

*“Serving Holmes, Jackson, and Washington Counties”*

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**MINUTES**

**TCAA Regular Meeting, Tuesday, 6:00pm, June 11, 2019**

1. **Call to Order** – Chairman Locke called the meeting to order at 6:00 p.m., with Members; Fred Provost, Roy Brooks and Tom Leuenberger absent. A quorum was established with members below:

**Holmes County**

Jack Locke  
Cliff McGowan

**Jackson County**

Terry Nichols

**Washington County**

Norm Rich  
Ross Statham  
Jim Town  
Alan Williams  
Rick Kerr

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

2. **INVOCATION** was conducted by Terry Nichols.
3. **APPROVE AGENDA** Motion to approve agenda made by Ross Statham and seconded by Norm Rich. All board members concurred with a unanimous ‘Aye’.
4. **APPROVE MINUTES** -Motion to accept minutes as presented made by Ross Statham and seconded by Norm Rich. Motion unanimously carried.
5. **APPOINTMENT OF NEW BOARD SECRETARY** – Ross Statham has agreed to serve as the board secretary. Jim Town motioned that this individual be accepted in the position and motion seconded by Alan Williams. All board members concurred with a unanimous “Aye”.
6. **NON- AGENDA AUDIENCE** - None
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.

Norm Rich asked if we can shop around for the best fuel price. Treasurer Town responded by stating that he is currently cross-checking prices between Grist and World Fuel.

Alan Williams noted his appreciation of the improvement in the treasurer's report since Mr. Town has taken over as Treasurer.

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. Mr. Wilson made note that the gate would cost about \$1,200.00 to be repaired. There was some discussion as to the best way to handle securing the premises until gate can be fixed. The board agreed that we would continue leaving gate open during the day and closing at night. Chairman Locke and board agreed that gate has be repaired and instructed Mark Wilson to schedule the repair. It was also decided that a grounding rod needs to be place on either side of the gate to prevent future lightning strikes. Question arose about the gate being addressed as part of the electrical assessment grant. Calvin Palmer stated he would have to check with FDOT. Motion made by Alan Williams to ground fence on either side and cards replaced to give time to evaluate the system. Ross Statham seconded. Motion carried unanimously.

Rotating light is not functioning

Rotating light is not functioning properly. Ross Statham asked if a NOTAM has been issued. Mark stated that he would have one issued. Alan Williams said that Jimbo in Hartford does aviation lightning if Mr. Motley is not available. Mr. Wilson stated that one of the workmen on the AVCON evaluation team told him that the problem is not the light but the ballasts. Mr. Wilson can not replace until a safety harness is provided.

A 5-year gator hunting license has been issued for the airport as there are several gators on the property that need to be removed. Chairman Locke asked Mark to call the license issuing office back to see if they will also issue a license for deer.

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

**A. Project Update**

Task Order 1 Master Plan Working Paper 2 complete. Working Paper 3 is nearly complete. The wetland survey is expected to be complete 6/10 and the dangerous species by 6/17. Another meeting may need to be scheduled on 6/26 or 6/27 for Pre-construction meeting. We will need to provide input as to the size of the maintenance building which should include room for tools, equipment and workspace needs.

Task Order 2 Box Hangar/Taxiway Project – Paving and striping done. Cans and wiring for lighting in place. GCUC came back at \$723,000.00 which was an increase of 6 .8%. FDOT did approve this increase which will also add 180 days

to the construction calendar. This will leave approximately \$122,000.00 unallocated which we will need to use for contingency or reallocated to the electrical system improvements. Amendment 2 for construction administration needs to be signed. This was approved during May 's meeting upon approval by FDOT.

Storm Water – Waiting on completed surveys to move forward. FDOT has set aside \$750,000 in 2020 to remove standing water and another \$150,000.00 in 2021 to consolidate ponds. Need input for the 20-year building out.

Airfield Electrical – Calvin Palmer will update crew as to the issue with the gate and beacon light issue. Back up generator was not included in this grant. Discussion about the type of generator needed and if funds could be found through other means such as the emergency management grant funds. Ross Statham stated that he has built a rapport with all three counties, but their priority is staging issued during an emergency. Chairman Locke stated that the assessment being done is supposed to determine the size of generator needed.

Fifth year item named Property Acquisition/Obstacle Removal can be renamed later if needed. Possibilities for additional funds might be purchasing the Bible College hangars, renovations to hangars 34 and 35 or a new terminal building or fire station.

Calvin Palmer informed that FDOT will not fund aerial photos. Ross Statham said he can handle the photos but suggest the board consider the purchase of a drone as it would cost less than four flights.

**B. Board Action Items by month**

None.

**C. Engineering and payments report**

Review provided by Norman Rich. This was covered during the treasurer's report.

**10. OLD BUSINESS**

**A. Executive Committee meeting update:**

None as the Executive Committee did not meet in May.

**B. N6501J Update** – registration on the aircraft is valid until 4/2020. FAA lien is on file. According to Jaime Pinto Myers Jr. has moved back to the house dad was living in before he died. Brenda Wilson will mail July statement to that address to see if we get a reply. Mrs. Wilson called the local cell phone number provide by Mr. Pinto for this individual, but the voicemail has not been set up. Brenda Wilson will try to call them

again as well as push forward with the repossession/foreclosure procedures if unable to reach the owner of the aircraft.

11. **NEW BUSINESS**

**A. Firetruck Storage Proposal**

Ross Statham explains proposal to the board. The Bonifay Volunteer Fire Department would like the board to pay them \$50 per month to allow them to store one of their fire trucks under one of the shade hangars. Board agreed that we would not pay them to store their truck on the premises as they would still have to come from Bonifay to man the truck at this facility.

**B. Poster**

Alan Williams noted that Ross Statham has put up many posters in the conference room and that they are great. Mr. Williams would like permission to add a poster of Rosie the Riveter to the collect to honor the women who supports the war efforts during WWII.

Cliff McGowan makes motion to adjourn. Terry Nichols seconded. Meeting adjourned at 7:30 by Chairman Locke.

Minutes prepared by Tri-County Airport Authority (TCAA) Administrative Assistant, Brenda Wilson and were approved by the Board of Directors July 9, 2019. These constitute a true record to be included with the official legal records of the Tri-County Airport Authority.

July 18,2019



Attest: Ross E. Statham, Secretary