

“Serving Holmes, Jackson, and Washington Counties”

Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., September 11 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:05 p.m., with Members Frank Acuff, Terry Nichols, Scott Birge, and Rick Kerr absent. A quorum was established with members below:

Holmes County

Jack Locke
Roy Brooks
Cliff McGowan
Fred Provost

Jackson County

Tommy Luenberger
Kim Schierer

Washington County

Norm Rich
Jim Town
Alan Williams

Others present and participating in meeting was Lee Lewis, engineer.

Invocation. Presented at Workshop. Member Williams noted a remembrance time for September 11 family and victims.

2. Chairman Locke recessed meeting at 6:07 p.m. and opened public hearing for Budget. Treasurer Town spoke during public hearing and presented the budget for FY 2018/2019. He noted that the hearing had been advertised in respective counties. Treasurer Town showed handouts and discussed the subaccounts, operating supplies and capital budget.
3. Regular meeting reopened, and upon Motion by Treasurer Town and seconded by Tommy Luenberger, Agenda was approved with amendment to Item 12, New Business adding: e. Public Records; f. Caterer; g. Water drainage complaint; h. Fly In tentative for November. Motion approved by unanimous consent.
4. Approval of Minutes: Secretary Schierer requested August meetings minutes be tabled to October meeting. Motion carried.
5. Non-agenda Audience. There were no comments during this time.
6. Financial Report – Treasurer Town reported that we have received a bill from the CPA firm that he is looking into as to amount invoiced. Avcon is beginning projects and grand funds will begin being processed, he noted the Grant FDOT 2018-1 Funds Payable to Avcon of \$25,866.00. Because work is beginning we are about to begin paying out on grant projects. The bank account has funds and the line of credit is reducing and is \$14,501.82 to date. Accounts Receivables were discussed for delinquent lease accounts totaling \$2,326.29. ADFS LLC (Tyler Porter), Dr. Le, J. Myers and J Neil, remain delinquent. Director Rich will try to speak to Dr. Le about his delinquent account. There are expenses that we incurred as unbudgeted items of \$9,948. The accounting system has been reformatted and Treasurer Town explained he is continuing working with the CPA firm on this. The MOGAS was corrected from 89 to 91 on the Budget. Following the budget adoption tonight, it will be posted to the website.

7. Airport Operations Report.

- a. Physical Maintenance and Repairs Highlights. The air conditioner problem has been repaired. It is twelve to fifteen years old. The airport assistant has continued maintenance around the grounds and building. The bush hog work has been complete. We pay around \$500 for this service.

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

- a. Spill Prevention Plan (SPP) plan. No action at this time.
- b. Mr. Lewis said that he had a meeting with Contractor for Tree Clearing project who has had some ongoing equipment issues, but will proceed as quickly as possible to get the work completed. He also, said that the taxi-way project is expected to start Monday and is estimated to be a two to three-month process. There will be a pre-construction conference on Monday. He said the Airport Master Plan is moving forward and a kick off meeting would be September 19, 2018, at 2:00 p.m. at airport conference room. The Executive Committee will meet for the kick off meeting. On the painting project, Mr. Lewis said the rough estimate of September 27th target date is likely to change. Airport Authority will be responsible for maintenance and traffic plan. He said the parking and Ts are included and will inquire about the helicopter pad.
- c. Engineering and payments by Director Rich. Nothing at this time.

9. Old Business

- a. Leases will go out tomorrow.
- b. The Budget was presented at public hearing and upon Motion by Treasurer Town and seconded by Member Provost, Budget for FY 2018-2019, was adopted by unanimous vote.

10. New Business


- a. Treasurer Town explained that By Laws change provides for meetings and action by Executive Committee and the website will post meeting dates.
- b. Chairman Locke announced the FDOT D3 Aviation meeting to be held Tuesday October 30, 2018, from 9:00 a.m. to 2:00 p.m. Those interested by rsvp.
- c. No response from counties formally providing funding per Airport Authority's request. Discussion was held as to the Authority's revenue prospects. Member McGowan stated the Economic Development counsels of the counties could be an option.
- d. Treasurer Town noted that the Auditor General's office accepted our financials and we are in compliance.
- e. Secretary Schierer presented a Public Records notice to post on website and on airport notice board. Motion by Member McGowan and seconded by Member Williams the Public Records notice and rates and noted were adopted and By Laws to be amended as to same. Motion carried by unanimous vote.
- f. Chairman Locke explained for new members the cafeteria challenges. He explained that the prior airport manager previously set up a hot food service, but later we discovered that regulations were not followed so this was shut down. He said Major Minor with the military said they would come back to airport, however, hot food is a draw for his members. Chairman Locke has met with the health department officials and they said catering is the only way to accomplish a hot food service at this time. Otherwise, the authority would have to update the septic, have wells tested and meet regulations for hot food preparation. He was able to obtain quotes from a business that caters. There is a challenge in finding caterers. The costs for catering could be up to \$3,200 per month, but we would be in compliance with health department. Chairman Locke will follow up on this. Member Chuck Aronhalt arrived at 6:34 p.m.
- g. Member Rich said he had been contacted by neighboring land owner about water that is getting backed up on airport property, behind the maintenance building. The neighbor said there is a drainage problem and it looks like is coming from inside the airport's fenced area. Mr. Lewis with Avcom said that the storm water

drainage project is moving forward and that drainage is part of this project and also part of the Master Plan. Avcom will look at this as part of the Storm Water Drainage project.

Meeting adjourned at 7:05 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: Date: Approved at the November 13, 2018, Regular Monthly Meeting.



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