

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 August 13, 2019, 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, Norman Rich, Roy Brooks, Ross Statham, Terry Nichols, Tom Leuenberger, Charles Aronhalt, Alan Williams, Jim Town and Tiffany Garling.
 - b. Others present and participating in the meeting were Mark Wilson (Airport Manager) and Brenda Wilson (Administrative Assistant).
2. **Invocation:** was conducted by Terry Nichols.
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, a motion was made by Brooks and seconded by Williams to approve. Unanimously approved.
5. **Non-Agenda Audience:** None.
6. **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:** They were reviewed, discussed by the board; Town moved and Brooks seconded they be accepted with yellow-highlighted changes. Unanimous approval by the board; signed by Chairman and attested by Secretary. Attached.
 - d. **TCAA Hanger Leases:** As was discussed in the last meeting, hanger rents were proposed to increase effective October 1, 2019. There was a discussion about rent rates, hanger lease language and insurance requirements. After discussion, Towns moved and Williams seconded approval noting changed areas; unanimous approval by the board; signed by Chairman and attested by Secretary. Attached.
 - e. **TCAA Purchasing Policy:** The Purchasing Policy was reviewed and discussed by the board, and a typo on page 6 was noted, lined through and initialed by the Chairman and Secretary prior to adoption. Towns moved, and Brooks seconded approval; unanimous approval by the board; signed by the Chairman and attested by Secretary. Attached.
 - f. **Signature Authority:** The Chairman noted that he is leaving shortly for vacation, and he asked that the board approve having Wilson and one other officer sign in his absence or through August 31, 2019, whichever comes first. Nichols moved and Statham seconded; unanimous approval by the board.
7. **Airport Operations Report-** Mark Wilson, Airport Manager
 - a. Physical Maintenance & Repairs
 - i. The fuel farm credit card machine has now been connected via hardwire connection, bypassing the wireless circuit which failed.
 - ii. The airport beacon has been fully repaired by our airport manager using parts at hand, saving the authority at least \$925.

- iii. Tenant and flight instructor Clint Rockwell has provided snacks in the airport lounge area free of charge.
 - b. Other items and a status report are listed as attachments to these meeting minutes.
- 8. **Capital Project Update** – Jack Locke, Chairman; Norman Rich, Director
 - a. **Projects Update: (Locke)**
 - i. The master plan is moving forward; there are a few more meetings planned in this regard.
 - ii. The FAA now notes our runway length at 5398, and has informed us that the next Airport Facility Directory will have this change.
 - iii. The Helipad has been approved as a helipad by the FAA.
 - b. **Engineering and payment Reports** (Norman Rich, Director):

A full report is attached to these meeting minutes.
- 9. **Old Business**
 - a. **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; a demand letter is being sent on August 14. No action items needed by the board.
- 10. **New Business**
 - a. **Airport Logo Revision and Branding:** (Ross Statham, Secretary)
 - i. Statham suggested that we consider putting a 4x8 foot banner on the tall hanger facing the runway and fuel farm, at a cost of about \$125. After discussion it was suggested he work on some more options in this regard and bring them to the next meeting for review and discussion.
 - ii. Chairman Locke noted that a new resolution by the board for every new grant is now required. No action at this time.
 - iii. Chairman Locke noted that we need new check signers for our two accounts, executive committee members Nichols and Statham. Brooks moved and Williams seconded that we do so as is practicable before the end of August.
- 11. **Meeting Adjourned by Locke at 7:05 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 of the corporation.

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.