

“Serving Holmes, Jackson, and Washington Counties”

Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., November 13, 2018

1. Call to Order – Chairman Locke called the meeting to order at 6:00 p.m., with Members; Chuck Aronhalt, Fred Provost, Alan Williams, Kim Shierer, Terry Nichols and Rick Kerr, absent. A quorum was established with members below:

Holmes County

Jack Locke
Roy Brooks
Cliff McGowan

Jackson County

Tommy Leuenberger

Washington County

Frank Acuff
Norm Rich
Jim Town

Others present and participating in meeting were Lee Lewis (engineer), Calvin Palmer (AVCON) and Brenda Wilson (administrative assistant).

2. Invocation held during Workshop.
3. Agenda Review. Request made by Treasurer Town to hold approval until after New Business. All present agreed.
4. Approval of Minutes: Upon consideration of Minutes and upon motion made by Treasurer Town and seconded by Frank Acuff the August 14, 2018 regular meeting /workshop minutes, August 23, 2018 Executive Committee meeting minutes, September 11, 2018 regular meeting/workshop minutes, September 19, 2018 Executive Committee meeting minutes, and October 30, 2018 Executive Committee meeting minutes were approved, 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 Capital City Bank balance is a holding balance. This account is working properly as funds have been received and disbursed from the account this week. Delinquent accounts still include Tyler Porter, Jimmy Myers, James Neil and Dennis O’Leary. Treasurer Town requested that the authority write Mr. Porter off to bad debt as it will cost less than trying to prosecute for collection. There was discussion about the options for collection. Board agreed to write off this balance but still pursue collection efforts on this individual. Discussion about health of James Neil to which board agreed to try and work with this individual. Brenda Wilson gave update on Myers and O’Leary accounts noting that addresses on file are no longer valid and mail has been returned from both tenants. Mrs. Wilson informed board that she will be contacting the Clerk of the Court to find out our options for lien placement on these tenants’ aircrafts. Treasurer Town informed the board that the outstanding bill to Grimsley, Cavin and Company for the audit work had been disputed. However, there is a signed contract dated February 14, 2017 that has the amount at \$11,000 not the \$5,500. Arrangements

have been made to pay balance to Grimsley, Cavin in four installments. Nabors, Giblin invoice was also disputed for preparation of the Sunshine Law slides.

b. Fuel Operations. A total of 224 gallons of Jet A and 669 gallons of 100 LL were sold in October as compared to the last 12-months' average of 1,172 gallons of Jet A and 662 gallons of 100 LL. Overall, making money on fuel. Treasurer Town noted that the authority is going to have a substantial expense when we replace the SiteMinder as the current model will no longer have technical support as of December 31, 2018. Discussion about downtime with the current model. Cost will be approximately \$15,000. Cliff McGowan asked if the vendor gives a discount for paying in full. Treasurer Town stated the total is including a \$3,300 discount for the trade in of the existing system. Treasurer Town further informed that the company offers a two-year 5% interest financing option, but the Authority would be better off using the line of credit. Chairman Locke noted that the Authority does have a Plan B for fuel with the tanker trucks if the current system becomes inoperable. Frank Acuff motioned that the Authority go ahead and arrange for the upgrade in December 2018. Motion seconded by Tom Leuenberger, motion carried. Treasurer Town stated he would contact manufacturer and begin making the arrangements.

c. Budget for FY commencing October 1, 2018 to be discussed later in meeting.

7. Airport Operations Report.

a. Physical Maintenance and Repairs Highlights. The airport has had a hurricane and a lightning strike with associated repairs. Electric gate was hit by lightning in September. Since that original report to the insurance company it has been discovered that apparently the runway lights, taxiway lights and sewage pump for hangar 36 were all hit as well. Bills for all these items are being forwarded to insurance company in hopes that the insurance will reimburse for some of the costs. Chairman Locke also noted that there are three solar yard lights currently not working. Hangar 36 has been rented to Sky Dive Panama City and tenant seems pleased with the building.

b. Hangar Waiting List. Chairman Locke said the citation (Deanco) wants to rent Commercial Hangar 35 on a month to month basis for about two months.

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

a. Tree Clearing was nearing completion when Hurricane Michael arrived. New View Land Clearing owner states they have approximately one week of work to complete once the rain stops. There is approximately 50 feet remaining on the south portion of the property to be done.

b. Airport Master Plan work was begun. Mr. Lewis states that the inventory of existing facilities should be completed shortly.

c. Taxiway Markings – Contractor submitted an invoice for the full project but AVCON is not comfortable with releasing full amount as there are several deficiencies. Mr. Lewis showed the photos that had been taken of the markings found not to meet the requirements. Asked for the board's permission to send a letter to the contractor on its behalf indicating the board's wishes. Member Acuff states that the board should hold funding until deficiencies corrected. Member McGowan concurs that contractor has not met contractual obligations and therefore should not be paid until finished. Motion to hold payment made by Frank Acuff and seconded by Cliff McGowan. Motion carried. Mr. Lewis will send letter and provide a copy to the board for files.

- d. Taxiway Lighting – A determination needs to be made as to whether the airport wants to do LED lights instead of the incandescent. Mr. Lewis states he will check with his company regarding price of diagnostics on existing system and check with FDOT to see if that agency will allow us to reallocate funds to switch out lighting fixtures. There was some discussion about cost benefits for LED change over. All members agreed that in the long run the savings would be worth the change. Concerns raised about how lighting is run as Mr. Motley is the only one who knows where/how all the runway/taxiway lights are connected. Chairman Locke states that Mr. Motley offered to draw out all existing lighting if given a diagram that is large enough. Mr. Norman Rich noted that taxiway lights are currently not working but runway lights are functioning properly.

Mr. Lewis states the best way to budget the evaluation would be to identify funds for system upgrade. FDOT may provide additional funding for an emergency generator for airport. Treasurer Town states that information has been collected regarding the kilowatt hours but needs to contact WFECA to find out which account feeds which buildings and surge readings for the past year to submit to FDOT.

- e. FBO Access Improvements – Mr. Lewis indicated that they are working on trying to get additional grant funds for the purpose of realigning the fence and replacing FBO doors. Board needs to determine if the light issue takes priority over the access improvements.

9. Old Business

- a. Hangar lease update provided by Brenda Wilson. Of the 34 leases mailed out, 17 have been returned and only 3 tenants have provided the required insurance information.
- b. Executive Committee is conducting business as it is intended to do per Treasurer Town.
- c. Cafeteria reopening now does not make sense as the instrument approaches are still not opened. Norm Rich states that reopening the approaches has not been an easy task as the length of the runway was never updated from 4000 feet to the current length of 5400 feet in the FAA database. Member Rich is working on drafting letter to the Atlanta office to get approaches reopened for the correct runway length. Mr. Lewis states that AVCON also sent a letter regarding approach data.
- d. Rules/Regulations update not done as Member Williams not in attendance.

10. New Business

Treasurer Town explained the budget handout. Chairman Locke informed the board that commercial hangar 36 had been rented by a sky diving outfit and they purchased 500 gallons of Jet- A the first weekend they were on the airport. Treasurer Town said fuel sales is where our greatest profit comes from at a rate of \$0.80 per gallon for tenants and \$1.00 per gallon for transients. Member Acuff stated there was an altercation between the Black Ops crew and the sky dive crew over the weekend. Acuff further stated that the sky divers are less disruptive than the Black Ops, who do not purchase fuel while on the airport. Roy Brooks indicated that the Black Ops were marked on the taxiway. Treasurer Town states that 1,600 gallons of fuel a month would equate to about \$30,000 year in profit. Treasurer Town noted that we need a permanent manager. Cliff McGowan asked if there was funding in the budget. Treasurer stated that the budget does have funding allocated for both a senior

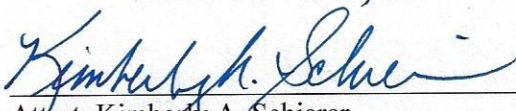
and a junior airport attendant. If a manager is hired the funds would need to be reallocated to the manager position. Chairman Locke indicated that if we hire a manager the board would need to pay that person \$30,000 to \$35,000 per year and the airport is just not able to handle that amount without assistance from the three counties. Treasurer Town stated that he is collecting data to be presented to the three county commissioners as the cost of compliance alone is between \$55,000 to \$60,000. Treasurer Town will compile data. Mr. Lewis adds that he has an economic impact study that he can provide to help make our case for funding. Member McGowan agrees that the county commissioners need to support the airport. Chairman and Treasurer are to meet with the commissioners to discuss. Member McGowan noted that if the governor is going to be landing at our airport as he did after Hurricane Michael then the airport needs to be presentable. Member Rich commented that only 2 other airports in the state service more than one county, Sarasota and Bradenton. Member McGowan made note that with the Jackson County airport closed this airport would be a perfect alternative during emergency situations. Chairman Locke asked if anyone knows what actions can be taken if the counties do not help fund. Mr. Lewis states that the financial plan is part of the Master Plan and will be considered later in the grant process. Treasurer Town states that origination documents prohibit Ad Valorem taxes but states that counties can provide funding. Roy Brooks asked if the airport could be sold. No one in attendance sure of the answer.

Motion by Member McGowan and seconded by Member Acuff for Budget meeting to be adjourned. Motion passed.

11. Meeting adjourned at 8:10 p.m.

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

Date: December 19, 2018



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