

# Tri-County Airport Authority (1J0)

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

## Meeting Minutes

Regular TCAA Board of Directors Monthly Meeting at 6 pm on July 9, 2019, Airport Conference Room

1. **Call to Order:** Jack Locke, Chairman
  - a. Meeting called to order at 6 pm by Chairman Jack Locke. A quorum was established with the following members in attendance: Jack Locke, Alan Williams, Ross Statham, Fred Provost, Roy Brooks, Tom Leuenberger, James Town and Norman Rich.
  - b. Others present and participating in the meeting were Calvin Palmer (AVCON), Mark Wilson (Airport Manager) and Brenda Wilson (Administrative Assistant).
2. **Invocation:** was conducted by Ross Statham, Secretary.
3. **Review, changes to and approval of Agenda:** After members present reviewed the Agenda (which had been previously emailed to the Board), a motion to approve Agenda was made and seconded. Unanimously approved.
4. **Review and approval of Minutes of the last TCAA Regular Board of Directors meeting:** After members present reviewed the minutes of the previous regular meeting (which had been previously emailed to the Board and posted on the website), a motion was made by Town and seconded by Williams to approve. Unanimously approved.
5. **New Secretary duties, responsibilities and procedures:** Ross Statham (new Board Secretary) asked for clarification from the Chairman about agendas, meeting minutes, note taking and the use of the website. Clarification was provided.
6. **Non-Agenda Audience:**
  - a. Charles Mosier of Stripland Airport Services introduced his company to the Board and discussed an issue we are having with our rotating aircraft beacon. He presented a proposal with options to replace the beacon.
  - b. After his departure, there was a brief discussion about the costs involved but no decision was made regarding whether to repair the one we currently have or to replace.
7. **Financial Report** (James Town, Treasurer) (Reports were distributed to the Board and are attached to these minutes.)
  - a. **Monthly and Year to Date Financial Report** was provided and discussed. Attached.
  - b. **Fuel Operations Report** was provided and discussed. Attached.
  - c. **TCAA Bylaws:** Town is continuing to consolidate and will send out for review.
  - d. **TCAA Hanger Leases:** Our lease costs and policy are up for annual review. There was a lengthy discussion about lease rates and a potential increase. Four new box hangers, shortly to be completed, will bring in about \$1200 per month in new rentals. Brooks moved and Leuenberger seconded that we increase our rates by 3% next fiscal year which begins October 1, 2019. The motion unanimously passed, subject to board review at the August 2019 regular board meeting.
  - e. **TCAA Annual Policy Reviews:** Town noted, and it was briefly discussed, that we are planning to do our annual policy reviews during the 4<sup>th</sup> quarter of the fiscal year (July-September); it is our plan that each have an effective date of October 1, the beginning of the new fiscal year.
8. **Airport Operations Report-** Mark Wilson, Airport Manager
  - a. Physical Maintenance & Repairs
    - i. The credit card machine in the office is inoperative and is being replaced.

- ii. The fuel farm credit card machine is inoperative and is in manual mode; the Siteminder radio which links it to our office is being replaced this Friday.
  - b. Notice to Airmen (NOTAMS) have been issued through midnight Friday
  - c. There was a discussion about extending the internet to the fuel farm using data cables (which would need to be buried in underground conduit underneath the taxiway) or using other wireless means to communicate. Discussion only, no action item.
  - d. Other items and a status report are listed as attachments to these meeting minutes.
- 9. **Capital Project Update – AVCON, Inc. (Calvin Palmer); Norman Rich, Director**
  - a. **Projects Update: (Palmer)**
    - i. Regarding the new taxiway, we are waiting for the electrical contractor to finish installing taxiway lights.
    - ii. There was a discussion regarding the type of hangar doors that would be installed on the new box hangars slated for construction.
    - iii. \$750,000 or thereabouts in 2020-2021 funding by the Florida Department of Transportation has been programmed for design and engineering of the storm water management system under the new Airport Master Plan.
    - iv. Our runway extension (to 5399 feet) is in the process of being listed within the FAA system, but the FAA yet needs to review a required environmental study.
    - v. Our PAPI glideslope lights need to be checked and confirmed.
  - b. **Master Plan Update: (Palmer)**
    - i. Master Plan Update meeting #2 was held in June, which provided input from the Executive Committee and other board members present. A third meeting is planned for late July or early August and will be announced. Howard Klein of AECOM is working as a subcontractor to AVCON on this plan and we provided significant input to the options discussed in the June meeting.
    - ii. The FAA wants us to either re-mark our helipad as “parking” or get it certified as a helipad; there was a lengthy discussion about its close proximity to the wind sock, and the possibility of our moving the wind sock to a different location. Palmer noted that Klein is analyzing options. The board unanimously noted that their preference would be to get the helipad certified.
    - iii. Palmer reported that the storm water survey will be included in our master plan and that we are waiting for the topo analysis to be completed. He noted that a goal is to remove all standing water and ponds, as is practicable.
    - iv. Trees that were removed from the north end of the runway have been aerial photographed at no cost and provided to Klein; this will positively impact our runway slope calculations.
    - v. Chairman Locke encouraged ALL board members to get involved with the Master Plan sessions and to attend the planning meetings if possible.
  - c. **Engineering and payment Reports (Norman Rich, Director):**
    - i. A full report is attached to these meeting minutes.
    - ii. Regarding the process of applying funds from the Federal Aviation Administration (FAA) and the Florida Department of Transportation (FDOT) towards our projects, it was discussed that the process is as follows:
      - 1. When FAA funded projects are certified by AVCON, Norm Rich and Jack Locke, TCAA uses its line of credit (LOC) to pay the bill, then submits the cancelled check to the FAA for reimbursement.

2. While the LOC is technically a “loan” when there is a balance and TCAA pays interest, it is very short-term and the advance is fully paid when the FAA reimburses, so there are no monthly installments like a “term loan” paid over years.
  3. Costs being paid with FDOT administered funds are certified by AVCON, Norm Rich and Jack Locke, submitted by TCAA to FDOT. The funds are paid to TCAA and then TCAA writes the check to pay the contractor(s).
- iii. Rich reported that the Delphi (FAA payment system) went down, which dropped ALL users, requiring a complete re-set, and slowing payments to us- and to our vendors. However, the problem has been resolved and payments will be made by us this week, as we are paid. Rich reported it has been resolved.

#### 10. Old Business

- a. **Executive Committee meetings/updates:** (Jack Locke, Chair) The June executive committee meeting minutes (the Master Plan meeting) were received and previously distributed to all board members via email. Town moved, and Brooks seconded, that we approve as submitted. Unanimously approved.
- b. **N6501J update:** (Brenda Wilson) A lien against the aircraft, which is in hangar space that is seriously in arrears, has been successfully filed with the FAA. Foreclosure is in process, but it is a lengthy process. No action items needed by the board.
- c. **New aerial photos:** (Ross Statham, Secretary)
  - i. New high resolution photos were taken of the airport property at no cost by Statham and aided by Skydive Panama City, using their Cessna 182. These photos were displayed and briefly discussed. Statham noted that these should be considered as public domain.
  - ii. Statham noted his appreciation for Skydive Panama City and their willingness to help, free of charge.

#### 11. New Business

- a. **Cookout:** (Jack Locke, Chairman) Chairman Locke suggested that we hold a cookout for Skydive Panama City for this and as appreciation for their business with the airport.
- b. **Snacks in FBO Waiting Room:** (Airport Manager Mark Wilson) Mark Wilson noted that one of our tenants has volunteered to provide up to \$200 in food costs for our snack area with a sign showing the donation was from them; Town suggested that we should consider moving forward with this since there is no cost to the airport.
- c. **Airport Logo Revision and Branding:** (Ross Statham, Secretary)
  - i. Statham suggested that the airport logo, which is on our website, needs to be enhanced with text on the logo that states who we are and who we serve. He provided samples of our current logo as well as two examples of text we could add.
  - ii. After a brief review and discussion, it was moved by Provost and seconded by Williams that we adopt the option that had “Tri-County Airport” with “Serving Holmes, Jackson and Washington Counties” underneath. Unanimously approved. (Attached)

#### 12. Meeting Adjourned by Locke at 7:47 pm.

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These minutes were compiled by the Secretary on behalf of the Board of Directors, and when subsequently approved by the Board of Directors and signed and dated by the Secretary, shall constitute a true record to be included with the official legal records of the corporation.



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Ross E. Statham, Secretary

**The next regular meeting of the Board of Directors is scheduled for the second Tuesday of the following month at 6 pm in the conference room of the terminal building.**