



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

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

Regular Board Meeting Minutes

November 12, 2019, Airport Conference Room

In attendance were board members, participants and guests as listed on the attached sign-in sheet.

1. **Call to Order**- Jack Locke, Chairman called meeting to order at 6:00 PM.
2. **Invocation** - Norman Rich
3. **New Board Member Logan Chappell was welcomed.**
4. **Review of Agenda** - It was requested that we add two items to new business.
5. **Review of Minutes** - The September and October 2019 Executive Committee Meetings, held in lieu of Regular Board Meetings due to a lack of quorum, were reviewed. Town moved, and Nichols seconded, they be approved. Carried.
6. **Non-Agenda Audience.** None.
7. **Treasurer's Report** – James Town, Treasurer (Attached)
 - a. Monthly and year to date transactions and financial statements were discussed. No action.
 - b. Fuel operations and pricing were discussed. No action.
 - c. HUD Long-term disaster recover funds: Town noted he attended a meeting two weeks ago regarding recovery from Hurricane Michael to discuss recovery funding and long-term mitigation funding. Monies have been earmarked, and will be requested by the State of Florida. We are looking to *potentially* move some of our longer-term FDOT projects to instead use mitigation money. He noted that our engineering firm is working on summary sheets to submit next month regarding this. No action item required by Board.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Wilson reported that our floors have been stripped and will be waxed as previously discussed.
 - b. There was a brief discussion about our fuel filters, which were recently changed.
 - c. There was a brief discussion about the use of inmate labor from the county.
 - d. Other items outlined in the enclosed report require no action by the Board.
9. **Capital Project Update**
 - a. Norman Rich (report enclosed) reported that we have one active project, that of constructing new hangers, scheduled for completion on or before January 31, 2020. He noted that the paving to connect to our taxiways has been completed, that all invoicing and payments are up to date.
 - b. There was a brief discussion about a construction lien by Sperry and Associates (attached) which we were notified of a few days ago and for which the bill had already been paid. Subsequently, the lien was formally cleared earlier today (attached).
 - c. Calvin Palmer of AVCON reported:
 - a. That our windsock may be lowered or re-located as previously discussed
 - b. That the electrical report is in hand.
 - c. Plans to upgrade runway and taxiway lights to LED
 - Plans to replace some taxiway signage
 - Working on cost estimates on lighting, which was included in assessment
 - d. There is a pending task order for terminal access and security improvements totaling \$750,000. After a brief discussion, Town moved, and Nichols seconded, that we request the \$750,000 grant for terminal access and security. Carried.
10. **Old Business**
 - a. **Board reduction:** Reducing our board from 15 down to 9 members (3 per county) was discussed, due to there being problems with a lack of quorum due to busy schedules and open board seats. Town noted that in order to meet the current legislative schedule we would need to move quickly, since public meetings are needed and coordination with a tight legislative schedule

is an issue, and since we need to work with both our county commissioners and legislators. He noted that the Jackson County Commissioners have provided their letter of support, and that similar letters from Holmes and Washington County should be forthcoming. He reported that our probable cost to do all of this through our law firm in Tallahassee should not exceed \$3500. Town moved, and Brooks seconded that we earmark \$3500 to move this forward. After a brief discussion, the motion carried. Town will work and report back.

- b. **Tree removal:** Locke reported that the trees approved for removal in October were removed.
- c. **Automated Weather Publication:** Statham reported that the FAA has indicated that our automated weather (AWOS-3) frequency and automated weather telephone number are scheduled for publication in the FAA airport facilities directory update on December 5, 2019.

11. New Business

- a. **Potential Lien:** As noted above, there was a potential construction lien issue which was resolved. It was determined that we have been prompt in our paperwork and payments.
- b. **Ground Transportation:** Statham noted that the airport lacks support from any rental car companies, taxis, Uber, and lacks a courtesy crew car as provided by other airports. As a consequence, visitors and crew have no ground transportation available to them, which is limiting traffic and our growth. Rich reported that a past issue we had with crew cars was an inability to obtain insurance. After a discussion, it was noted that a lack of rental cars was our most probable largest issue that needs to be worked towards resolution. Chappell and Garling volunteered to look into ground transportation options and report back to the Board.
- c. **Construction, Engineering & Inspection:** Town led a discussion (information only) about the future need we will have to use two separate engineering firms in order to certify separately from work being designed and performed. It was noted that this may complicate and increase both bidding and costs for future projects.
- d. **Possible major commercial tenant:** Nichols and Chappell noted that they have been in discussions with the regional director of a helicopter medical transportation company who is seriously considering using us as a centrally-located facility, basing some operations here and purchasing fuel from us. They have already visited the field. Information only, no action items on our part. Chappell will follow up and report back as needed.
- e. **Tenant appreciation cookout:** Williams volunteered to have a cookout one Saturday (as previously approved) for Skydive Panama City and their guests, and to potentially invite the local Experimental Aircraft Association chapter as well as our tenants on the field.

12. Meeting was Adjourned by Locke at 7:28 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

Approved December 10, 2019

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.