

“Serving Holmes, Jackson, and Washington Counties”

Meeting Minutes: February 13, 2018

The Tri-County Airport Authority (TCAA) held their regular monthly meeting on Tuesday, February 13, 2018 at the airport terminal building. Attending were the following members:

<u>Holmes County</u>	<u>Jackson County</u>	<u>Washington County</u>
Jack Locke	Dr. Terry Nichols	Norman Rich
Russell Hood	Scott Birge	Jim Town
Chuck Aronhalt	Tommy Leuenberger	Frank Acuff
	Kim Shierer	Allen Williams

Also in attendance were Airport Manager Ed Bowers, Authority Admin Assistant Brenda Wilson and airport consultant Lee Lewis, P.E. Chairman Locke called the meeting to order at 6:04 pm and welcomed the Authority’s three new members from Jackson County: Kim Shierer, Scott Birge, and Tommy Leuenberger. The Board reviewed minutes of the January 9 meeting. ***Approval of the minutes was motioned by Mr. Aronhalt, seconded by Treasurer Town, and approved.*** The following agenda topics were also discussed:

Financial Report:

- Treasurer Town indicated the Authority is financially solvent and presented a review of the Authority’s financial information, including the Treasurer’s Report, P&L, balance sheet, past due accounts, and fuel

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sales through January. The CPA submitted FY2016-17 financials to the auditor on February 2; no response yet.

- noted the Citation jet has moved into the airport and jet fuel sales are anticipated to increase. 100LL price was increased in January the gross profit per fuel type was reviewed.
- The FY2017-18 budget was prepared based on limited historical information.
- Upon completion of the updated website, all Authority information including budget, agendas, minutes must be posted to the website.
- Treasurer Town noted some annual hangar rent paid is paid at beginning of term which skews the P&L summary; this will normalize over the remainder of the year and these types of payments will be accounted for monthly in future years. The financial reports have a few items remaining to be reconciled to ensure costs are accounted for under the correct categories. ***A motion was made by Treasurer Town to approve the financials as presented with the pending adjustments. Mr. Rich seconded and the motion was approved.***

Airport Manager Report:

- Bowers reminded everyone that the FDOT will be inspecting the airport on March 8. The primary items of concern include trees and embankment to be cleared and the poor condition of certain pavement markings. The Airport Security Plan was submitted to FDOT and they have acknowledged receipt.
- Bowers noted that the batteries and charger for the tug were located at a cost approximately \$1,500 less than the amount previously approved.
- Jim Motley is estimating \$500 to repair the rotating beacon and \$2,200 to repair the runway lighting problems. ***A motion was made by Mr. Acuff to approve up to \$3,000 for the needed repairs. Mr. Aronhalt seconded and the motion was approved.***
- A discussion ensued on whether the airport manager should be compensated additionally for weekend calls. With consideration of a future "call-out" fee, a committee was formed to coordinate with the

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tenant commonly associated with these types of calls. The Committee will include Mr. Williams, Mr. Rich, and Mr. Bowers and will return to the Board with recommendations.

- The Citation aircraft requires Prist anti-icing additive to Jet A fuel. It was agreed the airport should sell the additive by the can and apply during fueling activities in lieu of purchasing it pre-mixed.

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.
- Airport & Stormwater Master Plan Update (FDOT 423618-1): The grant for the Airport Master Plan and Stormwater Master Plan will earmark a portion of the funds to address the tree clearing and runway markings. Mr. Lewis distributed a copy of the scope to be referenced in the \$500,000 grant and suggested the Authority conditionally approve the grant for the Chair's signature to expedite the various airfield safety improvements. State regulations prohibit work being reimbursed under the grant if it is performed prior to the grant being executed. ***A motion was made by Mr. Acuff to approve the FDOT grant (JPA 423618-1) subject to the amount and description being consistent with the information coordinated. Mr. Williams seconded and the motion was approved.***
- Lewis will call David Roberts, FDOT inspector, to provide an update on the imminent plans for tree clearing and runway markings.

Old Business:

- Rex Fuel Inventory Buy-out: Rex Lumber prefers the Authority buy back the remaining 6,242.8 gallons of Jet A pre-purchased. Their records of remaining inventory differed from Authority records and these figures are being audited. A line-of-credit may be considered to complete the buy-back and this amount would be paid back over 12 months.
- FAA Oversight Form: Mr. Rich confirmed the letter prepared requesting additional time was submitted to FAA. A response from FAA is pending.

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- Airport Management Agreement: A discussion regarding the preferred arrangement for the airport management position was conducted. The airport manager works for the Authority under the supervision of the Chair. The hours of operation required for this position appear to exceed the Authority's ability to pay for it. Mr. Williams noted that Mr. Bowers operates a separate mechanics business on the field and expressed concerns over potential liability by the Authority. ***A motion was made by Mr. Acuff to request a legal opinion on the liability issues associated with Mr. Bowers performing independent mechanic work during airport operating hours. Mr. Birge seconded and the motion was approved.***

New Business:

- Bylaws Review: A workshop will be held prior to the March 13 Board meeting to review the draft by-laws.
- Board Credit Policy: A discussion on payments by credit card was conducted, including discussion of a 3% fee on credit card purchases. A discussion on an applicable policy was tabled for future discussion. A tenant requested credit for \$2,600 in fuel sales and rent due. ***A motion was made by Mr. Acuff not to extend credit for amounts due. The motion was seconded and approved.***

Announcements:

- Next Meeting: A Board Workshop to review updated by-laws is scheduled for Tuesday, March 13, 2018 at 5:00 pm, with the regularly scheduled Authority Board meeting to immediately follow at 6:00 pm.

The meeting was adjourned at approximately 8:20 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.