

“Serving Holmes, Jackson, and Washington Counties”

Minutes

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

1. Call to Order – Chairman Locke called the meeting to order at 6:00 p.m., with Members; Chuck Aronhalt, Fred Kim Shierer. A quorum was established with members below:

Holmes County

Jack Locke
Roy Brooks
Cliff McGowan
Fred Provost

Jackson County

Tommy Leuenberger
Terry Nichols

Washington County

Frank Acuff
Norm Rich
Jim Town
Alan Williams
Rick Kerr

Others present and participating in meeting were Calvin Palmer (AVCON), Mark Wilson (TCAA Attendant), Brenda Wilson (Administrative Assistant) and Ross Statham (tenant).

2. Invocation conducted by Norm Rich.
3. Agenda Review: Motion to approve agenda made by Jim Town and seconded by Alan Williams. All in favor say I. Motion carried.
4. Approval of Minutes: Chairman Locke minutes approved as written. No objections.
5. Non-agenda Audience. There were no comments during this time.
6. Financial Report –
 - a. Monthly and YTD Financials. Treasurer Town reported. Reports passed out to all present. Summary of bank accounts. Note that fuel account looks rather large because we received a delivery of 8,000 gallons of Jet-A when we only ordered 2,000. Treasurer Town negotiated with Ascent Aviation to pay for 2,000 gallons at a time so that TCAA could pay for the fuel as it is purchased. No interest in CD account, will receive more interest at the end of December. Accounts payable report shows a balance remaining from the audit. Auditor agreed to let us make payments at approximately \$2,600.00 a month. All other liabilities pretty normal. Line of Credit balance includes draws for Grant Funds paid for work done under the FAA contract amount and the Rex Lumber fuel settlement. FAA billed on Friday and Funds deposited today. Once funds hit grant account, line of credit will be paid back with individual checks so that each disbursement will balance and be in compliance with the reporting agencies. This cuts down on our interest expense. Last week we did file a formal demand for payment to ADFS (Tyler Porter) and he has signed the green card. He has until December 31 to pay. If not, balance will be written off as a bad debt and we will move forward with collection efforts. Brenda Wilson addresses Myers account, no way to contact as Les Nichols refused to help. Next step will be to go to the Holmes County Clerk of the Court and see what we can do in the way of small claims. On the O’Leary account, I was contacted by an individual who stated

he was purchasing the aircraft from O'Leary and expects to be here the 18th, 19th or 20th of December at which time he will pay the outstanding rent due and provide contact information for future billings to be sent to him. I have not spoken to Ruic about his account and Wagner is notoriously late in making his payment and did not pay his security deposit. The amounts in the 61-90 column of \$200 are the security deposits that have not yet been paid. Treasurer Town stated that after the first of the year we will go back and reconcile those accounts and send reminders to those who still have not paid. Balance Sheet finally cleaned up. Asset review to note that DOT has invest \$14,000,000+ in this airport over the years and that's what they see when they look at this place. Approximately \$200,000 in grant funds have already flown through our accounts. Liabilities reviewed. Income statement only shows October as we have not yet received November's numbers. Because we have accepted state and federal grant monies we are required to adhere to the General Accounting Principles (GAP) and the Governmental Accounting Standards Board (GASB). Treasurer Town explains the different requirements for each.

- b. Audit Preparations: CPA is working toward gathering all necessary information to be forwarded to the Auditor by December 31, 2018.
- c. Fuel Operations. October fuel sales were \$4,200 versus last year at \$6,200. In November, thanks primarily to the sky divers; our sales were \$15,000.00 versus prior year's average of \$6,200 a month. Year to date average after two (2) months were averaging approximately \$9000 against last year average of \$6,196. Margin per gallon 92.76 cents per gallon on Jet-A and 90.57 cents per gallon on LL100. Margin is affected by tenant sales as tenants receive the 20 cents a gallon discount. Any questions, none asked

7. Airport Operations Report.

- a. Physical Maintenance and Repairs Highlights. Chairman Locke notes that there was a broken pipe which has been fixed. Alan Williams notes that there is some gutter hanging on the side of Commercial Hangar 35. Norm Rich asked is anyone dealing with Mr. Motely. We (Mark and Norm) came out after the rain and had to roll up wire that was across the taxiway. Chairman Locke was the contact person but states he has not heard from Mr. Motley since before Hurricane Michael. Chairman Locke states he will follow up with Mr. Motley. Mark Wilson informs that runway lights are working but taxiway lights are not functioning. Chairman Locke introduces Mark Wilson as temporary help until decision is made about airport manager position. Treasurer Town volunteered to call the insurance company regarding gutter repair as he needs to ask a question about the claim on the gate repair.

8. Capital Project Update – Calvin Palmer (AVCON).

- a. **Tree Clearing** – Work is completed and has been approved for final payment.

Airport Master Plan- Working paper was emailed to all board members and our company needs your input by December 21st so that it can be submitted to the FAA. FAA has to approve the ALP and the working paper. Treasure Town asks, "How sensitive are they to the growth curve?" Calvin responded, "They look at a 20 years at a time." Chairman Locke asked, "What type of information is the FAA looking for? Calvin responds "Mostly operations." The sky diving outfit will help with our operations. Provide numbers and they can be incorporated into the working paper.

Box Hangars – FDOT is still trying to find funding for that project. The hurricane has been a huge set back to that task. The land owner adjacent to the airport wants to sell his piece of property to the airport. Chairman Locke shows all present the piece in question on the map. Total is approximately a quarter to a half acre. After discussion, board determined that Chairman should approach the owner but not willing to pay for the county's right of way. After further discussion, Terry Nichols suggests that the TCAA offer to

pay for the survey, as it has to be done as part of the Master Plan, in lieu of payment. Treasurer Town notes that at some point the TCAA will have to have the property surveyed to have the new piece of property included in our land description. As the owner is not selling the property there is no rush for this issue to be resolved now. Chairman Locke suggests that the issue be tabled for now and he will get additional information from the owner. Norman withdraws the motion to purchase property.

Taxiway Markings – Hi-Lite has addressed the issues the engineer had with the taxiway markings and engineer has recommended full payment of their original invoice. An issue has arisen with the helipad markings as Hi-Lite's contract states they are to remove and repaint the existing markings. However, the existing markings are too narrow. An agreement has been made that Hi-Lite will provide the TCAA with a letter stating that if the FAA or FDOT finds any deficiencies with the new markings within a five year time frame, Hi-Lite will come back out and correct. AVCON agrees with the contractor that they have matched the existing markings.

Taxiway Project– Mr. Palmer states that project is moving along on schedule. There is a change order to add some additional lighting. Contractor, FAA, FDOT and engineer have already approved the change order. FDOT will be funding the change order. Treasurer Town asked if this is for operational and areal lighting as there are several solar lights that are dying on us. Mr. Palmer states he believes that it is just for operational lighting but is not 100% sure. Notes there is a \$50 error in GCUC totals which is also included in this change order. Jim Town motioned for Chairman Locke to sign, seconded by Terry Nichols. Motion carried.

b. No Board action items to report.

c. Engineering and payments report provide by Norm Rich, Contracts/Grants Coordinator. There was a lull for about a year but in the last six months there has been lots of activity on the airport grounds. We have a good accounting and bookkeeping system now. Review of invoices and payments processed for tree clearing and taxiway projects. After clearing completed, FAA contacted to reopen the approaches. FAA approved reopening of runway 19 but not 01 because the approaches were for a 4,000 foot runway not a 5,400 foot runway. The agencies will not approve the circular approach until data on the new ALP is submitted.

9. Old Business

a. Executive Committee did not meet in November.

(1) Discussion regarding the meeting with the BOCC Chairs about funding of the airport. Treasurer Town explains that when the airport was established in 1969 they were not concerned with compliance. Chairman Locke wanted to go to the counties to request assistance to pay the compliance costs. The question then was how much has the TCAA spent on compliance. Two of the three chairs have requested that they meet together and earlier in the day is best for them. The handouts show the compliance costs. The approach we want to take with the Chairs is that the airport needs a sustained means to pay for compliance. Treasurer Town reviews the handout with the board which includes propaganda about what he have done and will continue to do, figures on expenses incurred for compliance in the last 14 months and planned improvements. Compliance is approximately \$60,000 a year. A third of our revenue goes to compliance required by 10 or 12 different agencies. Documentation includes figures for economic impact of the airport to the counties with a breakdown by county. The packet also contains a copy of the budget and board member listing. Treasurer Town explains the calculations provided in the documents. If we can get the Chairs agree to the recommended amount that would provide the airport with enough money to pay the compliance costs and allow the TCAA to hire a qualified airport manager. Our other option is to go back to the legislature set us up as a special district like water management and then the legislature would tell the counties how much they

have to give to us. This approach, however, is not a selling point when talking to the counties. There was discussion about including the Economic Development Commission Directors as well. The plan is to convene an Executive Committee meeting at the airport and have the Chairs attend with as many of the Executive Committee members present as possible in order to mind storm with the three Chairmen. Treasure Town notes that Washington and Holmes Counties are regional thinkers due to the expansion of highways 77 and 79. The task is to get Jackson County to embrace the west side of its county. Treasurer Town to coordinate the meeting. Motion made by Alan Williams and seconded by Cliff McGowan to move forward with Executive Committee Meeting with the BOCC Chairmen and EDC Directors.

- b. Cafeteria is not feasible given we do not have suitable space for an approved kitchen or staff to serve/oversee the operations.
- c. Airport Rules and Regulations – Member Alan Williams states nothing has been done. Plans on working on this after the first of the year.

10. New Business

Batteries need to be purchased for the tug. Frank states he discussed with Mark. Mark is going to get updated quotes on the batteries and arrange the purchase.

Chairman Locke mentions that Eddie Garner with DeanCo will be leasing Commercial Hangar 35 as their new insurance requires them to be basis out of an airport.

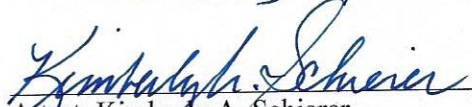
Mark noted that the company who waxed the floors called today to see if the floors needed to be done again. Chairman Locke stated that the floors do not need to be done again at this time. Chairman Locke asked Mark if there is anything else that needs to be addressed. Mark notes that there is an edger under the shade hangar and no one knows who owns it. The edger is broken. Check the new weed eaters to see if an edger attachment can be purchased.

Norm mentioned to Lee about the construction entrance, because the lock that was on the gate has been removed and replaced with a different lock. This is not acceptable as there are several agencies that use that gate and the airport perimeter must be secured. Calvin Palmer will pass the information along to Lee Lewis who will handle.

11. Meeting adjourned at 7:40 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: February 12, 2019


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