

Tri - County Airport Authority  
P.O. Box 756  
Bonifay, Florida 32425  
www.tricountyairportfl.com

“Serving Holmes, Jackson, and Washington Counties”

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## Minutes

TCAA Regular Meeting, Tuesday, 6:00 p.m., February 12, 2019

1. Call to Order – Chairman Locke called the meeting to order at 6:00 p.m., with Members Terry Nichols, Rick Kerr, Frank Acuff, and Chuck Aronhalt absent. A quorum was established with members below:

**Holmes County**

Jack Locke  
Roy Brooks  
Cliff McGowan  
Fred Provost

**Jackson County**

Tommy Leuenberger  
Kim Schierer

**Washington County**

Norm Rich  
Jim Town  
Alan Williams

Others present were Brenda Wilson, Administrative Assistant and Calvin Palmer, Engineer with AVCON.

2. Invocation presented by Norm Rich.
3. No public spoke at this time.
4. Approval of Agenda. Amendment to Agenda to change airport manager salary to \$30,000, and Approval of Agenda as amended were motioned by Member Brooks and seconded by Member McGowan, motion passed with one opposed.
5. Minutes for the January 8, 2018, Regular Meeting and the Executive Committee meeting on January 22, 2019 were approved by motion made by Member Brooks, second by Member McGowan, motion passed unanimously.
6. The financial report was provided by Treasurer Town. The monthly and year to date financials were reviewed with handout. Fuel operations are slow but the skydiving company occupancy and use has helped keep that going. The site minder cost came in at \$16,989.25.
7. Airport Management Report. Chairman Locke introduced Mark Wilson as the new airport manager and reported that the executive committee hired and approved Mr. Wilson's contract at the executive committee meeting on January 22, 2019. The Airport Manager's operation report was provided by new manager Mark Wilson, with handout for Board. The lighting for the taxiway and runway areas

are being maintained. Batteries need to be ordered relating to the tug. Mr. Wilson has enrolled in an airport operations safety class.

8. Engineers Report. Capital projects update was presented by Calvin Palmer for AVCON. He stated the airport master plan has been presented to the FAA and Florida DOT for approvals. The box units supplemental grant agreement was discussed and is being processed with DOT for approvals. Motion made by Member Brooks and seconded by Member McGowan to approve supplemental agreement for box units subject to final changes and approvals by DOT. Motion passed unanimously. Mr. Palmer also stated that the markings has been completed on the taxiway, however, the outstanding issue on the helipad marking conflict still stands. Motion made by RM and seconded by Treasurer Town approval of work and agreements subject to Lee Lewis, P.E. and AVCON's approval of work. Motion passed unanimously. Discussion of electrical grant, formerly called a JPA grant. Mr. Palmer reported that the Stormwater Master Plan submission should be next month. Member Rich stated that improvements have been paid as work progresses. The Gulf Coast Utilities work is ongoing now at \$493,000 plus dollars. Work in progress will need to be watched and \$221,000 has been paid so far.
9. Old business was presented.
  - a. The airport rules and regulations were tabled to next meeting.
  - b. The emergency generator project was updated by Mr. Palmer who explained that there is a possible DOT grant for \$150,000.
  - c. Treasurer Town reported that there is a meeting scheduled on Friday at 3:30 p.m. with the Executive Committee and the three Chairman of BOCC's. Discussion to be made on restrictions and increased regulatory compliance costs to airport; need for counties to participate in their airport operation costs. Discussion of emergency operations centers would be a funding area, if available.
  - d. Chairman Locke allowed discussion of MOGAS as an automobile gasoline follow-up from prior meetings. The storage of gasoline in hangars is prohibited under airport rules. Approved containers must be used for MOGAS.
10. New Business was presented.
  - a. Treasurer Town explained that Florida legislative changes regarding credit card convenience fees, therefore a refund of \$201.88, will be made to tenants as disallowed fees.
  - b. The booth at down home street festival was discussed but due to lack of participation and costs we will not have a booth.
  - c. Chairman Locke discussed the generator work was assigned to run to the nearest transformer. After meeting with utility personnel, they explained that each of the three transformers have three meters. They could be combined or connect those meters to transformers to eliminate the three meters to one meter of the other two transformers. The cost is estimated to be \$700 but this will eliminate ongoing meter costs. Motion by Treasurer Town, seconded by Member Williams to allow West Florida Electric to connect other two transformers, to take meters to one, and to connect in March. Motion passed.

Meeting adjourned.



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: 9 APRIL 2019

*for* Brenda J Wilson  
Attest: Kimberly A. Schierer  
Tri-County Airport Authority Secretary