

“Serving Holmes, Jackson, and Washington Counties”

MINUTES

TCAA Regular Meeting, Tuesday, 6:00pm, May 14, 2019

1. **Call to Order** – Chairman Locke called the meeting to order at 6:00 p.m., with Members; Kim Shierer, Cliff McGowan, Fred Provost, and Rick Kerr, absent. A quorum was established with members below:

Holmes County

Chuck Aronhalt
Jack Locke
Roy Brooks

Jackson County

Tommy Leuenberger

Washington County

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

Others present and participating in meeting were Calvin Palmer (AVCON), Mark Wilson (Airport Manager) and Brenda Wilson (Administrative Assistant).

2. **INVOCATION** was conducted by Norm Rich.
3. **APPROVE AGENDA** One addition made under New Business to discuss Dr. Bret Fisher’s security deposit. Motion to approve agenda made by Ross Statham and seconded by Jim Town. All board members concurred with a unanimous ‘Aye’.
4. **APPROVE MINUTES** -Motion to accept minutes as presented made by Ross Statham and seconded by Jim Town. Motion unanimously carried.
5. **NON- AGENDA AUDIENCE** - None
6. **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.
Page 1 - Treasurer’s Report of bank balances. Capital City Bank balance is a holding balance.
Page 2 – Current Fiscal Year versus Last Fiscal Year review.
Page 3 – Accounts Receivable Report. Norm Rich asked about the balance on Ron McNeil’s account. Brenda Wilson answered that was tax due on tenant’s last two months of rent prior to tenant leaving the airport.

Page 4 – Balance Sheet as of March 31, 2019 – Note Grant receivable amount is money we are waiting to come back, and the offset is in Construction in Progress.

Page 5 – Liabilities Review, Treasurer Town noted that the Line of Credit is working as it was intended.

Page 6 – Accountant's Profit & Loss statement which is showing a profit in the fuel sales. Work in Progress and repairs/maintenance to be addressed during budget review.

Page 7 – Budget Worksheet which shows actual and a six-month average. Jet-A sales increasing. Repair and maintenance budget will need to be adjusted as we budgeted \$1000 per month and we are running at \$1803 per month currently.

Page 8 – Fuel Sales Calculations reviewed to give board an accurate assessment of profit being made from new pricing model. Prices will need to be adjusted as of May 15th to match closest competitor which is Calhoun County.

Page 9 – Competitive Pricing Summary which shows how Treasurer Town came to the determination to increase the LL100 to \$4.24 on May 15th.

Norm Rich indicated that tenant in hangar 36 was interested in buying in bulk. Jack Locke indicated that he has already spoken to the tenant on Saturday and explained that the board did not want to get into the same situation we were previously in with Rex. Alan Williams stated that the last time he spoke with the tenant the tenant was happy here. Ross Statham stated that a complaint had been made that the sky divers were not calling over the radio as regularly as they should. Mr. Statham indicated that he would listen to the radio on Saturday and address if needed. Tom Leuenberger asked if we need to do more advertising of the fuel prices. Jack Locke and Jim Town noted where fuel is currently being advertised and assured Mr. Leuenberger that those locations should be adequate.

Jack Locke noted that he had received 2 quotes for the replacement of the central air conditioning unit that needs to be replaced. The lowest quote amount was \$4800. Both quotes offered the same warranty. Jim Town made motion to accept the \$4800 quote and have A/C replaced. Motion seconded by Ross Statham. Motion carried with a unanimous "Aye".

Ross Statham noted that the rotating beacon was not operating correctly, and a NOTAM needs to be reported. Mr. Statham stated he would investigate repair prices.

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

- A. **Project Update**

- Task Order 1 Master Plan Working Paper 2 has been submitted. Working Paper 3 will address alternative parking. The work crews are still working on the wetlands survey. Submission of Working Paper 3 will be pushed back to sometime in June.

Task Order 2 Box Hangar/Taxiway Project – Paving has started and will be tested soon. Contractor has begun concrete work on the light bases. GCUC spokesperson Chris Corbin estimated there will be roughly a 10% increase to their original bid on the construction of the hangars. Jack Locke asked “Will that dollar amount remain within the original price of the grant? Calvin Palmer indicated that he believes that it will and should still leave approximately \$75,000 to incidentals. It will add 150 days to the construction time. Mr. Palmer states that the price includes the As Built Drawings, Surveys and inspections.

Roy Brooks makes motion for chairman to sign provided that FDOT approves the price increase. Tom Leuenberger seconds motion. Motion carries.

Calvin Palmer states that Lee Lewis will send the change order once written pricing and approval from FDOT has been received for the chairman’s signature.

Amendment to Change Order for construction services, additional supervision and surveys will also be forthcoming.

Storm Water – Field work is in progress and compilation of data has begun. Under this project issues such as removing standing water, consolidating or removing existing ponds and accommodating the 20 year build out will be addressed. FDOT has programmed \$750,000 for this project at 100%.

Airfield Electrical – Will include assessing the priorities, bidding documents and lighting improvements. Ross Statham inquires as to what type of lighting and notes that the solar lights are not working properly. Jack Locke indicated that the batteries need to be pulled and checked. Calvin Palmer notes that the lighting improvements will be to the runway/taxiway lights. Ross Statham made motion for chairman to sign the Task Order to get this project underway. Norm Rich seconded. Motion carried with a unanimous “Aye”. Brenda Wilson asked if this was the task order that would allow the crew to begin work on Friday, May 17th. Calvin Palmer stated that is correct and Mr. Motley will be joining them as a subcontractor for his institutional knowledge.

Calvin Palmer indicated that there are two addition projects that will need to be coordinated in the future. One has been proposed for property acquisition in the amount of \$1,500,000 and the other in the amount of \$300,000 for associated work. Other possibilities for future projects/grant funds would be the purchase of the BCF hangars, new FBO/terminal building, fencing, welcome sign near the fuel farm and a fire station with commercial well.

Roy Brooks asked when the uncommitted funds had to be spent by. The deadline for these funds will be June 30, 2020.

B. Board Action Items by month

None.

C. Engineering and payments report

Review provided by Norman Rich. Grant process explained for the benefit of the new board member. All funds being processed in a timely manner.

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:

None as the Executive Committee did not meet in May.

10. **NEW BUSINESS**

A. Security Fiscal Year 2019-2020

Request necessary agreements

B. New Projects to FDOT by Amy 15th

This was addressed under the Capitol Projects section of the meeting.

C. Add & Prioritize New 5th Year Projects to FDOT by May 15, 2019

This was addressed under the Capitol Projects section of the meeting.

D. Review Fiscal 2020 and Request Agreements form FDOT after July 1, 2019

This was addressed under the Capitol Projects section of the meeting.

E. TCAA Emergency Plan

Ross Statham reviewed the items in the packet he distributed to all members present. Mr. Statham noted that he is NIMS certified and explained reason for the envelopes being marked as draft and confidential. Ross Statham made four requests of the board

1. Appoint Ross Statham as the Emergency Services Coordinator.
2. Appoint Jim Town, Norm Rich, Ross Statham and Mark Wilson as a sub-committee to handle and issues that arise pertaining to the emergency plan
3. Appoint Norm Rich as the assistant coordinator
4. Arrange for Mark Wilson to take the courses to make him NIMS certified.
Classes are available online and is generally priced to cover materials only.

Alan Williams make motion to honor requests made by Mr. Statham and seconded by Roy Brooks.

Jim Town asked if a By-Laws Revision needs to be done for the committee? Would the committee be considered a general or permanent committee? The Board determined that the committee would be considered a permanent committee and therefore a revision to the By-Laws is required.

Jack Locke asked about the pictures that Ross Statham said he needed. Mr. Statham indicated that the pictures are for credentials to be made which will be worn during an emergency to identify the airport board members. Mr. Statham forgot to bring his camera and stated he will bring to next months meeting. Mr. Statham stated that he has been in contact with all three counties and the county coordinators are interested in conducting training for crashes.

Jim Town made mention of an idea he had to level the dirt mound to the south of the runway. He suggested that we allow the counties to use the dirt for road work as needed. Roy Brooks stated that we should check with the EPA for regulations on excavation of dirt.

F. Dr. Bret Fisher's Security Deposit

Tenant called on Saturday to inquire about his security deposit. Brenda Wilson noted she pulled the tenant's lease which states that a 30-day written notice is to be given. Tenant did not provide the necessary notice. Tenant called the day his hired cleaning crew turned in the hangar key. Tenant stated that he lost his home in Hurricane Michael and was going to give the airport a bad review on all his social media platforms if security deposit was not refund. It was further noted that the hangar was rented out the very next day so there was no loss of rental income to the airport. Ross Statham made motion to refund the security deposit to Dr. Fisher. Motion seconded by Roy Brooks and carried with a unanimous "Aye."

G. Alan Williams requests that the board discuss options for gaining ownership of the Cherokee 180 under the shade hangar. A brief history of collection efforts given by Brenda

Wilson. Mr. Williams indicates that we have a tenant who is interested in the aircraft. Can we declare it as abandoned property and sell it? Chuck Aronhalt and Roy Brooks stated that the process for abandoned property is spelled out in the Florida State Statues. Brenda Wilson instructed to contact title company regarding process and how to go about determining if any additional liens are on the plane. Alan Williams made motion to pursue the legal steps to take ownership of N6501J. Roy Brooks amended motion to find out what steps are required prior to taking the legal steps to take ownership. Motion seconded by Ross Statham.

Jim Town makes motion to adjourn. Chuck Aronhalt seconded. Meeting adjourned at 7:30 by Chairman Locke.

Minutes prepared by Tri-County Airport Authority (TCAA) Administrative Assistant, Brenda Wilson and will be signed upon approval by the Board and placed in the TCAA Board files.

Date: 11 JUNE 2019

Brenda J. Wilson

Attest: Brenda J. Wilson
Tri-County Airport Authority Administrative Assistant.