

“Serving Holmes, Jackson, and Washington Counties”

MINUTES

TCAA Executive Committee Meeting, Tuesday, 6:00pm, March 12, 2019

Board members in attendance: Jack Locke (Chairman), Dr. Terry Nichols (Vice-Chairman), and Jim Town (Treasurer) hereafter collectively referred to as the Executives. Quorum met. Members absent Kim Shierer and Norman Rich. Additional members present Alan Williams, Fred Provost and Thomas Leuenberger. Other non-board members present Lee Lewis and Calvin Palmer of AVCON, Mark Wilson (Airport Manager), and Brenda Wilson (Administrative Assistant).

1. **MEETING CALLED TO ORDER** by Chairman Locke at 6:10pm. As there was no quorum for regular meeting, an executive committee meeting was convened which followed the posted agenda for the regular meeting.
2. **INVOCATION** was conducted by Vice-Chairman Terry Nichols.
3. **APPROVE AGENDA** Motion to approve agenda made by Alan Williams and seconded by Jim Town. All board members concurred with a unanimous ‘Aye’.
4. **APPROVE MINUTES** -The minutes have not yet been distributed for review by the board secretary.
5. **NON-AGENDA AUDIENCE** – No one in attendance that requested to speak.
6. **FINANCIAL REPORT** given by Treasurer Jim Town who reviewed his handout.

Page 1 - Treasurer’s report which covers bank balances and outstanding expenses. Note made that the item for QT Pod and SiteMinder payment would be paid from the fuel account.

Page 2 – Cash Available Worksheet. Note that totals are similar to the past two months and fuel account is increasing.

Page 3 – Balance Sheet as of January 31, 2019. Note regarding Construction in Progress and fuel balances

Page 4 – Combined Profit and Loss – Note that the Work in Progress will eventually be converted to assets.

Page 5 – Breakdown of Grant verses Operating activities. Treasurer made mention that CPA was showing a \$2600 profit through 31 January which is an error on the accountant’s part and will have to contact them to have corrected.

Page 6 – Budget Tracking Summary which shows the balanced after four months of the fiscal year. Treasurer noted that all fuel in tanks is currently is paid in full. Treasurer also noted that expenses are tracking well.

Page 7 – Accounts Receivable Report – Update on outstanding accounts provided by Brenda Wilson, Administrative Assistant. Informed the board that in order to take to small claims court in Holmes County we must provide a current address for the person to be served. Therefore, our best option on Myers and O’Leary will be the title liens. Small Claims to be filed on ADFS LLC owner Tyler Porter.

Page 8 – Fuel Sales Activity Report. Current posted retail price is on the far right. 96% of JET A and 98% of LL100 is sold to tenants. The airport needs to increase transient purchases. Treasurer made year to date adjustments for the price of the 8,000 gallons.

Page 9 – Pricing Model provided to show the difference in when the airport purchases 2,000 gallons verses 8,000 gallons. The model also shows our closest competitors current selling prices. The airport has been using an inventory cost plus one-dollar profit for retail pricing. Treasurer did discuss with banker the possibility of getting a second line of credit but thinks our best option is to do something different. Jack Locke informed the board that he had contacted a different fuel supplier who can provide fuel for less, offers split loads, will give the board Net 30 terms and has a one day turn around time for deliveries. Mr. Locke noted that the board is not under contract with current supplier, World Fuel, in response to question asked by Terry Nichols. A sample of the current price sheets printed from AirNav provided as part of the Treasurer’s report. Jim Town noted that prices are updated on this site each Monday. Treasurer requests permission to make the best deal possible to lower fuel prices and allow the airport to become more competitive. Executive Committee granted permission to Treasurer.

7. **AIRPORT OPERATIONS REPORT** Prior to the meeting a handout was distributed by Mark Wilson. Mr. Wilson reviewed the handout which listed items that had been completed since the previous board meeting.

8. **CAPITAL PROJECT UPDATE** Lee Lewis conducted this portion of the meeting.

A. **Project Update**

Helipad – Markings on the helipad were not in compliance with the FDOT standards. Hi-Lite will be contacted about returning to make the corrections. The airport does not currently have the proper authorization for a helipad so it will be depicted as helicopter parking.

Taxiway Project – Work is slow going as GCUC needs drier weather in order to move forward. FDOT has agreed to a Supplemental Resolution in the amount of \$718,000.00 for the construction of four new hangars. AVCON has gone back to GCUC to see if the price they originally quoted is still valid for the hangars. If no

longer valid, then we will have to bid the hangars again. If valid, then GCUC will move forward with construction of the hangars when taxiway work is completed but the contract date will be amended. Motion made by Terry Nichols and seconded by Jim Town to have the Chairman sign the resolution and will have ratified at the next regular board meeting.

Master Plan Update – FAA has approved the forecast and layout program. There is approximately one and a half months before survey will be completed and information required for the extension of the runway will be made available. Wolfert has completed the aerial survey and Southeastern Surveying will be handling all other aspects. Jim Town noted that when the survey is complete the airport will need to adjust the legal description.

B. **Board Action Items by month**

Electrical System Assessment/Upgrade – Resolution for this work was authorized in the January 2019 board meeting. The funding documentation has been provided. AVCON will be handling the scope/plan and do the formal assessment with the assistance of Jim Motley. Circuits, regulators, and load tests will be conducted as part of this grant. Prioritization of needs and improvements needs to be made.

Sketch for lease with Fort Rucker will be handled by AVCON

C. Engineering and payments report

None given as Contract and Grants Coordinator not at meeting.

9. **OLD BUSINESS**

A. Executive Committee meeting update

Meeting was held on Friday, February 15, 2019. All three county Board of Commissioners Chairmen were in attendance. Options for funding discussed. A follow up meeting to be held in 60 days. Discussed reducing number of board members from 15 to 9 and options for cross-county funding mechanism.

B. Airport Rules and Regulations – Alan Williams

A copy of the document was emailed to all board members after the February 2019 meeting with instructions to respond if there were any additional changes that needed to be made. No feedback was received. Motion made by Jim Town to adopt document and seconded by Terry Nichols. Motion to be ratified at the next regular board meeting.

C. Mogas – World Fuel does not sell this type of fuel. Alan Williams' suggestion is to stop looking for the fuel and allow those tenants' who use mogas to continue to store in hangars as long as the fuel is being stored in approved gas containers. This is stipulated in the Airport Rules and Regulations, but wording will need to be changed in the leases.

10. NEW BUSINESS There is no new business

Meeting adjourned at 7:20 by Chairman Locke.

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