

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

**“Serving Holmes, Jackson, and Washington Counties”**

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**Workshop Minutes**  
**Tuesday, March 13, 2018, 5:00 p.m.**

1. Call To Order – The Workshop was called to order by Chairman Locke at 5:15 p.m. and a quorum was established with 9 of the 12 serving Members present as follows:

**Holmes County**

Jerry Cooley\*  
Russell Hood  
Chuck Aronhalt  
Jack Locke

**Jackson County**

Dr. Terry Nichols  
Scott Birge\*  
Tommy Leuenberger  
Kim Shierer\*

**Washington County**

Norman Rich  
Jim Town  
Frank Acuff  
Allen Williams

\*Absent

2. Invocation
3. Introduction of Guests – Tyler Porter, a hangar tenant, was in attendance.
5. Review of draft Bylaws – Treasurer Town

a. The Bylaws draft was reviewed page by page with the following changes inserted, in addition to the highlighted changes by Treasurer Town:

Page 3, Sec 2. a.: changed election of officers from July to September so that officer terms run with the fiscal year commencing each October 1<sup>st</sup>, and change throughout the document.

Page 12, Sec 1: leave the statutory reports as shown and they will be itemized in the Policy and Procedures Manual to be developed later, but add the annual ethics 4-hour class to the list.

Annotated copy added to the regular meeting agenda.

6. Review of draft Procurement Policy – Treasurer Town

a. The Purchasing Policy was reviewed page by page with the following changes inserted in addition to the highlighted changes by Treasurer Town:

Page 5, Sec 3.1.: Change Tier 2 to require quotes for items \$500.00 to \$19,999.99.

Page 6, Sec 3.2. B 2.: Change so that 1 quote is required from \$500.00 up to \$2,000.00 and then 3 quotes to the Tier 2 limit of \$19,999.00. Change Approval

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to “Board” for any purchases greater than \$1,000.00. Less than \$500 is within any officers’ delegated signature authority for his/her budget lines.

Page 7, Sec 3.3. C: Add “any officer having budget line jurisdiction”.

Page 7, Sec 3.4 A.: add purchase orders always required for purchases greater than \$2,000.00.

Page 25, Sec 9. (B): Change travel and entertainment approval threshold to \$1,000.00.

Annotated copy added to the regular meeting agenda.

7. Distribution of draft Hangar Lease Agreement – Treasurer Town reminded members to review and will be on the agenda at the next monthly meeting on April 10, 2018.
8. Other organization document topics – Treasurer Town/Chairman Locke: None.
9. Adjourn. There being no other business, the Workshop was adjourned at 6:55 p.m.

**Regular TCAA Monthly Meeting Agenda**  
**Tuesday, March 13, 2018, Following Workshop**

1. Call to Order. The meeting was called to order by Chairman Locke at 7:00 p.m., with a quorum of 9 of 12 serving members present.

**Holmes County**  
Jerry Cooley\*  
Russell Hood  
Chuck Aronhalt  
Jack Locke

**Jackson County**  
Dr. Terry Nichols  
Scott Birge\*  
Tommy Leuenberger  
Kim Shierer\*

**Washington County**  
Norman Rich  
Jim Town  
Frank Acuff  
Allen Williams

\*Absent

2. Approval of Minutes: February 13, 2018 and February 23, 2018. Upon motion by Member Nichols and second by Member Rich, the minutes for the meetings of February 13, and February 23, 2018 were approved unanimously as submitted.

3. Financial Report – Treasurer Town provided handouts showing that the Authority has a total of \$128,541.25 in the bank accounts with \$1,692.00 in payables that will be disbursed this week.

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a. Monthly and YTD Financials show that the Authority has an operating profit of \$2,876.99 for February and of \$5,371.56 YTD (5 months).

b. Hangar Rental Report shows a monthly billing of \$9,260.00 (\$111,120 annualized) as compared to the approved budget of \$93,600.00, so unless there are unexpected vacancies or an increase in uncollectible rents from tenants, the budget may be exceeded. A new “wait list” is being developed and presently #27 is the only hangar available. Currently a total of \$2,718.43 in hangar rentals is older than 60 days past due and mostly relates to the same 3 tenants, who have received notices citing the FL Statute about legal steps for the Authority. It is the Treasurer’s intent to send the appropriate “Demand For Payment Letter” based upon legal counsel guidance and commence the aircraft lien process.

c. Audit Report Completion Date Update. The CPA reports that he is following the audit process and recently received additional requests for information that he is researching, but may need assistance from the Authority files, i.e., copies of any grants received from Oct 1, 2016 to Sept 30, 2017. Treasurer Town will have the list tomorrow and coordinate with Brenda Wilson. Also, when the requested materials are returned to the auditor, Treasurer Town will call to make sure the auditor understands that we expect the audit report well in advance of the June 30<sup>th</sup> deadline for filing with the Auditor General.

4. Airport Operations Report.

a. Summary of March 8<sup>th</sup> FDOT Inspection – Chairman Locke/Member Rich. In summary, the Authority still has significant work to complete by clearing the aircraft approach and departure slope angles of obstructions, primarily trees, refurbishing the runway markings for better visibility, and having the slope obstacles on adjacent property not controlled by the Authority inspected and officially noted in the appropriate airport directories and other regulatory publications as existing off the airport property even though they may exceed slope requirements. Having the slope obstructions in wetlands where they cannot be removed/trimmed and off airport slope obstructions officially recognized will eliminate them appearing on the periodic inspection reports as recurring deficiencies. Both Chairman Locke and Member Rich are under the impression that FDOT will renew the Airport License with noted deficiencies.

b. Status of Tug – Member Rich reported that the tug is operational after replenishing the battery water and Member Acuff reported he will deliver the new charger to Member Rich and that will result in longer battery life and sustained charges.

c. Status of Fuel Operations – Treasurer Town reported that the Authority has sold 3,317.97 gallons of Jet A and 2,744.89 gallons of 100 LL gasoline during the initial 5 months of the FY, but the gross profit per gallon is jumping around due to historic totalizer records, so YTD the Authority is making a gross profit of \$1.0137/gallon on Jet A and \$.6691 on 100 LL, and we should be making at

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least \$1.00 on each. This issue should go away in future months, but the YT results may carry a lesser gross profit all year.

5. Capital Project Update. Chairman Locke reported he had signed the grant application for the airport master plan and they are at FDOT for review.

6. Old Business.

a. Update on Airport Manager Recruiting - Chairman Locke reviewed discussions with the Holmes County Board of County Commissioners and County Administrator regarding existing and planned county personnel policies and procedures, and it's Chairman Locke's recommendation that the Authority go forward with a direct hiring of the airport manager.

b. Rex Fuel Inventory Buyout Update – Treasurer Town reported that he has not yet resolved the discrepancies between the Rex spreadsheet and the Authority records and will try to do that before the next meeting.

c. Rental Deferral Period For Bowers Family – Upon motion by Member Acuff and second by Member Williams, the Board unanimously adopted a three (3) month no rental period for the estate of Ed Bowers for April, May, and June to provide the family time to sell the airplanes and other items currently in the hangars. It was noted that the widow Mary Bowers has placed locks on the hangars and the Authority has had no access since February 20, 2018.

d. Filling Vice Chair & Secretary Positions. Member Nichols consented to serve as Vice Chair and upon motion by Member Acuff and second by Member Williams, Dr. Terry E. Nichols was unanimously elected Vice Chair to serve until new elections in September. It is undetermined if Member Shierer will consent to serve as Secretary, and she is the preferred choice but was out of town and not at the meeting, so the Board deferred a nomination for that position.

7. New Business.

a. Upon reviewing the list of future domains for the mandatory website, the Board consensus was “www.tricountyairportfl.com”, with a second preference for “w.www.tricountyairportflorida.com” and recommended that the Authority have a primary site and two back-up name reservations for future use.

b. After reviewing the proposed ad for the Airport Manager position, Member Williams volunteered to be a telephone contact if people wanted to know more details. Chairman Locke suggested a screening committee to review applications, and Members Acuff, Leuenberger, and Williams volunteered to be the committee. Treasurer Town is to provide the committee members a copy of the final ad and the complete job description and arrange publication through March 30<sup>th</sup> in the

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Holmes County Times Advertiser, the Washington County News, and the Jackson County Floridan, as well as the Dothan Eagle and the Panama City News Herald.

c. Upon motion by Treasurer Town and second by Vice Chair Nichols, the Board unanimously voted to approve the annotated Bylaws and send them to Attorney Encinosa for final review and return the adoption set for Board action next month.

d. Upon motion by Treasurer Town and second by Member Williams, the Board voted unanimously voted to approve the annotated Procurement Policy and send them to Attorney Encinosa for final review and return the adoption set for Board action next month.

e. Treasurer Town reported that after 3 calls he has located a company in Southport that does tank and pump maintenance and repairs for fuel storage and dispensing facilities, and he has requested a quote to drain the main tank sumps, and then provide a written quote for additional work needed on the piping, valves, hoses, etc. Chairman Locke has already had the facility pressure washed. There are no records when the sumps were last drain so that is a matter of priority.

8. Public Comments. Hangar tenant Tyler Porter keeps his Citation Jet in the original main hangar and is one of the primary customers for Jet A. He reported that the TCAA prices for Jet A are higher than other fields, even after applying the \$.20/gallon tenant discount. Also, he offered to prepay a certain amount on SiteMinder or to the Authority for a better pricing structure. Treasurer Town is to check with SiteMinder to see if they can hold a prepay and apply special pricing rather than the \$.20/gal discount format and report back. Chairman Locke reported that the Porter hangar will be painted inside during the period March 20<sup>th</sup> to 26<sup>th</sup>. Tenant Porter also paid the \$2.40 deficiency on his account as \$2.50 and will receive a \$.10 discount on the next rent invoice.

9. Next Meeting: The next meeting will be Tuesday, April 10, 2018, at 6:00 p.m.

10. Adjourn. The meeting was adjourned at 8:30 p.m.

These minutes were prepared by Treasurer Town in conjunction with Secretary Hood and when subsequently approved by the Board, will be signed by Secretary Hood and placed in the TCAA Board files.

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Russell Hood, Secretary

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Date