

Tri- County Airport Authority  
P.O. Box 756  
Bonifay, Florida 32425

“Serving Holmes, Jackson, and Washington Counties”

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## Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., May 8, 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:05 p.m. with Members Norm Rich, Thomas Luenberger, Scott Birge, and Russell Hood absent. A quorum was established with members below:

**Holmes County**

Chuck Aronhalt\*  
Jack Locke  
Jerry Cooley

**Jackson County**

Kim Schierer  
Terry Nichols

**Washington County**

Jim Town  
Frank Acuff  
Alan Williams

Others present and participating in meeting were Airport Manager Robert Baker and engineer, Lee Lewis. \*Arrived around 6:50 p.m.

2. Approve Agenda. Upon Motion by Treasurer Town and second by Member Acuff, the agenda was approved unanimously with the following additions from the May 8, 2018, 5:00 p.m., Workshop Agenda:

Item 8. New Business

f. Other organization document topics – Treasurer Town / Chairman Locke

- (a) Policy & Procedures Manual
- (b) Airport Rules & Regulations
- (c) Strategic Marketing Plan
- (d) Member Pictures for Website

3. Approval of Minutes: April 10, 2018, Regular Meeting Minutes. Upon motion by Treasurer Town and second by Member Acuff, the minutes of the Regular Meeting on April 10, 2018, were approved by unanimous vote as submitted.

4. Financial Report –

- a. Monthly and YTD Financials. Treasurer Town reported that we are solvent with the cumulative bank account balance of \$117,989.94, and a few outstanding bills to be paid totaling \$1,223.91. Everything else is current. The year to date budget at the 7-month period, thru 4/30/18, is at 58 percent of budget. The April Fuel Sales are at \$10,077 and the Hangar rentals are at \$7,314. Treasurer Town explained that the revenue is above because of the annual rents receipts but will decline as annual payment spreads over months.
- b. Hangar Rental Report – Follow-up on late payments. Treasurer Town reported that he and Administrative Assistant Brenda Wilson have been working on 90+ days past due accounts. Demand letters have been mailed to the post 90-day delinquent tenants. O’Leary has paid \$500 on past due account.
- c. Fuel Operations continue on trend. The fuel sales spread with price of Jet A being where it should be at .89 cents per gallon after discount The Low Lead targeted at around 80 cents for end of year, currently continues at 80 cents. The fuel sales YTD are ahead due to the crop dusters fuel purchase at the end of March.
- d. Budget for FY commencing October 1, 2018, preparation is beginning so that we can meet the October 1, 2018 deadline. There are nonbudgeted items that appear and will be addressed. The old construction entries are to be adjusted with the annual audit, and once the annual audit is completed this will track properly.
- e. Audit Report Completion Date Update. The CPA firm is almost complete with the audit, except for one minor hangar lease receipt item so this should be complete soon and sent to the outside auditor. The annual audit should be completed and filed with the State of Florida prior to the June 3th deadline.

5. Airport Operations Report – Airport Manager

- a. Airport Equipment Storage. Manager Baker reported that there is a need for equipment storage. Chairman Locke and Member Acuff addressed specific areas to follow up on for storage.
- b. Physical Maintenance and Repairs Highlights. Manager Baker reported that the grounds have been mowed; runway lights replaced, except for a few areas; the tug is now working; and he has spent time researching batteries. He will follow up to purchase batteries. Both skag mowers are working along with other miscellaneous airport equipment. He reported concern about tenant use of the tanker fuel tank during non-business hours. Member Acuff recommended that a sign be placed at the tanker stating: fuel is available upon normal business hours. Chairman Locke directed that the tanker truck be locked. Manager Baker will follow up on this. Manager Baker will purchase rope for the aircraft tie-downs in the Shade Hangers and on the ramp and repair pedestal holding the access code pad for the main gate. He is proceeding with ingress/egress measures for pedestrian and vehicular access. He will be changing procedures and codes for access.
- c. Hangar Waiting List. Manager Baker has a waiting list of interested parties for hangar leasing. He will contact these individuals.
- d. Progress on hangar rental standardization based upon like space. An inventory of hangar sizes has been completed and provided to Treasurer Town should the Board opt to use the square footage in lease analysis or rates.
- e. Key control for hangars and aircraft is underway. A number of tenants have been contacted and have complied with the inventory control that has been put into place. There are approximately 8 more locations left to complete this project.
- f. Current hours of operation and days office attended. Manager Baker reported that he continues priority of being available on premises. He finds that working on Saturday is helpful to the tenants and operations. He has a few volunteers who will soon be available to assist in keeping someone on premises. Manager Baker reported that he would like to be accessible to pilots through radio contact. Frank Acuff and Chairman Locke concurred that this is important and instructed Manager Baker to research and purchase radio within his spending authority. He will also purchase a small air compressor within his purchasing authority.

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

- a. Update on timing for initial quotes for work. Mr. Lewis reported that there are three major priorities he is working on. The first priority is the tree removal. They are almost to the point to put this item out for quotes on both a cut only basis or a cut and remove. This matter is complicated by the question of wetlands which dictates how the clean up of the trees should proceed. He will continue this item as a priority. The second priority is the box hangars new construction. The FAA is pushing for this in terms of grant timing. This item will be advertised with a bid opening on June 12, 2018, at 2:00 p.m. A pre-bid conference will be scheduled for May 23, 2018, in the morning. The third priority is the Master plan. The plan has been sent to FAA and DOT for comments. We are waiting for agency review. This will be an approximate 12 month process on the improvement strategy for taxi-way access along the entire runway and new box hangars.
- b. Conceptual sequence of events next 6 months. See priority timing in subparagraph a. above. Additionally, Member Acuff inquired about a SPP, Spill Prevention Plan. Mr. Cooley said Mr. Bowers, our prior airport manager, obtained a certification to effectuate toward the needed plan. Based on the circumstances of Mr. Bowers passing, the Board members were unable to comment on the status of this plan. Mr. Lewis said he would look into whether we could wrap the SPP into the current grant.
- c. Board action items by months, if any. No action needed for this meeting.
- d. Initiation of project tracking files and coordination for engineering and payments by Director Rich. This item will be addressed at another time.

7. Old Business

- a. Rex Fuel Inventory Buyout Update – Treasurer Town reported that his contact with Rex Lumber has stated that the amount of \$19,848.85 as of July 22, 2017, is the amount due. Rex Lumber states that they had no activity after July 22, 2018. The TCAA records show activity from 8/4/2017 through 11/8/2017. Treasurer Town will continue to work with the Manager to reconcile the \$2,968.99 charges in question. Additionally, Treasurer Town reported the line of credit that was previously approved to buy out Rex Lumber's interest in the Jet A fuel inventory has been closed by the bank, so the \$100,000 line of credit would need to be renewed. Motion made by Vice Chairman Nichols and second by Member Aronhalt that a resolution be approved to renew the

line of credit with OneSouth Bank for \$100,000 secured by the certificate of deposit of approximately \$70,000 with Chairman Herbert J. Lock, Jr. and Treasurer James A. Town as signatories, and to draw the appropriate amount, not to exceed \$19,850.00, from the line of credit into the Fuel Account to pay Rex Lumber when the final amount is determined and approved by the Chairman, and same passed unanimously.

- b. Rental Deferral Period For Bowers Family – Progress Report, Chairman Locke. This period continues through June 30, 2018.
- c. Approval of new hangar lease for return to legal counsel for final edit. Treasurer Town was given comments from Members and will make changes noted and forward to attorney for legal review.
- d. Activation of compliance website ([www.tricountyairportfl.com](http://www.tricountyairportfl.com)). The website has been activated.

8. New Business

- a. Appointment of subcommittee for airport rules and regulations draft. The following volunteered to work on the airport rules and regulations over the next sixty-day period: Alan Williams, Frank Acuff and Robert Baker.
- b. Contact Holmes County BOCC about replacements for Directors Cooley and Hood July 1<sup>st</sup>. Mr. Cooley was present at meeting and stated he was considering continuing to the next 5-year term.
- c. Letter to all three BOCC's to confirm indemnification of appointees vs. board liability insurance. Treasurer Town shared the letter Chairman Locke sent to each county. We are waiting for a response.
- d. Response to Joint Legislative Auditing Committee. A copy of the response letter was presented at the meeting. No board action was required. We are waiting for a response.
- e. Surplus Equipment Disposition. Chairman Locke reported that there is excess property such as a Ford tractor, mowers, tiller, and other old miscellaneous equipment. Motion by Member Williams and second by Member Acuff that the surplus property be sold at public auction through Deanco auction, passed unanimously. Member Acuff asked about the ASOS, Automatic Surface Observation System. Manager Baker reported that ASOS has been fixed and he will work to keep it working for reporting to pilots on weather conditions per ASOS. Also, motion made by Treasurer Town and second by Member Williams that Chuck Aronhalt handle the disposition of the abandoned car on airport property, passed unanimously.
- f. Other organization document topics – Treasurer Town / Chairman Locke
  - (a) Policy & Procedures Manual. Treasurer Town explained that now that we have the By Laws in place now the policy and procedures need to be created to work with the By Laws. He will be working on an initial draft.
  - (b) Airport Rules & Regulations. . The following volunteered to work on the airport rules and regulations over the next sixty-day period: Alan Williams, Frank Acuff and Robert Baker.
  - (c) Strategic Marketing Plan. Treasurer Town stated we are working toward community events and on a summary document to coordinate where we are headed.
  - (d) Member Pictures for Website. Treasurer Town will take pictures of members after meeting.

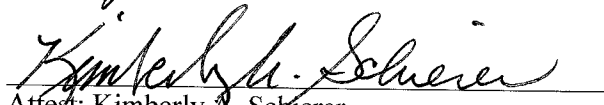
9. Public Comments . There were no public comments presented at meeting.

10. Next Meeting is scheduled for June 12, 2018, 6:00 p.m. in terminal building. Chairman Locke also called for a workshop to start at 5:00 p.m. in the terminal building to allow for an Ethics, Legal and Compliance presentation by attorney from Nabors, Giblin applicable to independent district members.

11. Meeting adjourned around 7:56 p.m.

Minutes prepared by Tri-County Airport Authority (TCAA) Secretary, Kimberly A. Schierer and will be signed by Secretary Schierer upon approval by the Board and placed in the TCAA Board files.

Date: June 23, 2018

  
Attest: Kimberly A. Schierer  
Tri-County Airport Authority Secretary

RESOLUTION  
Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., May 8, 2018

RESOLVED that line of credit with OneSouth Bank for \$100,000 secured by the certificate of deposit of approximately \$70,000 be approved with Chairman Herbert J. Locke, Jr. and Treasurer James A. Town as signatories, and further approved to draw the appropriate amount, not to exceed \$19,850.00, from the line of credit into the Fuel Account to pay Rex Lumber when the final amount is determined and approved by the Chairman. Motion made by Vice Chairman Nichols and second by Member Aronhalt, passed by unanimous vote of 8 members present:

Chuck Aronhalt  
Jack Locke  
Jerry Cooley

Kim Schierer  
Terry Nichols

Jim Town  
Frank Acuff  
Alan Williams

RESOLVED that excess property such as a Ford tractor, mowers, tiller, and other old miscellaneous equipment per list prepared by Chairman Locke be declared surplus and that the surplus property be sold at public auction through Deanco auction. Motion made by Member Williams and second by Member Acuff, passed by unanimous vote of 8 members present:

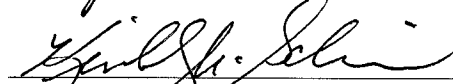
Chuck Aronhalt  
Jack Locke  
Jerry Cooley

Kim Schierer  
Terry Nichols

Jim Town  
Frank Acuff  
Alan Williams

*Approved at TCAA Monthly Board Meeting, June 12, 2018.*

Date: June 23, 2018

  
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Attest: Kimberly A. Schierer  
Tri-County Airport Authority Secretary