

Tri - County Airport Authority
P.O. Box 756
Bonifay, Florida 32425

“Serving Holmes, Jackson, and Washington Counties”

Minutes

TCAA Workshop, Tuesday, 6:00 p.m., June 12, 2018

1. Call to Order – Chairman Locke called the meeting to order at 5:00 p.m., with Members Scott Birge, Jerry Cooley, and Russell Hood absent. A quorum was established with members below:

Holmes County

Chuck Aronhalt
Jack Locke

Jackson County

Tommy Luenberger
Terry Nichols
Kim Schierer

Washington County

Frank Acuff
Norm Rich
Jim Town
Alan Williams

Others present and participating in meeting were Airport Manager Robert Baker, Board Authority attorney Evan Rosenthal, and Lee Lewis, engineer. Amended Agenda inserting item 6, General Discussion for purchasing and contracting requirements, presented by Board Secretary Schierer.

2. Invocation presented by Norm Rich.
3. Introduction of Guest. Chairman Locke introduced board attorney Evan Rosenthal, Esquire.
4. Board Attorney, Evan Rosenthal, Esq., with Nabors, Giblin, Nicherson, P.A. spoke on Ethics, Sunshine Laws and Public Records laws and compliance. Attorney Rosenthal presented a handout outlining his presentation. Said presentation is on file for review. A specific administrative recommendation was made for TCAA’s website to provide notice of TCAA meetings; annually is sufficient. The Agenda is to be posted on the website seven (7) days prior to meeting. Access to meetings should be granted and a public participation within the meeting should be opened toward the beginning of the meeting. Post clearly on website how and who you contact for a public records request. Attorney Rosenthal provided the Form 1, Financial Disclosure form and reminded members that it is due July 1, to be filed with the members respective Supervisor of Elections.
5. Hangar lease final comments. Member Williams expressed concern on the length of the lease. No further comments were received. This item incorporated member comments and would be presented at regular meeting for action.
6. General discussion regarding purchasing and contracting requirements. Treasurer Town discussed the purchasing policy limits and how these limits correlate with FAA and governmental contracting requirements. Engineer Lee Lewis explained that an independent contract review of quotes would need to be made on large contract amounts. An example of conforming our purchasing policy with governmental contracts are the grants being handled by Lee Lewis when the purchase amount is over 100,000 dollars. In this event, there would be an independent review. The authority would be required to obtain a verification that costs are within a ten percent range of quotes for the project. FAA looks for this independent estimation in large projects. The

independent estimations would allow the board to determine why estimates of fees might be above or below a reasonable range, if applicable. Basically, the independent third party will help determine that the engineering firm costs are fair. Chairman Locke asked where the independent firm is paid from and Mr. Lee stated it is a reimbursable item under the grant projects.

7. Meeting adjourned at 6:15 p.m.

Approved at TCAA Regular Monthly Meeting on July 10, 2018.

Date: July 11, 2018


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