

“Serving Holmes, Jackson, and Washington Counties”

## Minutes

Regular TCAA Monthly Meeting Tuesday, 6:00 p.m., January 08, 2019

1. **Call to Order** – Chairman Locke called the meeting to order at 6:00 p.m., with Members; Chuck Aronhalt, Frank Acuff, and Kim Shierer absent. 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**

Norm Rich  
Jim Town  
Alan Williams  
Rick Kerr

Others present and participating in meeting were Lee Lewis (AVCON), Mark Wilson (TCAA Attendant), Brenda Wilson (Administrative Assistant), Ross Statham, and Jim Motley

2. **Invocation** conducted by Norm Rich.
3. **Agenda Review.** Request made by Treasurer Town to make a note to add 5a for Mr. Motley, 7c for Attendant M Wilson items, and 10a for Airport Manager. Mr. Locke made a note to add 10b for DeanCo. Approval to add agenda items first approved by Cliff McGowan and seconded by Alan Williams. All board members concurred with a unanimous ‘Aye’. The motion carried.
4. **Approval of Minutes:** Treasurer Town made notification of a few minor typographical errors that he would get with Admin Assistant B Wilson after the meeting to correct. Upon consideration of Minutes and upon motion made by Treasurer Town and seconded by Alan Williams, the December 11, 2018 Regular Monthly Meeting minutes were approved. All board members concurred with a unanimous ‘Aye’. The motion carried.
5. **Non-agenda Audience:** Chairman Locke introduced Mr. Jim Motley to discuss the current status of the runway and taxiway lights. Mr. Motley first discussed the history of the initial installation of the runway lights and the subsequent additions over the ensuing years. Mr. Motley indicated that through troubleshooting the system he had determined that he believed that the problem was a possible lightning strike which may have damaged the taxiway regulator. Mr. Motley suggested that the Authority approve the purchase of a new printed circuit board that controls the regulator. The cost of the regulator is set at \$1,150.00 plus a shipping cost of \$20.00. Mr. Motley sited a 90% likelihood that the new printed circuit board would correct the problem but could not guarantee it.

Lee Lewis interjected that the FDOT would be willing to help out with upgrading and detailed testing of the taxiway/runway lighting and electrical system in the near future (perhaps 6 months) but suggested that the Authority needs to take this nominal cost to deal with this emergency.

Mr. Rich interjected that the Authority is responsible for making official notifications to the state about anything that effects the safe operation of the airport. He stated that the taxiway lights have been being kept up to date via NOTAM on the proper website.

Roy Brooks made a motion to approve the purchase of the printed circuit card, Alan Williams seconded the motion. All board members concurred with a unanimous 'Aye'. The motion carried.

## 6. Financial Report –

### i. Monthly and YTD Financials:

(a) Summary of bank account: The short message is ... we're in good shape cash-wise. The \$5,500.00 is the last half of the \$11,000.00 audit. We owe two more installments. Ascent Aviation is pending bill for one of our Jet-A installments. The [new] SITEMINDER is sitting in Dothan at Southern Petroleum. Installation to be scheduled on our least busy days of Monday and Tuesday.

(b) Line of credit payment/balance \$73,000.00 / \$100,000.00

### ii. Comparison of this year to last year:

(a) \$104,000.00 total cash this year as of January, last year was \$116,000.00

(b) Operating account: Income down due to compliance

(1) \$11,000.00 audit last year

(2) \$8,200.00 in legal costs last year – billed in the new physical year

(3) Paying off the 8,000 gallons from the fuel account

(c) Accounts Receivable Report reviewed:

(1) \$7,7100.00 in current billings

(2) We have the usual slow/no pay tenants.

(d) Balance Sheet through November 30, 2018 reviewed:

(1) Mr. Town mentioned last month that we dropped back a month. Rather than trying to do December and early January, the CPA firm can't close out that fast – especially with \$100,000.00 plus per month in construction going through – so we just dropped back a month. We are doing November as far as our official statements, and December statements we'll talk about in February.

(2) The total of grants receivable is \$132,000.00.

(3) Asterisk by the fuel inventory, which is unusually high because of the 8,000 gallons delivered, but is converted into dollars at about 500 gallons a weekend. We're about to pay our 3<sup>rd</sup> installment on that so it's working fine.

(e) Assets reviewed:

(1) Total assets are \$9,167,000.00 with approximately \$5,000,000.00 in depreciation.

(2) Prepaid hangar rents were approximately \$21,000.00

(f) Year to Date reviewed:

(1) Fuel Income: As of January 7, 2019, was \$15,451.00; under cost of goods sold cost is \$21,430.00 it looks like we're losing about \$5,800.00 ... that's because were still paying off the 8,000 gallons in JET-A fuel still in the tank. Probably, within 45 days or so that number is going to reverse itself and we'll start showing a profit.

(2) Grants: FDOT - Work in progress – Disbursements of \$132,423.00 and written checks for \$120,453.00 which left approx. \$12,000.00 floating at the end of November.

(g) Profit and Loss reviewed

(h) Budget Tracking reviewed

(1) Revenues: \$182,153.00 planned on, average monthly revenue \$15,000.00

(2) We have two months of revenue totaling \$24,519.00 ... revenue is a little below where we expected it to be. Part of that will be hangar rentals when all of December hits these statements, and when we start showing a profit on the Jet-A sales.

(3) Discussed the amount of donations for the food service vs the actual amount spent.

(4) Combined Gross Profit was projected at \$9,500.00 per month, and we did \$20,820.00 for a period of 9 weeks. So, our gross profit is tracking a little behind as a result of the Jet-A sitting in the tank.

(5) Expenses: Utilities: Budgeted \$1,625.00 per month. YTD \$2,561.00 without December's bills.

- (6) Discussed office, advertising, website, bank charges, garbage service, and insurance. Interest expense on our line of credit was \$227.00. Currently tracking below anticipated.
- (7) Maintenance and Repairs: Budgeted \$12,000.00, \$1,000.00 per month. We are at \$4,035.00 but that's about to go up by \$1,100.00 for the circuit board.
- (8) Discussed salaries, postage, dues & subscriptions (which will come due soon), telephones, auto expense, and contract labor.
- (9) Currently showing an operating loss of \$11,096.00 and half of that is tied up in our Jet-A fuel sitting in the tank.
- (i) Fuel Summary discussed:  
 Treasurer Town noted that sales were slightly down in December from November. SiteMinder: Original quote: \$14,995.00 plus special computer relay (credit for \$3,495.00) for returning the one we have now, making the total \$12,695.00. Original installation quote: \$2,100.00 but because of the weights and measure calibration will now be \$3,100.00 which includes the solenoid and check valves which prevent fuel siphoning. We are currently at \$15,817.45 which is \$817.45 over our budgeted amount. Motion made by Treasurer Town to approve the additional funds. Motion seconded by Terry Nichols. All board members concurred with a unanimous 'Aye'. The motion carried.

## 7. Airport Operations Report.

- i. Physical Maintenance and Repairs Highlights. Chairman Locke introduced Mark Wilson as he is currently handling the maintenance at the airport. Batteries have been ordered but from no local provided due to difference in cost of \$135 more to purchase from the manufacturer and this includes a warranty on the new batteries. They have been installed; the tug has been service and is running fine with the exception of one tire that needs to be replaced. Windsock has been replaced with a large one. Edger has been ordered. Replaced worn stickers on fuel farm. Automated the Excel daily fuel log. The manager's office and both tool rooms have been cleaned and organized. Discussed key control. AV gas truck battery needs to be replaced as it is not keeping a charge.
- ii. Staffing update - Mark is here part time. This leads to item C which was added to the agenda at the beginning of the meeting.
- iii. Mark has indicated to me (Chairman Locke) that he would be interested in a full time position here as our airport manager. Chairman Locke asked about the possibility of hiring Mark without advertising. Board responded by asking if it is legal for us to hire with advertising. Treasurer Town stated that it would be best to check on the advertising requirement with other local government human resource officials. Board voted to allow the Executive Committee to make the final hiring decision at the regularly scheduled meeting to be held on January 22nd provided the hiring meets the necessary legal requirements after motion made by Jim Town. Motion seconded by Terry Nichols. All board members concurred with a unanimous 'Aye'. The motion carried. Board will ratify any budget changes necessary after negotiation of salary with selected applicant at the next schedule regular meeting.

## 8. Capital Project Update.

- i. Project Updates – Lee Lewis, P.E.
  - (a) Tree clearing is complete and have been paid in full.
  - (b) Back-up generator question discussed. Clarification made to inspector regarding a prior reporting of our location already in possession of a back-up generator. This was an error. The airport has never had a back-up generator on the premises. State is trying to find funds out of cycle for this item.
  - (c) Paint was put down on the airfield and taxiway. This has been completed and the concerns raised at previous meeting have been corrected. The contractor has returned to do the painting on the helipad. There were concerns raised regarding work done. According to contract with FDOT the contractor is responsible to remark existing markings regardless as to whether they meet the standard measurements. The markings on our helipad did not meet standards and the contractor only remarked per their contract. Agreement has been made between AVCON and Hi-Lite that if FDOT or FAA has

any issues regarding these markings being out of standard, Hi-Lite will return and repaint at no additional cost to the Authority. Letter will be drafted and signed by both parties prior to final payment being made if Authority is in agreement with this recommendation.

- (d) The electric item that Mr. Motley spoke about. There is good news. FDOT wanted to know what is needed. Engineer states that they are not sure. AVCON would like to include Mr. Motley on the team as he has a lot of institutional knowledge of the existing system. Attempting to find funds to do a comprehensive look at what makes up the existing system and possible upgrade. FDOT informed engineer that they are earmarking \$85,000 to improve the electrical system. Proposed Resolution 19-01 which would change name of funding from taxiway to electrical improvements. There are 3 copies to be signed if board so votes. Norm Rich makes motion to adopt Resolution 19-01. Motion seconded by Alan Williams. All board members concurred with a unanimous 'Aye'. The motion carried.
  - (e) Master Plan process includes the information needed to clear the approach which Norm Rich addressed. It is a yearlong process and has begun. Working Paper One has been sent to all board members for any comments. Date of January 14, 2019 set as deadline for any input. Requested a copy of the December 2018 fuel inventory spreadsheet. Also needs a copy of any existing Storm Water Master Plan if one exists.
  - (f) Taxiway Project on hold due to all the rain. There is a change order under way to modify the layout of some of the taxiway lights. FDOT has requested a proposal of the types of hangars and apron structures the airport is looking to build.
- ii. Board Action Items: none
  - iii. Engineering and payments report by Norm Rich. Things are moving smoothly.

## 9. Old Business

- i. Executive Committee did not meet in December
  - (a) Alan Williams asked where we stand on the MoGas. Chairman Locke asked Mr. Williams to take on the responsibility for preparing the tank use and finding a supplier.
  - (b) Gutter hanging on commercial hangar 34. We need a ladder tall enough to reach.
- ii. Airport Rules and Regulations addressed by Alan Williams
  - (a) Obvious typographical errors were made
  - (b) Item 3.2 Airport Use – would like to change this to read the Certified Flight Instructor can make a reasonable profit for his services. Jim Town asked that “club” should be inserted in front of “operation”.
  - (c) Item 2.1 requested by Jim Town to be change in the third line where it says “covered by these rules and regulations” add “or premise lease”.
  - (d) Item 3.3 Mr. Williams sought clarification on the word “indemnify”. Clarification provided. Change “shall furnish” to “may be required to furnish” in the second paragraph. Regarding question about commercial use of the airport by for profit business not providing services to the airport, said businesses will need to furnish airport office with valid proof of insurance.
  - (e) Item 3.4 question by Alan Williams about the board’s authority to ask someone to leave the premise. Treasurer Town suggested we put a period after the word “facilities” and remove the rest of the sentence.
  - (f) Items 4.1 multiple places where it refers to designated areas which there aren’t any currently posted. Jim Town says to add to the end the words “per the site plan”. If there is no site plan then there aren’t any designated areas.
  - (g) Item 4.3 should be removed as it is redundant.
  - (h) Item 4.4 recommendation to post airport wide speed limit on main entry gate. Change wording to “No person shall operate any vehicle in a careless manner or in disregard for the safety of others.” Followed by “All aircraft have the right of way.”
  - (i) Item 5.3 add to wording “per the site plan”.
  - (j) Back up to Item 5.2 per Jim Town, change “gasoline” to “fuel”.
  - (k) Item 5.4 designated for such per the site plan.

- (l) Item 5.6 - Change the word "illegally" to "improperly" and second line should read "move to a properly designated area".
- (m) Replace Item 4.3 with "Do not leave unattended vehicles parked in the taxiway areas between hangars including the grass".
- (n) Item 5.7 End the item after "the expense of the owner" and remove the remainder of the sentence.
- (o) Item 5.8 "or near" needs to be removed.
- (p) Item 5.13 add "per the site plan"
- (q) Item 6.1 Clarification fueling while the engines are running. Remove "while the engines are running".
- (r) Item 6.5 change "of a modern design" to "an approved container for fuel" also add "and operable".
- (s) Item 7.4 Lease needs to include a statement requiring tenant to maintain an officially inspected, operational, and minimum of 10 pound ABC extinguisher in their hangar to match this item. Remove the word "suitable".
- (t) Item 7.5 - Remove "old aircraft and vehicles".
- (u) Jim Town suggests making the entire document gender neutral.

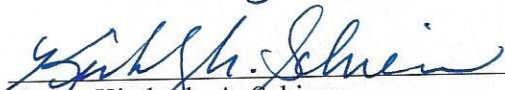
**10. New Business**

- (a) DeanCo negotiations regarding the lease of hangar 34. The owner Donnie Dean expresses to Chairman Locke that he would not be willing to pay \$800 per month for the hangar. He would be willing to pay \$500 per month and vacate if we have someone else interested in the hangar. Lease to be drawn up as a month to month noting a 2 week notice if someone else wants to rent on a permanent basis for the full amount.
- (b) Chairman Locke going back to maintenance states that there is an air conditioner that is faulty and will need to be replaced in the near future.
- (c)

**11. Adjournment** – meeting ending at 8:25pm.

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