basis. The contracted CPA firm is working to get the 2016-17 financial information reconciled and to the auditor.

Airport Manager Report:

- Bowers presented a quote of \$3,988.75 for new batteries and new charger needed for the airport's tug. These costs seemed relatively high and Mr. Acuff offered to assist in seeking alternatives for purchasing the 6-volt batteries. Mr. Lewis offered to check whether the equipment could be considered eligible for the grants funds in the pending grant (this item later was confirmed ineligible by FDOT). ***A motion was made by Dr. Nichols to purchase necessary batteries and a charger for an amount not-to-exceed the quoted amount. Mr. Williams seconded and the motion was approved.***
- Bowers reiterated there are numerous items to be completed prior to the state inspection. Approximately a half-acre of trees north of the runway and a handful of trees west of the runway need to be cleared per the FDOT inspection report. Mr. Lewis indicated the Authority can obtain quotes in lieu of bidding the work for projects under \$35,000 when state funds are utilized. He added that Hi-Lite Markings is preparing a quote on cleaning the runway markings.
- A discussion on an offer received by Commissioner Music involved some debate on the location of the earthwork removal was to occur: from the infield pond area adjacent to the runway or to allow jet access to the corporate hangar. This will be clarified for future consideration.

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. No response to date. Lewis reviewed with FDOT the \$1,500 structural engineering invoice received by the Authority. He indicated FDOT would consider reimbursement with submittal of the executed task order, invoice, proof of payment, and deliverables. ***Mr. Rich motioned to approve payment on the invoice, Dr. Nichols seconded, and the motion carried.***

- Airport & Stormwater Master Plan Update (FDOT 423618-1): 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. As the Authority intends to utilize a portion of the grant funds to address the tree clearing, runway markings, and security plan, Mr. Lewis presented a necessary resolution which revises the name of the project for the FDOT grant to include these items. ***A resolution to this effect was provided for Chair Cooley's signature and Dr. Nichols motioned to approved. Mr. Town seconded, motion carried.***

Old Business:

- Rex Fuel Inventory Buy-out: The Authority currently shows an inventory of 6,242.80 gallons owned by Rex Lumber. To facilitate inventory and recordkeeping, ***Town motioned to negotiate the buy-back of the remaining balance owned by Rex Lumber at the price originally paid or the current fuel price. Mr. Locke seconded, motion carried.*** Mr. Rich will coordinate with representatives from Rex Lumber.
- DUNS/SAM Accounts: The airport DUNS number has been confirmed and the SAM number is now registered. The SAM registration is required to accept federal grant funds and the Authority is now an approved grantee. Mr. Town noted the registration technically allows the Authority to be a vendor for the military.
- The CPA is updating formatting financial recordkeeping for future reports. New bank signatories have been updated with the banks. Mr. Rich is now confirmed as the DBE Liaison Officer (DBELO). The letter to the FAA requesting additional time for the FAA AIP Grant Oversight Risk Assessment was ready to be submitted.

New Business:

- Bylaws Review Committee: Mr. Town indicated lawyers working on the draft bylaws are anticipating a submittal by January 25. A committee of Mr. Town, Mr. Locke, Mr. Rich, Mr. Acuff, and Dr. Nichols will review and provide any suggested revisions for Authority consideration and approval.

- Authority Membership: Mr. Town discussed an updated list of the staggered terms for each member of the Authority along with the respective term ending for each. Russell Hood will be retiring from the Authority and Ms. Kim Scherer is under consideration in Jackson County.
- Airport Manager Agreement: Mr. Town shared the CPA's opinion that Mr. Bowers is not considered a contract employee. They recommended Mr. Bowers' services be structured as a services contract. A draft agreement will be developed and brought back to the Board.

Announcements:

- Next Meeting: The Authority Board meeting is scheduled for Tuesday, March 13, 2018 at 6:00 pm.

The meeting was adjourned at approximately 8:00 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.