



Tri-County Airport Authority (1J0) ("TCAA")

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

Executive Committee Meeting Minutes

6 pm on September 10, 2019, Conference Room

(Executive Committee Meeting held due to a lack of quorum by the entire Board of Directors)

In attendance were Roy Brooks, Cliff McGowan, Jack Locke (Chair), Fred Provost, Jim Town, Norman Rich, Ross Statham; Mark Wilson, Airport Manager; Brenda Wilson, Administrative Assistant; Calvin Palmer, AVCON.

1. **Call to Order**- Jack Locke, Chairman called meeting to order at 6:02 PM.
2. **Invocation** - Norman Rich
3. **Agenda was approved noting that this is a Executive Committee Meeting, not Board Meeting.**
4. **Review of Minutes of the last TCAA Regular Board of Directors meeting** - Motion to approve by Town, seconded and passed unanimously, subject to approval at the October meeting by the full board.
5. **Non-Agenda Audience** - Jimmy Myers, Jr. attended to briefly discuss an aircraft (N6501J) which his father had owned before he passed, and that he inherited. He apologized for the back hanger rent and noted he was unsure how to sell the aircraft to pay the fees. There was a discussion between the board and Mr. Myers about how members of the Board could potentially help him to sell the aircraft in order to pay the back rent which is due (see item 10b, N6501J, a Cherokee 180).
6. **Treasurer's Report** – James Town, Treasurer (Attached)
 - a. The fuel account is high due to the purchase of 8000 gallons of Jet A fuel not yet paid for.
 - b. Bank balances were presented and briefed as per the attached.
 - c. Budget tracking summary was presented and briefed as per the attached.
 - d. Town is anticipating a \$25,000 surplus this year, and a \$30,000 surplus next year.
 - e. Accounting records were presented.
 - f. In discussing the budget, Town reported that money currently allocated for a marketing website and to be ADA compliant may not be needed, and if not, will be re-allocated to other projects. He noted that due to the relatively high cost of maintenance and repairs, which he believes to have dealt with our most pressing issues, he was comfortable keeping the amount the same for the upcoming year.
 - g. In discussing the Accounts Receivable, seriously past due accounts, including Agenda item 5, were discussed, but no action items needs to be taken at this time.
7. **Airport Operations Report**- Mark Wilson, Airport Manager
 - a. Wilson noted that we need a longer, 75-foot fuel hose for our 100 LL self-service delivery; Locke will again check with our vendor to obtain and install the needed hose.
 - b. Wilson noted that a tractor tire continues to lose air, and he has been unable to determine the cause.
 - c. Other items outlined in the enclosed report require no action by the Board.
8. **Capital Project Update** – AVCON, Inc. & Norman Rich (Director)
 - a. Calvin Palmer of AVCON reported that the Master Plan meeting recently conducted made progress, but that feedback and comments from the board are needed.
 - b. Palmer reported that the FAA now correctly lists our extended runway length at 5398 feet.
 - c. Palmer reported that our helipad approval is in process, but that our windsock is 1.3 feet to high in its current location, which is being reviewed by AECOM.
 - d. Palmer reported that the taxiway extension is complete, but that there is some ponding on the taxiway after rain, and that some cables buried by the electricians who wired the taxiway lights are making it difficult to mow-- which he is working to resolve.
 - e. Palmer reported our current construction of 4 box hangers is on schedule and due for completion by January 31, 2020, if not sooner. There was a lengthy discussion about the size and dimension of the new hangers, including high, as well as height and width of our doors.

- f. Palmer reported that regarding our Storm Water Master plan, our goal is to remove the standing water adjacent to runways and taxiways.
- g. Palmer reported that regarding electrical, a Florida DOT grant has been executed. There was a discussion about spending \$1100 in order to seek consolidation on our electrical meters, which would reduce our electrical costs. There was a discussion about work orders and a feasibility study.
- h. Palmer reported that in regards to our five year plan, our first priority is a potable water system to include mains for fire suppression and better support of the airport- including expansion. Several ideas were discussed but no action items were needed.
- i. Town led a brief discussion with AVCON regarding which grants have closure and which are open. No action items by the board.
- j. Engineering and payment Reports- Norman Rich, Director reported that we are on course with all grants and payments (see enclose report from Rich.)

9. Annual Organizational Meeting Items (as per Bylaws Article IV)

- a. Election of Chairman, Vice-Chairman, Treasurer and Secretary: Town moved, and was seconded, that we retain the current leadership of these offices. Carried unanimously.
- b. Appointment of Grants Coordinator: Statham moved, and was seconded, that we retain Rich in this position for the next fiscal year. Carried unanimously.
- c. Approval of Budget for FY commencing October 1, 2019: Budget was reviewed, discussed. Town moved, and was seconded, that we adopt the previously submitted budget. Carried unanimously.
- d. Establishment of meeting dates for upcoming fiscal year: Statham noted that meeting dates for the next two fiscal years have been posted to our public website. He moved they be adopted. Motion seconded, and carried unanimously.
- e. Appointment of members to Committees of the Board and other committees: Town moved, and was seconded, that these be retained in their current form. Carried unanimously.
- f. Treasurer authorization to obtain proposals for external audit services for fiscal year ending Sept 30, 2019: Town moved that we shop for a new auditor and was seconded. Carried unanimously.
- g. Treasurer authorization to obtain written proposals to provide general ledger accounting services to the TCAA: Town moved that we shop for a new CPA firm and was seconded. Carried unanimously.

10. Old Business

- a. **Executive Committee meetings/updates:** None.
- b. **N6501J update** – See item 5, above.
- c. **Proposed TCAA Airport signs** - Statham presented a design for two airport signs (attached). After a discussion about materials, up to \$600 was approved to create two 4x8 foot signs using a slightly modified graphic than the one originally submitted. Statham to work with Town to use known vendor, and Statham to work with Airport Manager regarding installation.

11. New Business

- a. **Ethics Compliance:** Statham reported that he has brought our website into Ethics Compliance, and briefly discussed his conversation with the Florida Ethics Commission and their desire to assist our Board and its members in being fully compliant.
- b. **Special District Public Facilities Report update:** Statham reported that he reviewed Florida Statute 189.08 (attached), and wrote a four-page Special District Public Facilities Report (draft attached). After discussing the basics of the requirements with the Board, he moved that we review the draft Report and adopt it, or a modified version, at the October 8, 2019 Regular Meeting. He noted that he believes that with the addition of the Ethics Compliance section and the Public Facilities Report that we are in full regulatory compliance regarding website requirements. Motion second and unanimously carried.
- c. **Compliance website** (Discussion and preview of proposed update): Statham discussed the compliance requirements of our website, and reported that our current website, while adequate, is difficult to maintain, lacks many features we need, and we have little control over many of the

features we need to move forward. He showed a new website that he developed by adopting the data found on the existing site, which can be more easily managed by himself and the Airport Manager. He recommended we move our URL, tricountyairportfl.com, to management at GoDaddy.com, and that we have this login and management controlled by the Board and its designees. He recommended we use www.bluehost.com as our new host, but that we ensure we have a dedicated IP address in order to reduce security and performance issues. He recommended that we present information about the airport (fuel, frequencies, hangers, emergency information, pilot information) on the current website, but in a manner that would not cause issue with our regulatory compliance needs. Town moved, and was seconded, that Statham be authorized to spend up to \$500 to resolve the issue, as per the budget, and that the Secretary as website manager be delegated authority to manage and approve disbursements in budget line account #604 not to exceed \$500 for website and internet items. Motion unanimously carried.

- d. **Board Member Emails:** In a follow on discussion about Board Member emails, Town expressed concern about our posting private Board Member email addresses on our website. Statham noted that State regulations require that an email address be posted for all Board members but that we had options to include email forwards and new stand-alone email addresses. After a brief discussion, Town moved, and Statham seconded, that we post emails on our website for each board members as "seat1@tricountyairportfl.com" (by inserting seat 1-15) and that we use an email forward to the board member who represents that seat. Motion passed unanimously.
- e. **Automated Weather:** Statham asked Calvin Palmer of AVCON with assistance in getting our automated weather frequency listed in the FAA airport facilities directory. Action item for Palmer.

12. Meeting was Adjourned by Locke at 8:09 PM.

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.



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.