



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 October 8, 2019, Conference Room

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

In attendance were Jack Locke (Chair), Fred Provost, Thomas Leuenberger, Jim Town, Ross Statham, Alan Williams; Mark Wilson, Airport Manager; Brenda Wilson, Administrative Assistant; Calvin Palmer (AVCON).

1. **Call to Order**- Jack Locke, Chairman called meeting to order at 6:05 PM.
2. **Invocation** - Ross Statham
3. **Agenda was approved noting that this is a Executive Committee Meeting, not Board Meeting, since there were insufficient numbers of board members for a quorum.**
4. **Review of Minutes of the last TCAA Regular Board of Directors meeting - Unapproved due to a lack of quorum.**
5. **Treasurer's Report** – James Town, Treasurer (Attached)
 - a. Monthly and year to date transactions were discussed. No action.
 - b. Fuel operations and pricing were discussed. No action.
6. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. It was noted that the air conditioning issue in the tractor will be resolved by adding refrigerant to the cooling system.
 - b. Other items outlined in the enclosed report require no action by the Board.
7. **Capital Project Update** – AVCON, Inc.(Calvin Palmer)
 - a. Calvin Palmer of AVCON reported that the Master Plan is progressing.
 - b. Palmer reported that the FAA now correctly lists our extended runway length at 5398 feet.
 - c. 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 discussion that these will most likely be rented on or before February 1, and that materials are on hand on the airport property for construction.
 - d. FDOT Change Order 3 (Mulch) was discussed, and it was noted that about three weeks ago we took action to mulch a wet area of the airport property, which due to the drought is now dry. We found a vendor to mulch normally wet and inaccessible areas for \$3500, which was paid for by an FDOT grant. Town moved and Statham seconded that we pay the change order. Carried.
 - e. The Stormwater Master Plan remains in progress; it was noted that FDOT has approved more than was originally anticipated, which we can put to good use. No action.
 - f. The Electrical Improvements Plan assessment has been carried out; it will be provided to us for discussion and approval. No action.
 - g. Water Infrastructure was discussed as a part of our five year plan; it was noted that \$1 million has been allocated for this. No action.
8. **Grants Activity** – (Norman Rich) (Attached)
 - a. Grants Coordinator Rich's report was noted; no action items.
9. **Old Business**
 - a. **N6501J update** – Discussions about the sale of the aircraft in order to pay their past due rent. No action items.
 - b. **Proposed TCAA Airport signs** - It was noted that we now have two new 4x8 airport signs viewable by tenants and transient aircraft. It was also noted that the new signs contain two small errors (one by us and one by the sign vendor) that are being corrected by a decal that the sign vendor is supplying to us at no charge.
 - c. The new TCAA website is now operational and working well. He also reported all board members have emails listed, which forward to their email accounts on file.

- d. The proposed Special District Public Facilities Report submitted last month by Statham was reviewed. Town moved and Statham seconded that we approve as final, dated today. Carried. Statham will upload Approved Report on our website immediately.

10. New Business

- a. The airport manager (Wilson) noted that we typically pay about \$750 to have our floors professionally cleaned and buffed. He asked that we buy him a floor buffer at a cost of \$775. Statham moved and Town seconded that we do so. Carried.
- b. Town noted that after an audit by the FAA of past award grants under the Airport Improvement Program (AIP) during 2014, they determined that we were overpaid, and have sent us a demand letter for \$15,000 in reimbursement. It was noted that the total amount overpaid was \$45,291, so that this demand represents less than one third. Town reported that this can be paid by using our line of credit for improvements, since this was due to an improvement, and that we should be able to repay our line over the next twelve months. Town moved, and Statham seconded, that we do so. Carried.
- c. Chairman Locke noted that we have three large and dangerous trees on airport property that need to be removed. The best price received was for \$1525 to remove the trees and to grind the stumps. Statham moved, and Town seconded, that we use this bid and have the work done. Carried.
- d. Statham asked about any plans for our reducing the numbers of members of our board from 15 down to a number where we can more easily reach a quorum. It was noted that this would require a request to the Florida legislature, through our county commissions in all three counties, to do so. Town volunteered to look into this with our law firm in Tallahassee.

11. Meeting was Adjourned by Locke at 7:00 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.