



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

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756, Bonifay, FL 32425

## AGENDA

Regular TCAA Board of Directors Monthly Meeting: 6 pm December 10, 2019, Airport Conference Room

1. **Call to Order-** Jack Locke, Chairman
2. **Invocation**
3. **Review, changes to and approval of Agenda** (may be changed prior to adoption)
4. **Review & Approval of Minutes of the last Board meeting**
5. **Non-Agenda Audience.** *(Effective Oct 1, 2013, FL Statute 286.0114 mandates that "members of the public shall be given a reasonable opportunity to be heard on a proposition before the board of commission (Authority)." Each individual shall have three (3) minute to speak on a proposition before the Authority.)*
6. **Treasurer's Report** – James Town, Treasurer
  - a. Monthly and Year to Date Financial Report
  - b. Fuel Operations Report
  - c. ~~Other items as needed~~
7. **Airport Operations Report-** Mark Wilson, Airport Manager
  - a. Physical Maintenance & Repairs
  - b. Other items as needed
8. **Capital Project Update** – AVCON, Inc. & Norman Rich (Director)
  - a. AVCON update - Calvin Palmer
  - b. Engineering and payment Projects and Reports- Norman Rich, Grants Coordinator
9. **Old Business**
  - ✓ a. Discussion and/or action, Executive Committee meetings/updates - Jack Locke
  - ✓ b. Reducing the Board of Directors from 15 to 9 members - James Town
  - ✓ c. Ground Transportation (crew car, rental cars) - Logan Chappell & Tiffany Garling
  - ✓ d. Possible commercial tenant update and discussion - Logan Chappell
  - ✓ e. Tenant appreciation cookout - Alan Williams
  - f. Confirmed listing of our AWOS-3 frequency in the 5 December 2019 Federal Aviation Administration's Airport Facilities Directory - Ross Statham
10. **New Business**
  - ✓ a. Painting contractor inquiry by tenant - Logan Chappell
  - b. TCAA Security Plan requirement and update - Mark Wilson & Ross Statham
  - c. Fuel Tank Pressure Release Valve - Mark Wilson
  - d.
11. **Adjourn**

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.

# Tri-County Airport Authority

## Meeting Sign-In Sheet



Meeting Date: December 10, 2019

<u>County:</u>	<u>Seat #</u>	<u>Member Name</u>	<u>Signature</u>
Holmes:	1	Roy Brooks	<u>Roy Brooks</u>
	2	Cliff McGowan	<u>Cliff McGowan</u>
	3	Charles "Chuck" Aronhalt	<u>Charles "Chuck" Aronhalt</u>
	4	Jack Locke	<u>Jack Locke</u>
	5	Fred Provost	<u>Fred Provost</u>
Jackson:	6	Logan Chappell	<u>Logan Chappell</u>
	7	Thomas Leuenberger	<u>Thomas Leuenberger</u>
	8	Tiffany Wilson Garling	<u>Tiffany Wilson Garling</u>
	9	Terry E. Nichols, DMD	<u>Terry E. Nichols, DMD</u>
	10	Vacant	<u>Vacant</u>
Washington:	11	Jim Town	<u>Jim Town</u>
	12	Norman Rich	<u>Norman H. Rich</u>
	13	Rick D. Kerr	<u>Rick D. Kerr</u>
	14	Ross Statham	<u>Ross Statham</u>
	15	Alan Williams	<u>Alan Williams</u>
		Mark Wilson	<u>Mark Wilson</u>
		Brenda Wilson	<u>Brenda Wilson</u>
		AVCON, Inc.	<u>CAVIN PALMER</u>
		Guest	<u>Guest</u>
		Guest	<u>Guest</u>

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please

**GRANT ACTIVITY**  
Since November 10, 2019

- 11/7/2019 – Received AVCON invoice # 116455 in the amount of \$9,258.00. AVCON Invoice # 116456 in the amount of \$15,139.75 also received this date. Holding Invoice # 116456 as prior check has not cleared the bank. Documents printed and prepared for the appropriate signatures.
- 11/12/2019 – Submitted pay request to FDOT for AVCON Invoice # 116455 as check for prior request has cleared the bank. GCUC PA 8 received this date. Documents printed and prepared for appropriate signatures. This invoice will be held until AVCON invoice #116455 has been paid and check has cleared the bank.
- 11/15/2019 – AVCON Invoice # 116456 FDOT portion submitted.
- 11/20/2019 - Paid AVCON with LOC funds on this date. Check must clear before we can submit for reimbursement from FAA
- 11/25/2019 – FDOT funds received and check cut for Invoice # 116455.
- 11/27/2019 – FDOT funds for Invoice 116456 received and AVCON payment cut.
- 12/2/2019 – Check for AVCON invoice 116456 cleared and request for reimbursement submitted.
- 12/4/2019 – FAA funds received. LOC repayment check cut.
- 12/5/2019 – Submitted GCUC PA 8 in amount of \$5194.00 to FDOT for payment. Received GCUC PA 9 for processing from AVCON which will have to be held until PA 8 funds have been received and check has cleared the bank.

## 8) Airport Operations Report

10 DEC 2019

### *Physical Maintenance and Repair Highlights:*

- a) FBO Building: Fully operational
- b) Front Gate: Fully operational
- c) Credit Card Machine: Fully operational
- d) Credit/Debit Card Reader (Square): Fully operational
- e) Fuel Farm: Fully operational
  - i) Siteminder:
  - ii) 100LL: In the process of painting the tank.
  - iii) JET-A: Spot painted some small rust areas on tank and pipes.
- f) Fuel Trucks: Fully operational
  - i) 100LL:
  - ii) JETA:
- g) Lektro Tug: Fully operational
- h) Rotating beacon: Fully operational
- i) Hangars: All fully operational:  
Hangar Rental:
  - i) There are 32 of 32 enclosed hangars currently being rented. (*T, Box, Double Box, & Commercial*)
  - ii) There are 3 of 8 shade hangar tie-downs currently being rented
  - iii) There are 1 of 15 open area tie-downs currently being rented
  - iv) There are 9 on our hangar waiting list who want enclosed hangars. Four of the nine are current tenants who want to upgrade their hangars.
- j) Tractor: Fully functional
  - i) The right rear tire keeps going slack, it must be aired up about every 14 days
  - ii) The Air Conditioner/Heater is no longer operational
- k) Lawn Mower: Fully operational
- l) Edger: Fully operational
- m) Weed Trimmers:
  - i) #1 – Fully operational
  - ii) #2 – **NON-FUNCTIONAL**: Pull chord snapped and the spring is broken
- n) Floor Buffer: Fully operational
- o) Area improvement: Ongoing mowing, edging, weed trimming, killing weeds, & tree trimming

## **Rental/Crew Car Update 12/10/19**

### **1. Crew Car Insurance**

- a) Coverage is available but is typically associated with the insurance policy that covers the whole property.
- b) Liability only policy
- c) Collect DL and sign some sort of release (Consult Attorney on release form)
- d) Brent Anderson CS&A Insurance Aviation Division
  - i) 615-435-8281
  - ii) [BAnderson@Chappellsmith.com](mailto:BAnderson@Chappellsmith.com)
- e) Discuss with insurer closer to renewal time

### **2. Rental Vehicle Options**

- a) Enterprise in Marianna will service TCAA
- b) Need as much lead time as possible to ensure staff and vehicle availability
  - i) Possibly note this on our website and/or ask about rental needs when we receive notification that someone will be flying in.
- c) Hertz and Avis in Dothan are willing to services TCAA in the event that Enterprise did not have any availability
  - i) Hertz 1 day lead time
    - (1) Sue334-983-4514
  - ii) Avis 48 hr lead time
    - (1) Jerry Clark 334-655-9111 or [jerry@clarkcar.com](mailto:jerry@clarkcar.com)
- d) No other car rental companies have territories that allow them to service TCAA
- e) Possibly Enterprise coming to Chipley that would be willing to leave a vehicle at TCAA full time for rental use (Ross)

### **3. Summary**

- a) Crew Car insurance is available and probably the most practical route for everyday airport traffic that just needs short term transport. (given that we have access to a low cost vehicle)
  - i) Further communication will be necessary with our insurance company to determine what policies they may have available and what additional info we may need to collect from users (DL and Release form)
- b) Rental service is available from Enterprise, Hertz, and Avis but is more practical for those coming for longer stays where advanced notice is realistic and multi day transport is necessary.