

“Serving Holmes, Jackson, and Washington Counties”

MINUTES

TCAA Regular Meeting, Tuesday, 6:00pm, April 9, 2019

1. **Call to Order** – Chairman Locke called the meeting to order at 6:04 p.m., with Members; Kim Shierer and Rick Kerr, absent. A quorum was established with members below:

Holmes County

Chuck Aronhalt
Jack Locke
Cliff McGowan
Fred Provost
Roy Brooks

Jackson County

Tommy Leuenberger
Terry Nichols

Washington County

Norm Rich
Ross Statham
Jim Town (via phone)
Alan Williams

Others present and participating in meeting were Calvin Palmer (AVCON), John Hagan (Holmes County Emergency Management Director), Mark Wilson (Airport Manager) and Brenda Wilson (Administrative Assistant).

Note: Items addressed out of order due to Treasurer attending by phone.

2. **INVOCATION** was conducted by Norm Rich.
3. **APPROVE AGENDA** Motion to approve agenda made by Alan Williams and seconded by Jim Town. All board members concurred with a unanimous ‘Aye’.
7. **FINANCIAL REPORT** reports distributed by email prior to meeting. Treasurer Jim Town reviewed his report. A copy of the report to be filed with hard copy of approved minutes.

Note 1 - Outstanding accounts addressed by Brenda Wilson. Title liens have been submitted on O’Leary and Myers but still need to work on the small claims filing against ADFS, LLC (Tyler Porter). Contact with Mr. Neil still needs to be made.

Note 2 – Reports show five (5) of the six (6) months fuel sales as the CPA firm needed to drop back a month to allow time to close out all items on their side. March 21 board decided to give the Treasurer the authority to make the best deal on fuel and set the retail prices in order to become more competitive with nearby airports.

6. **SPECIAL GUEST** – Holmes County Emergency Management Director, John Hagan, addressed the board and distributed a draft of an emergency plan for the airport facility. Mr. Hagan offered to help schedule drills if the board felt this was appropriate. Alan

Williams asked where the current Emergency Management Office is located. Question was answered by Mr. Hagan, "It is located behind the Ag Center on Highway 90 in Bonifay." Norman Rich mentioned that the board had previously recommended looking into using the airport as a secondary location or shelter for the Emergency Management Office. Cliff McGowan stated in the event the primary location becomes unusable. Mr. Hagan offered to research Emergency Management grant funds that might be available to this endeavor as well as speak to the Forestry Division about fire suppression equipment, specifically mentioned were foam trucks, for placement at the airport. Ross Statham indicated that he has experience as an incident commander and draft provided is a good start for the airport to create a plan of its own. Chairman Locke asked if he would take the draft that Mr. Hagan and revise to meet the airports needs and report back to the board at the next meeting. Mr. Statham agreed to handle this matter.

9. **CAPITAL PROJECT UPDATE** Calvin Palmer from AVCON conducted this portion of the meeting.

A. Project Update

Working Paper 2 – Lee sent out this document for review and needs the board's feedback. This document has to do with the Environmental Impact Work and Storm Water Master Plan that is in the works. Date of April 19th set for all feedback to be sent to Lee. If none received by this date, document will be submitted as is per unanimous board agreement.

Box Hangar/Taxiway Project – Rain is still the hold up on this project. GCUC needs drier weather to proceed. AVCON is still waiting to hear back from GCUC as to whether they can still perform the hangar work at their original bid price. Cliff McGowan asked if this was the contractor who did the paint markings? No, this is a different contractor. Terry Nichols asked if funds segments can proceed or if it must be rebid? If GCUC says they can perform the work at original bid price there will be no reason to rebid. However, if GCUC says they will need more money for the work and that amount exceeds the current grant funding, then project must be rebid. FDOT must approve the new amount if a new amount is given. Treasurer Town states that he does not think that GCUC will increase their bid price. If FDOT approves the increase it will be 100% funded by that agency. No money will be out of pocket for the airport. Board agrees to wait to see if GCUC increases their original bid price. If GCUC does increase their price it can be addressed in the Executive Committee Meeting in two weeks if necessary.

B. Master Plan Update

Storm Water Master Plan - Task Order provided for review. This will be used to determine land use of the airport facilities. Plan will be good for 5 years once completed and the permit will help expedite work. Task order will include engineering drawings and will be 100% funded by JPA FCOT Program. Motion

made by Norman Rich to have Chairman Locke sign the Task Order. Motion seconded by Cliff McGowan. Motion unanimously carried.

Airfield Electrical – This has been executed and work will be scheduled to evaluate priorities.

Emergency Generator Funding – FDOT underestimated the number of facilities that would need back up generators. Program funding will not be available for this airport during the current State of Florida fiscal year ending 30 June 2019 but will be made available in the future.

C. Board Action Items by month

None.

D. Engineering and payments report

Grants review provided by Norman Rich. All funds being processed in a timely manner.

4. **APPROVE MINUTES** -Motion to accept minutes as presented made by Terry Nichols and seconded by Cliff McGowan. Motion unanimously carried.

8. **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. He noted that there have been several complaints about the AV gas hose being too short. Jack Locke asked if we could manufacture a loner hose. or is there a coupling that would allow us to extend the existing hose. Mark stated that he would need to investigate that as is was his understanding that the hose had to be purchased at the length needed and coupling was not mentioned. The hose reel handle is also a problem. Discussion on how best to fix this issue. Jack Locke stated that he would look at this with Mark to see if a 45° gear box could correct or possibly using a piece of pipe to extend the handle.

Alan Williams commended Mark Wilson for his hard work in making the place look so good. Mark stating that Norman Rich and Jack Locke has also been assisting him in the upkeep of the grounds. Jack Locke noted that Holmes County did some clearing of trees on the opposite side of the road which removes the trees indicted in the inspection as future hinderances to the glide slope.

10. **OLD BUSINESS**

A. Executive Committee meeting update:

Taxiway. Hangar Project Additional Funding – Resolution presented for additional funding for the building of the Box Hangars for the Chairman to sign. Executive Committee voted for the Chairman to sign so that the funding was not lost with the caveat that it would need to be ratified at the next regularly scheduled board meeting.

Airport Rules and Regulations – After the February meeting the correct document was emailed to all board members for review and input of any additional corrections or changes to be submitted. No new items submitted to Alan Williams; Executive Committee voted to accept the document as present in the February meeting with the caveat that it would need to be ratified at the next regularly scheduled board meeting

Motion by Terry Nichols to ratify both items from the Executive Committee Meeting held on March 12, 2019. Motion seconded by Roy Brooks. Motion unanimously carried.

B. Airport Rules and Regulations – Alan Williams

Handled under section Executive Committee update.

C. Miscellaneous - Jim Town noted that during the EAA meeting on Saturday, someone from Cairns approach at Fort Rucker would be doing a presentation.

Cliff McGowan returned attention to Mr. Hagan's portion of the meeting. He states that if approved for a back-up location for the Emergency Operations Center, we could possibly get funding for generator via that avenue if the FDOT funding does not come through. Ross Statham notes that using the airport as an alternate site is a grand idea. However, the internet would need to be improved.

10. **NEW BUSINESS**

A. Linwood Nichols – Brenda Wilson relayed this tenant's request for consideration that his rent be reduced back to the previous amount of \$175 per month. The comments on statement returned with the request read to the board. Board decided that the rent would remain at the new rate. If the board makes an exception in this case, they would need to make exceptions for all the veterans on the premises and that is not something the airport can afford to do at this time. Brenda Wilson tasked to send the tenant a response to the request.

B. House Bill 580 – Chairman Locke introduced the information printed and provided to him by Mark Wilson. The person who emailed the information is trying to get support for small, rural airports to convince the senator to lower the sales/use tax on airport hangar rents. Most members in attendance had not heard of the bill. The recommendation by Treasurer Town was to draft a different letter stating the if the Senator backs the bill that the letter would be proof of this board support, but the board should not sign the letter as it was presented. Mark Wilson to relay decision to the requestor.

Jim Town makes motion to adjourn. Cliff McGowan seconded. 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: 14 MAY 2019

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