

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

“Serving Holmes, Jackson, and Washington Counties”

Minutes

TCAA Workshop, Tuesday, 6:00 p.m., September 11, 2018

1. Call to Order – Chairman Locke called the meeting to order at 5:00 p.m., with Members Terry Nichols, Scott Birge, and Chuck Aronhalt absent. A quorum was established with members below:

Holmes County

Jack Locke
Roy Brooks
Cliff McGowan
Roy Provost

Jackson County

Tommy Luenberger
Kim Schierer

Washington County

Norm Rich
Jim Town

2. Invocation presented by Norm Rich.
3. No public spoke at this time.
4. Treasurer Town presented and discussed documents with Members: Treasurer Town provided by email the Legislative creation document, By Laws, procurement policy, Sunshine Laws and Open government documents. He provided these documents as resources and said he would cover procedural items. He explained that a policy and procedures manual would be forth coming and a strategic Plan would be addressed at a later date. Compliance is a large part of the authority’s responsibilities and costs are associated with it. He then spoke about how the Airport Authority was created and organized. He explained that the authority operates as an independent Special District and went over the legislative enactment document and other statutory laws that affect independent districts in Florida. The authority has legislative authority to receive money from counties but no power to tax. He provided a members and term seat and explained seat appointment. The By Laws provide a governing body authority to operate. It provides for a governing body, general manager and airport manager. The board members are appointed for a five-year term. The orientation program was provided previously to other new board members in July, and next year, we will do the same thing. Officers are elected among the board members and serve a term of one year. Roberts Rules is the parliamentary procedure. There will be times when advisory committees are needed. Once the committee’s job is completed the committee goes away. The authority is required to maintain an annual budget. The public records laws in Florida also apply to the board. A public hearing is required to set rates. Then, he explained that our minutes and agendas are posted to the website and the agenda is to be posted seven days prior to meeting unless there is an emergency meeting set. The list of regular meetings are also posted to website and other meetings, including the Executive Meetings, are also posted to website. Treasurer Town then reviewed procurement policy. Nabors Giblin is currently the Boards attorneys and Avcon Engineering is the Board’s engineer firm. We work with Lee Lewis with Avcon. The revenue of the authority is from fuels sales and hanger leases. There is a rental schedule for leasing fees. The records retention laws in Florida apply. The past records have been challenging and have not been located in part prior to 2000. We do have some records of recent years and have begun our retention process. The certifying engineer for these grants is currently Avcon, Lee Lewis’ group. Member Rich is out internal control for grant process and payments. There may be times when the statutory process on procurement is followed rather than the Board’s purchasing policy. This process is guided on time constraints and type of work to be done. Minutes are the source for board action, there are Resolutions carved out at for action taken.

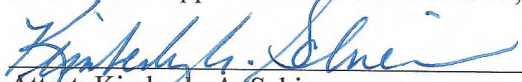
Other items in the works is a policy and procedure manual currently being worked on by Treasurer Town.

The past ethics training for the board was July of 2018, and the next ethics training the board members will have will be scheduled in the future.

Members interested toured the airport grounds.

Meeting adjourned. 6:02 p.m.

Date: Date: Approved at the November 13, 2018, Regular Monthly Meeting



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