

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

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

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**Regular TCAA Monthly Meeting Agenda**  
**Tuesday, 6:00 p.m., April 10, 2018**

1. Call to Order – Chairman Locke called the meeting to order promptly at 6:00 p.m. with Members Jerry Cooley and Scott Birge absent, but a quorum was established with the 10 members listed below:

**Holmes County**

Russell Hood  
Chuck Aronhalt  
Jack Locke

**Jackson County**

Thomas Leuenberger  
Kim Shierer  
Terry Nichols

**Washington County**

Jim Town  
Norm Rich  
Frank Acuff  
Alan Williams

2. Approve Agenda. Upon Motion by Member Williams and second by Member Acuff, the agenda was approved unanimously with the following additions:

Item 8. New Business.

- d. Update on instrument approach NOTAM – Member Rich
- e. Airport Hours of Operation – Chairman Locke
- f. Surplus Equipment – Member Williams
  - (1) Airport Car
  - (2) Tugs/Equipment Owned by Bill Ruic in the shade hangar area
  - (3) Maintenance Shop For Airport in Shade Hangar area.

3. Approval of Minutes: March 13, 2018, Workshop & Meeting Minutes. Upon motion by Member Rich and Second by Member Aronhalt, the minutes of the Workshop and Meeting on March 13<sup>th</sup> were approved by unanimous vote as submitted.

4. Financial Report – Treasurer Town reported that the Authority has cash in banks of \$117,013.57 and pending accounts payable of \$1,170.50. Additionally, the fuel inventory on-hand has a retail value of approximately \$13,868, excluding an operating reserve to not reduce the inventory to zero, and the current Fuel Account cash balance of \$15,171.47 + the fuel in the tanks at \$13,868 has a total value just under \$30,000. Included in the handouts was a recap of the bank account balances monthly from October through April so Members could see how the balances fluctuate over time.

a. Monthly and YTD Financials. Revenue for March was \$19,768.28 and after expenses, the Authority had an operating profit of \$1,656.89 + interest income of \$50.34, for an operating profit of \$1,707.23. YTD revenue is \$93,214.40 and after expenses the operating profit is \$6,707.80 plus with interest income of \$400.99 the total operating profit for 6 months is \$7,108.79; however, these results are a “cash basis” and there are expenses not yet paid such as several insurance policies that renew late in the year, so the yearend profit may be closer to breakeven.

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A review of the approved budget after 6-months indicates that revenues are 62.8% of budget but they include the annual hangar rental payments from some tenants and fuel sales are at 51% of budget, so revenue on average is pretty close to budget. Operating Expenses are 47.3% of budget, or a little bit behind 50% for 6 months, but there are some large costs like insurance yet to be paid later in the year. In the “Miscellaneous” category are some expenses that need to be reclassified into existing or new lines because they are items that should be tracked individually. YTD profit is \$6,708 as compared to the budget surplus for 12 months of \$75, but the profit probably will approach breakeven as some expenses are paid one-time for annual costs later in the year.

b. Hangar Rental Report. A total of \$8,487.31 was billed as compared to the budget of \$7,800 and most accounts are current, but \$928 is 31-60 days late, and 663.90 is 60 to 90 days late, with \$3,073.03 older than 90 days from 5 accounts that have received demand notices with the monthly statements. The next step will be a demand for payment sent registered mail with a payment deadline, and then if not paid filing the lien with the FAA Aircraft Registry and pursuing collection through legal action.

c. Audit Report Completion Date Update. Information requested in writing by the auditor is still being collected, but more than 50% of the items have been sent to the auditor. Treasurer Town is still optimistic that the audit can be completed prior to the June 30<sup>th</sup> deadline for filing with the State of Florida.

5. Airport Operations Report

a. New Airport License Received from FDOT – Chairman Locke reported the license is on display in the office, but the actual written report and deficiencies has not yet been received.

b. Status of Fuel Operations – Treasurer Town reported that in March 2,850 gallons of Jet A and 958 gallons 100 LL were sold, with the margin on Jet A at \$1.09 and \$.94 on 100 LL. YTD a total of 6,168 gallons of Jet A have been sold with a margin of \$1.07/gallon and 3,703 gallons of 1000 LL at a margin of \$.74/gallon. Most gallons sold were discounted to tenant aircraft at \$.20/gallon below retail.

6. Capital Project Update – Lee Lewis, P.E., AVCON

a. New Grant Approved at FDOT – Scope of Work for the \$500,000 includes the airport master plan (FAA Requirement), redesign for taxiways, redesign for the 4 or 5 box hangars (depends upon funds after master plan work), and the master plan work will include tree removal plans and storm water drainage corrective actions. AVCON has prepared the detailed project budget and revised construction drawings that are due at FDOT in a few days, which will then set the stage for advance payment arrangements to commence the tree removal work in May. Upon motion by Member Aronhalt and second by Member Williams, the Authority voted unanimously to approve the budget and project concepts for submission by AVCON to FDOT as soon as possible for FDOT JPA 423618-1, and that AVCON prepare and release the RFPs for actual work within FDOT guidelines.

b. Process for advance payments and notice to proceed. Lee Lewis recommended to Chairman Locke that the list of contractors for the tree cutting be developed and AVCON will develop the scope of work and

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quote packages to be ready for early May as soon as FDOT has approved starting the tree portion of the work in advance of the main project.

7. Old Business

a. Update on Airport Manager Recruiting – Chairman Locke called upon Members Williams, Leuenberger and Acuff, who reported on the response to the advertising and after review of all applications and interviews with the final four, the Recruiting Committee was recommending Robert Baker. Chairman Locke then asked to have Robert Baker join the meeting from an adjoining room and address the Authority, which he did by providing a brief biography and some highlights of his career in real estate development and having owned 7 airplanes.

(1) Resolution to approve applicant recommended. Upon motion by Member Williams and second by Vice Chair Nichols, the vote was unanimous to approve Robert Baker as the new Airport Manager.

(2) Resolution to approve job description & rate of pay. Upon motion by Member Acuff and second by Member Leuenberger, the vote was unanimous to set the salary at \$36,000/year with the Job Description and Exhibit A previously approved, subject to entering into a Letter of Understanding between the Authority and Robert Baker dealing with vacation, pay periods, and other administrative details, with a start date of April 10, 2018, and the agreements to renew commencing October 1, 2018, to correspond with the fiscal year.

b. Rex Fuel Inventory Buyout Update – Treasurer Town – Not yet reconciled.

c. Rental Deferral Period For Bowers Family – Progress Report. Member Williams reported that Mary Bowers is making progress with liquidating the estate and has sold the Piper Comanche aircraft, all of the tools and supplies from Grasshopper Aviation, and is working on sale of the other aircraft. The Authority had previously waived the hangar rental through June, and Member Williams stated he may wish to become the tenant for the large hangar once the ownership transfers are completed for the Comanche, as he needs a place to store the airplane and complete the work for the annual inspection.

d. Filling Secretary Position – Chairman Locke extended an invitation to Member Shierer to become Secretary that was accepted. Upon motion by Member Williams and Second by Vice Chairman Nichols, the vote was unanimous appointing Member Shierer as Secretary effective immediately with a transition with current Secretary Hood and Treasurer Town before Secretary Hood’s member term expires June 30, 2018.

8. New Business

a. Cost estimate to bring fuel storage tanks and dispensing equipment to certification standards. Three companies approached (Mark Hose, Cocoa, FL; PetroFlow, Southport; Southern Petroleum Systems, Dothan). Only SPS quoted as follows:

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Dispensing Equipment to Standard	\$4,792.20
Both storage tanks recertified	\$5,000.00

Treasurer Town advised the Board that the project would be in two steps with the \$4,792.20 work done first and charged against the Repairs and Maintenance budget line, and the tank recertification would be a capital investment added to the tank book value and amortized over 10 years, which is the certification period for the tanks. He also advised that this purchase should be handled under Section 3.9, Single Source, of the approved Purchasing Policy due to the cost and lack of viable quotes except from the Southern Petroleum Systems, who installed the tanks originally. Upon motion by Treasurer Town and second from Member Acuff, the vote was unanimous for Treasurer Town to enter into a written agreement with Southern Petroleum Systems to have the work performed as two projects and pay the invoices when received.

b. Handout draft hangar lease format – Done by email prior to the meeting.

c. Authorize NGN another \$10,000, as they have reached the limit set by the Board in the original approval at the November 14, 2017, meeting. After a discussion about work remaining, and the priority for accomplishment, Treasurer Town reminded the Board that the original quote from NGN was \$25,000 for the work, but Treasurer Town believes it will be completed for under the total of \$20,000 as the Board can locally prepare some of the remaining documents for legal review rather than NGN drafting original documents. Legal billings have been paid as received so that the retainer has a positive balance as a revolving fund until the work is completed. Upon motion by Member Acuff and second by Member Williams, NGN is now authorized to continue work for an amount not to exceed \$10,000 without prior Board approval.

d. Update on instrument approach NOTAM – Member Rich reported that he had been in contact with the FAA offices in Oklahoma City, Atlanta, and Cairns Approach Control regarding the interpretation of the NOTAM issued by the Authority in conjunction with FDOT consultation. The FAA office in Atlanta has instructed Cairns Approach not to clear in-bound aircraft for a circling approach, which effectively stops instrument approaches to the airport. It is imperative that the Authority take steps to re-establish the instrument approaches to both runways 19 and 1 as soon as possible by tree removal and obtaining the obstacle clearance slopes required, even with a waiver of certain conditions. The work required is tied to the grant for the master plan and obtaining approval from FDOT to permit the Authority to contract and pay for that work under the approved grant before the Notice To Proceed for the entire grant is issued by FDOT. AVCON will advise Member Rich of projected timing for tree cutting after FDOT does the initial review of the project budget submission yet this month, and then Member Rich will work in conjunction with FDOT and the FAA to issue a new NOTAM to reopen the instrument approaches to 1JO as work is completed.

e. Airport Hours of Operation – Chairman Locke in response to a comment by Airport Manager Baker about airport hours and his work schedule as the published hours for the airport are 0900 to 1800 daily, and Manager Baker suggested that he would prefer to work Tuesday through Saturday, as he expected Saturday would be a busy day, and then take Sunday and Monday as days off. After some discussion the consensus of the Board was that Manager Baker and Chairman Locke could reach a decision and then announce the official hours for the office to be open by the next meeting.

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f. Surplus Equipment – Member Williams

- (1) Airport Car
- (2) Tugs/Equipment Owned by Bill Ruic in the shade hangar area
- (3) Maintenance Shop For Airport in Shade Hangar area.

(1) After some discussion, it was determined that the Authority doesn't hold title to the airport car and Member Rich would try to contact the last owner, and Member Aronhalt would prepare a simple process for the Authority to deal with the car as an abandoned vehicle. The simplest solution to remove the car from the airport is the preferred course and hopefully this item can be voted to authorize the departure of the vehicle at the next meeting.

(2) Hangar tenant Bill Ruic owns the two white tugs and some other equipment “stored” in the shade hanger area and it needs to be removed so that only the Authority tug and mowers are parked in the shade hanger area. Chairman Locke agreed to talk with Bill Ruic about moving/disposing of his property in the shade hangar area.

(3) Maintenance Shop For Airport in Shade Hangar area. Historically, certain airport equipment maintenance had been performed in the hangar of Grasshopper Aviation (past airport manager Ed Bowers) but now the Authority has no covered area to perform equipment maintenance except the shed where the two large tractors are parked. Member Williams suggested that the end closest to the main gate of the shade hangar area be enclosed for Authority equipment maintenance and equipment storage, as it would be simple construction using the existing roof and concrete floor. Several members expressed support for the project and it was agreed to measure and develop a cost estimate, perhaps mostly with member's labor and supervision.

9. Public Comments – No public attended the meeting.

10. Next Meeting: May 8, 2018 (Workshop at 5:00 p.m. For Hangar Lease Format)

11. Adjourn. The meeting was adjourned at 8:05 p.m. by acclimation.

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