

“Serving Holmes, Jackson, and Washington Counties”

Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., July 10, 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:05 p.m., with Member Scott Birge, absent. A quorum was established with members below:

Holmes County

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 was Lee Lewis, engineer. Member Chuck Aronhalt arrived at meeting at 7:20 p.m.

2. Invocation.
3. Election of Officers. Chairman Locke asked former board member Mr. Russell Hood to handle the meeting upon opening the matter of election of officers. Treasurer Town explained that this formality of election of officers is to align this years elections with the legislative creation documents of Tri-County Airport Authority. Mr. Hood opened the floor for election of each office: Chairman, Vice Chairman, Treasurer and Secretary. Board discussion was held for each office. And upon Motion by Mr. Acuff and second by Mr. Luenberger, the following officers were elected:

Chairman – Jack Locke
Vice Chairman – Terry Nichols
Treasurer – Jim Town
Secretary – Kim Schierer
4. Approve Agenda. Upon Motion by Director Rich and seconded by Secretary Schierer an addendum to Item No. 10.a., Rex Lumber, the following was added: Request by Rex Lumber to terminate lease effective August 1, 2018; amendment allowed by unanimous vote. Upon Motion by Treasurer Town and second by Vice Chairman Nichols, the Amended Agenda was approved as amended by unanimous vote.
5. Approval of Minutes: Upon consideration of Minutes and upon motion made by Member Norm Rich and second by Treasurer Town, the Workshop and Regular Meeting Minutes for June 12, 2018; and Emergency Board Meeting Minutes for July 2, 2018; and Executive Committee Meeting Minutes for June 27, 2018, were approved by unanimous vote as submitted.
6. Non-agenda Audience. There were no comments during this time.
7. Financial Report –

- a. Monthly and YTD Financials. Treasurer Town reported that we are solvent. The operating account has a few liabilities to be paid. The cash available around \$17,000, and approximately \$12,000 in expenditures coming due to fuel farm repairs and certifications. The Line of Credit was used to pay for fuel payoff to Rex Lumber; payment schedule for line of credit is \$1,450 per month. Discussed expense reporting and unbudgeted items, which will be offset in part by salvage auction sales. In viewing the 9 months out to annual budget, the interest income and salvage equipment sales helps and notes that there is no profit of the \$14,000 number due to expenses of over \$11,000 in July. The Budget process will level out, new statements will be current activity and history will no longer carry forward. The Accounts receivable of \$1693.50 of July hangar rents remains. One tenant deceased, Mr. Meyer, and requested to defer rent. Cherokee 180 in shade hangar. The 90 day over due leases of \$1,118 outstanding and reminders have been sent. Reported that TCAA is responsible for 7 % sales tax and will adjust for submittal. The Independent Fee Estimate will be held until item 9 of the agenda.
 - b. New hangar lease formats discussion for presentation to tenants in August. This item needs to be completed for distribution to tenants. The rules and regulations needs to be completed also, and was tabled to August meeting for Committee to present at a workshop and regular meeting. Chairman Locke had changes to insurance section. Treasurer Town will get the amended lease to members for discussion at Workshop and adoption at regular meeting in August.
 - c. Fuel Operations. The fuel records were not located. SiteMinder shows negative due to sludge, and even though there was no danger in contamination, the consequence was an inflated reading of around \$900 of fuel that did not exist. The estimated income for Jet A and Low Lead are in expected ball park.
 - d. Budget for FY commencing October 1, 2018. The Budget work continues and next month will be presented for review and adoption in September. There will be a few adjustments: fuel sales will be projected up and hangar tenancy is lower so these will be adjusted. The hangar rentals will be adjusted due to state use tax of 7% to be collected rather than 6.8%. Rentals are going down such as Rex leaving, other jet leaving so these will drop off budget. The budget schedule is built up from beginning of lease through the year. This should adjust tenancy fluctuation. The food service is on hold, but the number will stay the same for budget planning. The salary adjustments are a factor since the airport manager position is not filled and a senior attendant position is factored.
 - e. Audit received and submitted.
8. Airport Operations Report.
- a. Physical Maintenance and Repairs Highlights. Member Rich stated that the fuel farm and system have been gone over and is quality supply for self-serve and good with vendors. The Record keeping system has been put into place with daily fuel checks with the exception of Saturdays and Sundays at this time. Member Rich will take a course from World Fuel. Federal law requires safety training for dispensing fuel. There is a ninety-day window to complete the course. Airport employees will be worked in for training as applicable.
 - b. Need for cameras to record aircraft operations and perimeter security. There is a reporting requirement for operations for DOT and FAA. Mr. Lee stated that this procedure in the industry for small airports is difficult in managing real time data and the current reporting methods TCAA follows would be consistent with other industry reporting.
 - c. Hangar Waiting List. There is a request by four people for box hangers. T-Hangars are available, too.
9. Capital Project Update – Lee Lewis, P.E. Mr. Lewis presented the Board with a Grant Funding Schedule as of July 10, 2018. FDOT, District 3 are aware of the plan. The Funding Schedule provides a summary of how money is to be spent, subject to changes due to bids and approvals. Mr. Lewis then covered the specific items:
- a. Spill Prevention Plan (SPP) plan. He has reviewed the grant for purposes of covering a SPP and consulted with DOT. DOT has agreed that the SPP may be included in the grant under the airfield deficiency plan. The SPP was questioned by TCAA's insurance company. Member Acuff presented federal regulatory guidelines relative to SPP, gallons of liquids and container types, along with a quote from ATS Environmental Services. Mogas was not part of the quote and three quotes are needed. This item will be reviewed, size of tanks obtained, and brought back to the board.

- b. Tree Clearing quotes. Mr. Lewis said only one quote was received. Member Acuff stated this type of work is not popular because of the sensitive nature of wetlands. Mr. Lewis is concerned about the cost and quotes because we need to get this completed. He can change the exhibits to reduce the scope of work to specific trees that need to be removed. This would allow for the approach to be opened up again. Member Rich stated this matter is important and we need to get this done. Mr. Lewis will review this in relation to available funding and bid guidelines.
- c. Board action items by months, if any:
- i. Request approval of Airport Master Plan Task Order, subject to IFE process. Treasurer Town presented the IFE letter from Hoyle, Tanner, and Associates, Inc. dated July 2, 2018,, to the Board. The scope of work would be to complete an update to the TCAA master plan and airport layout plan, last updated in June of 2006. Vice Chairman questioned the timeliness of getting work completed and cost of work in relation to the Funding Schedule presented by Mr. Lewis. The estimate is within 7.5 % of Mr. Lewis firm's bid. Mr. Lewis presented Task Order No.1, for approval, subject to FAA grant approval and notice to proceed and upon Motion by Mr. Town and second by Mr. Williams, motion passed unanimously.
 - ii. Request approval to submit Airport Master Plan AIP Grant Application. Mr. Lewis discussed the application to be submitted to FAA, funding request of \$248,872. Upon Motion by Treasurer Town and seconded by Vice Chairman Nichols, motion passed unanimously. Member Aronhalt arrived at 7:20 p.m.
 - iii. Request approval to Re-paint Hold Position Markings and Taxiway/Apron Lines. Mr. Lewis requested approval for proposal from Hi Lite for \$16,406.39, dated 6/29/18, to repaint airfield markings, along with a request for approval of Task Order No 3 payable to Avcon to oversee this work for \$2,000. Chairman Locke questioned the bid price since only one presented and Mr. Lewis stated that the one quote is in compliance with State of Florida preapproved bidders for certain type of work. Hi Lite is one of those companies preapproved for work. Chairman Locke questioned the costs and availability of funds and Mr. Lewis explained that these costs are paid through grant funds. Upon Motion made by Member Acuff and seconded by Member Rich, both proposals passed by unanimous vote.
 - iv. Request approval to award Base Bid on Hangar/Taxiway project. Mr. Lewis explained that only one bid was received on the Box Hangar and Taxiway Project. There were three companies at the pre-bid conference, however, only one bid was received from Gulf Coast Utility Contractors. The Base bid was for taxiway extension and box hangar site work at \$493,727.50. The remaining grant funds for construction of \$201,000 is left for hangars, however that is not enough money to complete hangar construction based on today's market. He believes that DOT is committed to helping find funds as available to help complete this project. He is recommending that we award base bid and he will continue to obtain additional funding to complete hopefully up to 4 hangars. Avcon, Mr. Lewis, recommended award of the Base Bid of \$493,727.50 to Gulf Coast Utility Contractors, subject to concurrence by FAA and FDOT and subject to confirmation of a good faith effort of attempts for DBE subcontractors participation to funding agencies. Upon Motion by Member Williams and seconded by Treasurer Town award of base bid for taxiway and sitework to Gulf Coast Utility Contractor was approved unanimously per Avcon's recommendation. The second portion of this item was Mr. Lewis requested approval by the Board of Task Order No. 2 for supplemental design services, bidding and construction phase services, to facilitate construction by others of new box hangars and taxiway pavement at airport. Vice Chairman Nichols stated he is concerned about the cost and how the professional services work is applied to work to be completed. He is not comfortable about the process. Mr. Lewis will keep Board updated on the progress of this project. Upon Motion by Treasurer Town and seconded by Mr. Williams, Task Order No. 2 in the amount for \$74,460.00, was approved unanimously for Avcon for supplemental design services, bidding and construction phase services, to facilitate construction by others of new box hangars and taxiway pavement at airport.

- v. Request approval to submit Taxiway AIP Grant Application. Mr. Lewis requested approval of AIP Grant Application for Box Hangar and Taxiway Project, and upon Motion by Vice Chairman Nichols and seconded by Member Acuff, motion passed unanimously.
- d. Initiation of project tracking files and coordination for engineering and payments by Director Rich. The grants are moving forward and will begin funding soon. He requested copies of all from Mr. Lewis to keep on file to coordinate tracking.

10. Old Business

- a. Rex Fuel Inventory Buyout Update – Treasurer Town reported Rex Lumber has been paid. Director Rich received request by Rex Lumber attorney requesting that August 1, 2018, rent be waived; lease term expires at end of August. Motion made by Member Acuff and second by Member Williams, August rent waived. Motion passed unanimously.
- b. Response from Counties relative to indemnification. Still waiting for Jackson and Washington county's response.
- c. Rules and Regulations subcommittee update. Mr. Williams stated this is ready. The committee is short a person since Manager quit; Mr. Luenberger volunteered to be on committee. Item tabled for Workshop in August at 5:00 p.m. August 14, 2018.
- d. Policy and Procedures Manual – Treasurer Town stated this process will take months and will be worked on over time to coordinate with the By Laws. The By Laws will be undergoing a few changes such as member meeting attendance and officer election coordination.
- e. Strategic Marketing Plan is on hold for now.

11. New Business

- a. Hangar Rent Increase. Chairman Locke discussed Hangar Rent – Twin (4) \$300, Box Hangar, (5-22), \$250, T-Hangar \$200, Shade \$100, Tie down \$50. Commercial is negotiable. Treasurer Town noted that the budget handout has a schedule. Discussed rates that have been in place the last 7 to 8 years. Treasurer Town noted the use tax is now applied to tenants already have seen an increase. Treasurer Town felt that the rate increase should not be applied at this time. Vacancies are higher so we need to look at this. There was no further discussion by the Board.
- b. Credit Card Authorization Form. Chairman Locke said that a credit card authorization form has been created. Chairman Locke stated he would like for the credit card authorization for payment form be made part of the Lease Packet that is going to tenants. This form will allow the merchant fee and authorization to pay lease and pay fuel. Motion by Treasurer Town and seconded by Member Williams form was approved unanimously.
- c. Annual Hangar Rent discount. Member Williams believes that the discount is a good incentive to pay. Member Luenberger asked if you get discount in the beginning and leave after three months how does the discount apply. Treasurer Town said to adjust discount. There are approximately 25% of tenants who use discount pay and continue with discount. No action by Board needed.
- d. Fuel discount will be included in packet to tenant. There is a pricing structure if you are a tenant for self-service/truck service.
- e. Board member seats and vacancies. Treasurer Town said we have 15 seats on Board and currently only 9 are filled. No one is sure about Member Birge why he has not attended.
- f. Adopt a resolution to vacate seats when the appointed member fails to attend meetings on a recurring basis. Treasurer Town will draft changes to By Laws addressing continual absences by members.
- g. Resolution for emergency authorization to empower the Executive Committee to handle business and operations immediately, and authority to act upon items that are already budgeted. Treasurer Town believes this authority should be provided. This will assist in business efficiency especially in conducting airport business under exigent circumstances. Treasurer Town will bring proposal back to board.
- h. Lease Agreement, revised version on item 15.1 Insurance, 18.2 Lessee responsibility assumption of risk to property and contents within hangar, and 18.3 Lessee restore property to condition on ground lease; items

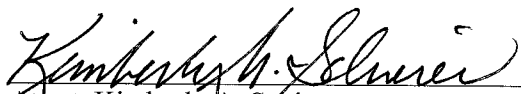
discussed Addressed planes not flying in lease. Treasurer Town will get update and get Lease from attorney and get out to everyone.

Workshop at 5:00 pm before next meeting to cover Rules and Regulations and Lease Agreement.

12. Meeting adjourned at 8:35 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: Approved at the August 14, 2018, meeting.


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