



Tri-County Airport Authority ("TCAA")

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

Emergency Executive Committee Meeting Minutes

May 13, 2020, 3:00 PM, Via phone conference call (Due to COVID 19 restrictions)

In attendance were Jack Locke (Chairman), Norman Rich, James Town, Ross Statham (TCAA);

Lee Lewis and Calvin Palmer from AVCON.

1. Call to Order- Jack Locke, Chairman called meeting to order at 3:04 PM. A quorum for the Executive Committee was established with four members present.

2. Emergency Executive Committee Meeting - It was noted that this is an emergency executive committee meeting, as per Section 4 of our bylaws. The emergency meeting was held because our regularly scheduled March and April Board meetings had cancelled due to COVID-19 restrictions, and because we have a short decision deadline on items below that needed to be addressed.

3. Authorization to Replace Wind Cone under FDOT 425623-5: Lee Lewis reported that the FDOT has approved moving forward with funding the full replacement of the existing wind cone with an internally lighted LED wind cone. The new wind cone is approximately two feet shorter than the existing wind cone which will resolve the helipad airspace issue identified in the master plan process. the FDOT has concurred with a process to do this through a direct-purchase process, subject to getting the engineer to confirm the price is reasonable for the work being proposed. The cost to the airport authority will not exceed \$13,950 as follows:

| | |
|---------------------------------------|-----------------------------|
| Wind cone delivery and installation | \$9,800.00 |
| Set new anchor bolts (only if needed) | \$2,500.00 (only if needed) |
| AVCON admin support/coordination | \$1,650.00 |

All costs will be 100% funded/reimbursable under the FDOT 425623-5 which expires on June 30, 2022. The work must be completed before then. There are no adverse impacts by approving this recommendation. It was noted that our current wind cone is two feet two high and interferes with our helipad; this new installation will fully resolve this and would be fully funded. Rich moved, Town seconded we move forward. Carried unanimously. It was also decided to keep the old windsock and place it into storage.

4. There was a discussion about our need for hose bibs for many of our hangers, and Lewis reported about an option he recommended we consider. He has spoken with Florida DOT and noted this should be added; DOT has allowed us to include this in our recent hanger grant, which needs to be done no later than June 30, 2020, at a cost not to exceed \$7302 (based on a recent quote). He recommends we move forward. Statham moved, Town seconded we move forward with this. Carried unanimously.

5. Rename (change description) of FDOT Project Description for 2021-2022 Grant: The Airport Authority is scheduled to execute a grant (FDOT 425623-6) in 2020-2021 for storm water improvements for \$750,000. This will constitute Phase 1 of the work to centralize storm water management away from the airfield as identified in the ongoing master plan. The purpose of the Phase 1 funds will be to design and construct storm water improvements such as eliminating standing water near the airfield and moving storm water management to identified locations consistent with the Airport Layout Plan.

A second grant, Airport Storm water Management Improvements—Phase 2, is scheduled for the following year: 2021-2022 for another \$750,000. We recommend postponing the Phase 2 storm water work to allow for completion of higher priority items for the airport. To facilitate the storm water improvements, \$300,000 of FAA funds representing our federal 2018-2020 allocation could be combined with the state funds to provide \$1.05M for Phase 1 storm water improvements in 2020-2021.

By combining the \$750,000 from FDOT 2021-2022 with \$150,000 available from FAA for FY2020-2021, AVCON recommended the airport apply \$900k to the following projects in 2021-2022:

- Airport Electrical Vault Replacement (\$675,000)
- Height Zoning Ordinance Development (\$100,000)
- Obstruction Removal (\$125,000) (issues in particular with trees at the north end of our property, which were discussed at some length; most obstructions believed to be in the northwest corner)

Lewis believes that Florida DOT is open to making revisions as needed to ensure airport priorities are addressed in a timely manner. **He noted that no formal resolution is required to change the project description for the 2021-2022 grant project description, but the FDOT will simply need an email from the Chairman no later than May 15 to make the change. With TCAA concurrence, AVCON can submit the request language to the Chairman to facilitate this change.**

Town moved that 1) the Executive Committee re-allocate or new-name as outlined above; and 2) that the Executive Committee authorize the Chairman to provide the needed email. Rich seconded. Carried unanimously.

6. Add New FDOT Projects to be Funded in 2025-2026: Based on a review of the proposed short-term projects identified in the ongoing master plan update and the recommended changes on the attached spreadsheet (this recommendation is highlighted in blue), Lewis recommend adding the two capital projects as follows:

- Rehab Terminal Area taxi lane & Remark Airfield (\$545,000)
- Rehabilitate and Remark GA Apron (\$721,000)

Because FDOT is advising proposed projects for 2025-2026 remain less than \$1M based on expected funding reductions, Lewis recommended utilizing \$450k in FAA funds (FY 2022-2025) and request a total of \$820k in state funding. He noted that due to reduction in revenues we have been asked to submit projects with costs of less than \$1 million. This would also close out our short-term project list within our Master Plan. Town moved, and Rich seconded we carry these recommendations out. Carried unanimously.

7. In other business, the Chairman asked how we are progressing on the parking area and the front of the terminal building; Lewis reported it is on their list to work and that it will require on-site meetings and input from TCAA. Lewis also confirmed with Locke that AVCON will be working to provide specific language as specified in the above.

8. Pre-paid hanger rents. There was a discussion from the Treasurer (Town) that some tenants may wish to pre-pay their hanger expenses for the year for bookkeeping or pre-pay discount purposes. He and our admin will handle any communications needed. No action needed by the executive committee.

9. Adjourn. There being no other business, the meeting was adjourned at 3:40 PM.

These minutes were compiled by the Secretary on behalf of the Executive Committee, 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.



Ross E. Statham, Secretary