



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

December 10, 2019 6:00 PM, 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. **Review of Agenda** - It was requested that we add one item to new business.
4. **Last Meeting Minutes** - Town moved, and Brooks seconded, the minutes of our previous regular board meeting be approved. Carried.
5. **Non-Agenda Audience**. None.
6. **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.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached), no questions or discussions.
8. **Capital Project Update**
 - a. Norman Rich (report enclosed) reported that all projects, invoicing and payments are up to date.
 - b. Calvin Palmer of AVCON (report enclosed) made a report as to capital projects. There was a brief discussion about the status of our Master Plan and a meeting which will probably not be held until January 2020.
9. **Old Business**
 - a. **Executive Committee meetings and updates** (Locke): none.
 - b. **Board reduction Report** (Town): Reducing our board from 15 down to 9 members (3 per county) as well as some additional reorganization structure was discussed:
 - 1) A legislative meeting is scheduled on December 17th. (See the attached)
 - 2) All three counties have provided a letter of support or will do so shortly.
 - 3) It is anticipated a bill will be introduced in the Florida legislature on 14 January.
 - 4) It is anticipated that the changes to our organization will be effective 1 July 2020.
 - c. **Ground Transportation Report** (Chappell) (Report attached):
 - 1) Crew car liability insurance is available. We should seek to include in our renewal.
 - 2) Good conversations with Enterprise (Marianna), Hertz and Avis (Dothan).
 - 3) Rental cars can be delivered to airport with 1-2 days notice.
 - 4) Airport manager will work with rental companies regarding paperwork and vehicles
 - 5) Airport manager will refer customers to agencies, not handle the rentals for them.
 - 6) Secretary will add rental information to website and submit to third-party directories.
 - d. **Prospective major commercial tenant** discussion (Chappell): We have had some discussions with a possible medical transportation services tenant look to base equipment at our field. They are discussing providing us with a letter of intent and a probable meeting with our Chairman. No action items.
 - e. **Tenant appreciation cookout** discussion (Williams): It has been discussed with Skydive Panama City (the tenant) and decided to push to March 2020 and warmer weather. No action items.
 - f. **Automated Weather Publication**: Statham reported that the FAA has updated their airport facilities directory (attached), and that he is also working to correct some old information about past tenants and some minor inaccuracies listed on the AOPA directory.
10. **New Business**

- a. **Painting contractor** (Chapel): One of our tenants at the north end of the field has requested the names of taxiway painting contractors. Due to concerns about proper marking, we will do some more checking with AVCON before recommending a vendor (action item for Chappell).
- b. **TCAA Security Plan Requirement** (Wilson and Statham): Statham reported that an ongoing requirement for our licensing by the State is an updated Security Plan. He provided copies of a revised draft security plan which was edited by Wilson (airport manager) and reviewed by himself. It was decided to date this revised Security Plan 10 December 2019 and to provide it in draft form to the State of Florida for approval. (Action item for Wilson.)
- c. **Fuel Tank Pressure Relief Valve and Cover** (Wilson): For both safety and for the reduction of rainwater contamination into our 100 low lead fuel tank, Wilson asked that we spend \$580 for a new fuel tank pressure relief valve and cover. After a brief discussion, Town moved and Nichols seconded that we acquire. Carried.

11. Meeting was Adjourned by Locke at 7:06 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.