

“Serving Holmes, Jackson, and Washington Counties”

Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., August 14, 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
Roy Brooks
Cliff McGowan
Fred Provost

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 6:50 p.m.

2. Invocation held during Workshop.
3. Approve Agenda. Upon Motion by Treasurer Town and seconded by Frank Acuff, agenda was approved.
4. Approval of Minutes: Upon consideration of Minutes and upon motion made by Treasurer Town and seconded by Frank Acuff the July 10, 2018, minutes were approved with deletion of next to last sentence in paragraph 7.d., motion carried.
5. Non-agenda Audience. There were no comments during this time.
6. Financial Report –
 - a. Monthly and YTD Financials. Treasurer Town reported. The operating balance has been affected because of the upgrades for fuel, but further upgrades and expenses should have leveled out. Delinquent accounts still includes Tyler Porter, Dr. Le, Neil; He suggests that the Board make a decision about these accounts. Fort Rucker use in prior months has paid. This was very helpful for fuel sales. It is expected that the stock ledger set up with the CPA will track better. Rex Lumber’s payoff which wasn’t part of accounting before so the fuel line is affected. The year to date account would have been worse but because of the salvage sell, the account is almost \$9000 to the good.
 - b. Fuel Operations. The year to date for Jet A is 88.65 and the Low Lead is 81. 2. Overall, making money on fuel.
 - c. Budget for FY commencing October 1, 2018 to be discussed later in meeting.
7. Airport Operations Report.
 - a. Physical Maintenance and Repairs Highlights. Operations are moving along well.

- b. Hangar Waiting List. Chairman Locke said the citation is going month to month at least for about two months.

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

- a. Spill Prevention Plan (SPP) plan. Member Acuff said that he is waiting on quotes. Mr. Lewis explained that FDOT will require the lowest bid. There is an alternative if the Board wishes to select a different contractor by paying the difference of the low bid and the other contractor.
- b. Tree Clearing quote process of DOT was followed for the land clearing project. A contract award to New Vision Land Clearing for \$34,255, was okay with DOT and there is an approximate start date of August 21st following contractor's equipment repairs. Motion by Treasurer Town and seconded by Member Williams, contract was approved.
- c. Mr. Lewis said that the Airport Master Plan is ready to begin. A kickoff meeting would be the next step and updates will be brought back at the next meeting. The next item is the contract award to Hi-Lite who was a prequalified contractor by the State. The start date for painting the hold positions and lines will be September 24, 2018. The maintenance of traffic will be TCAA's responsibilities. The period is expected one to two days. The helipad needs to be added to agreement. The hangar and taxiway project, really the taxiway project, is moving forward. The hangar portion was excluded for now because of the cost. There was only one bidder on this project and the State and FAA reviewed and are okay with the process. The estimated start date is first week of September and the cost is one hundred percent covered under grants. Motion by Treasurer Town, seconded by Member Acuff for approval of taxiway contract and for Chairman to sign necessary documents. Still working on funds for hangars to be added to the Hangar / Taxiway project. DOT has located funds to apply and is working to locate funds. Director Rich explained new process for monitoring and tracking grant administration will help the authority through the audit process and allows to monitor through out the grant process. Work will begin soon and the new grants begin work.

9. Old Business

The lease agreement changes at Workshop were discussed. Motion by member Williams and seconded by Member Acuff to approve lease with changes. Motion passed unanimously. The Annual rent discounts were discussed by Chairman Locke. The policy discounts for tenants are for the lease term and fuel. Discussions about calculating the discount and Treasurer Town said the residual periods will be fixed. The fuel discount for tenants policy would continue. Motion by Treasurer Town and seconded by Member Acuff to approve policy decisions for tenant term and fuel discounts. Motion approved. Treasurer Town explained that the bylaws would need to be amended to allow the executive committee to operate under exigent and emergency circumstances. Motion by Treasurer Town and seconded by Member Acuff amend Article II governing body. Also, Article III to allow for executive committee to operate under emergency or exigency circumstances. Motion by Treasurer Town and seconded by Member Williams. Motion passed unanimously.

10. New Business

Treasurer Town explained the tentative budget. There were adjustments to the fuel sales. Also, the hangar rentals were reviewed and he explained that the budget builds an average increase as year progresses. The sales tax comes out of rent revenue. Norm is dealing with Fort Rucker on ground lease. The lease is old and the training facility under the lease is unknown, in part, because the exhibits aren't attached to our copy. Other budget items discussed gross profit, salary budget of junior attendant, and historic expenses. The budget will appear in three counties and a public hearing will be held as noticed at 6:05 p.m., September 11, 2018, and the

budget will be adopted at the regular meeting on September 11, 2018. The Capital Budget is approximately \$14,000 for updating SiteMinder and will need Line of Credit. Will change 89 to 91 on Mogas. The upgrade to SiteMinder would be a wireless and plug in. There is a 430 gallon tank used for agricultural diesel and could be cleaned to use for Mogas, but may have to buy a new tank to this capital purchase is in capital budget. The rate schedule was presented and upon Motion by Treasurer Town and seconded by Member Acuff the rate schedule was approved.

The Rules and Regulations committee of Williams, Acuff and Luenberger will work on this and get back to Board.

Treasurer Town explained that new members would need to go over rules and sunshine laws. Workshop set for September 11, 2018 at 5:00 p.m. to cover sunshine laws, ethics and rules. Also, allow time for members to tour the airport

Motion by Treasurer Town and seconded by Member Acuff for Budget meeting at 6:05 p.m., and regular monthly meeting held thereafter. Motion passed.

11. Meeting adjourned at 7:20 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: Minutes approved at the November 13, 2018, Regular Monthly Meeting.



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