

“Serving Holmes, Jackson, and Washington Counties”

Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., June 12, 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:25 p.m., with Members Scott Birge, Jerry Cooley, and Russell Hood absent. A quorum was established with members below:

Holmes County

Chuck Aronhalt
Jack Locke

Jackson County

Tommy Luenberger
Terry Nichols
Kim Schierer

Washington County

Frank Acuff
Norm Rich
Jim Town
Alan Williams

Others present and participating in meeting were Airport Manager Robert Baker, Board Authority attorney Evan Rosenthal, and Lee Lewis, engineer.

2. Approve Agenda. Upon Motion by Member Norm Rich and second by Treasurer Town, the agenda was approved unanimously.
3. Approval of Minutes: May 8, 2018, Regular Meeting Minutes. Upon motion by Treasurer Town and second by Member Rich, the minutes of the Workshop and Regular Meeting on May 8, 2018, were approved by unanimous vote as submitted.
9. Chairman Locke moved Public Comments as agenda item to this portion of meeting and invited public present to speak. Mr. Tyler Porter was present and requested to be heard by the Board at this time. Mr. Porter spoke regarding his lease. He objected to letter that was sent to him changing his lease due to late payments and allowing a month to month term. He does not believe this is fair and stated he was not quiet thirty days late and has paid a lot of money for fuel and he did bring his lease current. He stated the board is in violation of lease because the lease requires the hangar to be painted and the hangar has not been painted. He said he has an attorney, also said he has heard of public statements by some board members that were detrimental to his reputation. Vice-Chair Nichols thanked him for his time and stated it sounded like attorneys should look at this matter. There were no further comments from the public.
4. Financial Report –
 - a. Monthly and YTD Financials. Treasurer Town reported that we are solvent. Gas sales are up due to army helicopter sales.
 - b. Hangar Rental Report – Follow-up on late payments. Treasurer Town reported that the late hangar rents are currently now three.
 - c. Fuel Operations continue with the inventory and sales in early months off. The Jet A tank cleaned, therefore the fluctuation. Each month the profit per gallon is creeping up; covered the Jet A and Low Lead numbers per monthly report. The Army business has helped with fuel sales. There is one more tank to go for all tanks to be certified for year.
 - d. Budget for FY commencing October 1, 2018, preparation is ongoing. The fuel lines and hangar rents were discussed; the hangar rent is budgeted at \$121,000 less sales tax. The food service is not a restaurant so

donations only and costs will be zeroed out with donations. The budgeting is showing an operating loss of \$12,000, next year, but will be off set if we have an increase in Jet A fuel sales. The SiteMinder will need to be updated, need cost estimates for upgrading. Mr. Baker recommended staying with SiteMinder. The motor fuel issue handled by Mr. Baker and the small fuel tank will tie into SiteMinder. The capital investment for 2018 – 2019 is estimated to be around \$21,000. Holmes County is only county that has responded on liability questions. The sales tax on leases are due to department of revenue at 6.8 percent and will need to be paid.

- e. Audit Report Completion Date Update. We are still waiting for audit report. Matt Grimsley is working on audit report. The filing deadline is June 30th. Lee Lewis expressed the need to be on time with the audit filing. Treasurer Town will be in touch with the CPA firm and Mr. Lewis offered to call to express again how important it is to meet this deadline.
5. Airport Operations Report – Airport Manager
- a. Fuel System Status Update. Airport is in compliance. The Jet fuel system cleaned. Recommends we use stick measuring for tanks; this is more reliable especially with weather temperature. Training is a factor with methods. Stick method will be used because more reliable.
 - b. Maintenance, signage and codes update. Signs have been posted
 - c. Hangar Waiting List. This item is ongoing and working on this.
 - d. Key control for hangar and aircraft update. This item is handled except a few left.
 - e. Public Open House planning. Reviewing time in late October or early November. Looking at raffle items.
 - f. Mogas tank approval and tie down installation. The cost is estimated at \$1500. Have to get SiteMinder fixed first. This is a convenience, not savings for users, but complies with lease prohibition of storage.
6. Capital Project Update – Lee Lewis, P.E.
- a. Update on Bids received. Bids were due today at 4:30. One Contractor showed. At Pre-bid contractors showed interest. Bids across the industry are coming in high. The base bid for box hangars appears high and he will look at it tonight. Will need to determine fairness and get back to board with recommendation on how to proceed. Possible to approve base bid work and move forward with what funds will support. Discussed taxiways and site work. Mr. Lewis will check with FAA for funding.
 - b. Sequence of events next 6 months. Grant money allocation was discussed. There will be \$130,000 that will expire in September. \$200,000 is required for Master Plan that will be used if we don't use in Box Hangar work. Due to size of job an independent fee estimator is required. FAA and DOT are on board with scope. The scope value is what must be reviewed and needs to be in range of ten percent. The independent fee must be done first before Mr. Lewis' engineering firm can be allowed to proceed. The cost for an Independent review could be around \$3,000. They must be qualified to conduct the independent review. There is no firm locally qualified to do work since airport masterplan. There are firms qualified in Tampa, Orlando, Jacksonville. The costs is a tier 3 purchasing transaction. Mr. Lewis will hold his firm's proposal until independent estimate is presented to board. Discussion of precisions approach. Precision is less cost because range is less area, but FAA cautions problem if put in more precise approach which could have been planned for.
 - c. Spill Prevention Plan (SPP) plan. Waiting for FDOT review and approval with this plan. The grant covers airport deficiencies in plan, but Mr. Lewis needs FDOT to review to determine if this is considered an airport deficiency.
 - d. Board action items by months, if any. Tree Clearing project. Eighty to ninety percent of areas is wetlands in the tree clearing area. The quote documents are ready. The project estimate is under \$35,000 so no publication date under state purchasing requirements. There was discussion about access. Motion made by Director Rich and seconded by Treasurer Town for Member Acuff to obtain quotes working with engineering firm and to waive the Board's purchasing authority and follow the Department of Transportation state procurement process in this project. Motion passed by unanimous approval.
 - e. Initiation of project tracking files and coordination for engineering and payments by Director Rich. No action at this time.

7. Old Business

- a. Rex Fuel Inventory Buyout Update – Treasurer Town reported the Rex Lumber fuel purchase buy out and the number is \$16,721.56. Motion made by Member Acuff and seconded by Vice Chairman Nichols for Director Norm Rich to make offer and settlement to Rex Lumber relating to the fuel purchases and uses and Treasurer Town has been previously authorized to make settlement payment. Motion passed unanimously.
- b. Rental Deferral Period For Bowers Family – The Bowers hangar is rented as of July 1, 2018.
- c. Approval of new hangar lease. Motion made by Treasurer Town and seconded by Member Williams for approval of Hangar Lease and motion passed unanimously.
- d. Letter to all three BOCC's to confirm indemnification of appointees vs. board liability insurance. Treasurer Town said Holmes County responded that indemnification is confirmed through them. Waiting for Jackson and Washington Counties to respond.
- e. Surplus Equipment Disposition. Chairman Locke reported that surplus equipment was sold at auction for a little over \$17,000.
- f. Abandoned vehicle disposition – The vehicle has been removed. As to abandoned vehicle a motion by Member Acuff and seconded by Treasurer Town, letter to be sent regarding removal of vehicle.
- g. Subcommittee for airport rules and regulation update. Tabled to next meeting.
- h. Policy and Procedures Manual – Treasurer Town. Will begin working on this item.
- i. Strategic Marketing Plan – Treasurer Town Will begin working on this item.

8. New Business

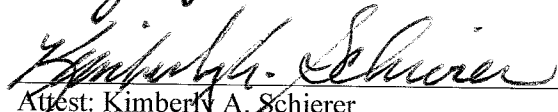
- a. Contact Holmes County BOCC about term expiration for Directors Cooley and Hood. There have been no appointment replacement.
- b. Tyler Porter request to address the board about lease cancellation. Mr. Porter spoke previously during Public Comment. Chairman Lock said that a letter was sent to Mr. Porter stating the lease term is terminated and the tenant would be placed on a month to month basis. Mr. Porter has made untimely lease payments, police had been previously called due to conflict with Mr. Porter and manager. Chairman Locke said the painting of hangar was set up and when painter arrived there was a car inside the hangar. Could not get in touch with Mr. Porter to get car out so painter had to move on to other jobs. The lease was reviewed as to the late payments. Discussion with Board attorney regarding right to terminate lease and go on month to month lease. Alternatively ride out lease to end of initial term and paint hangar. Discussed month to month versus reinstate lease. The Board just passed a new hangar lease, alternatively, keep on month to month and offer new lease. Motion made by Member Acuff to terminate lease. Motion failed for lack of second. Motion by Town and Seconded by Vice Chair Nichols to continue on a month to month basis and to place on list to cycle in on new lease in October, with exception to new lease if tenant Porter violates payment, and for Board attorney to prepare letter to Mr. Porter accordingly. Motion passed by unanimous votes.
- c. Manager reported that Saturday work was not working since military use is only Monday through Friday. Military does not fly weekends. Manager has to be on site to fuel helicopters. He will go back to Monday through Friday.
- d. Manager would like Board to explore leasing Rex property. Discussion about turn radius.
- e. Manager obtained quotes for mowing grass on airport property. Costs range from \$500 per cut, \$700 per cut and the lowest was \$300 per cut by the farm. Chairman Locke said to look at this on a month to month basis. Motion made by Treasurer Town and Seconded by Member Acuff to enter a month to month agreement with The Farm to mow airport grass. General discussion about authority to contract and implementing contracts where administrative procedures for Special Districts are handled by administrative staff, which would be helpful once we obtain enough money to pay them.
- f. Aerial photograph for website is needed. The quote is in range of \$350. and Treasurer Town will handle per purchasing authority.

- g. Floor stripping and wax is needed and the costs are in area of \$750 to \$1600, .20 cents per square feet. Motion made by Member Acuff and Seconded by Vice Chair Nichols to proceed with the floor stripping and waxing of floors.
 - h. Member Williams added under to business to requires hangar number 34 upstairs removal. Motion by Member Acuff and Seconded by Vice Chairman that removal of upstairs of hangar number 34 is approved. Motion passed by unanimous vote.
9. Public Comments . Moved Public Comment earlier in the meeting per Florida Statute which provides for public to be heard before public entities take action on matters.
10. Next Meeting is scheduled for July 10, 2018, 6:00 p.m. in terminal building.
11. Meeting adjourned at 9:25 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.

Approved at TCAA Regular Monthly Meeting on July 10, 2018.

Date: July 11, 2018


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