



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

January 14, 2020 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** - Ross Statham
3. **Review of Agenda** - It was requested that we add two agenda items. Carried.
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.
 - b. There was a discussion about a hanger tenant who has had several returned checks; it was decided that this tenant will now be required to pay us via credit card or money order.
 - c. Fuel operations and pricing were discussed. No action.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached). He noted that he decided not to purchase vent caps as discussed last month-- not needed.
 - b. Also noted that he was able to repair the airport tug himself using purchased parts.
8. **Capital Project Update**
 - a. Calvin Palmer of AVCON (report enclosed) made a report as to capital projects.
 - b. It was noted that we need to flag taxiway bulbs that are not working and to repair them.
 - c. It was moved by Town, seconded by Statham and passed that we pay West Florida Electric \$1049.50, to be reimbursed by Florida Department of Transportation.
 - d. It was moved, seconded and passed that due to delays from the county that we allow our vendor building our new hangers to extend their deadline for construction to February 24, 2020.
9. **Old Business**
 - a. **Tenant appreciation cookout discussion** (Williams) March 2020: It has been discussed with Skydive Panama City (the tenant) and the local chapter of the Experimental Aircraft Association. There was a discussion about some things being planned and who and how they will be invited. No action items, but we plan on re-visiting next month and finalizing details.
 - b. **Special Act Filing Status Report** (Town): The Florida Legislature Clerk of House has accepted out filing (attached). No action items at this time.
 - c. **Phase-In of Board Changes between now and 1 October 2020** (Town): With our board being reduced from 15 to 9, and with new appointments, he recommended we simply practice normal attrition between now and 1 October. No displacements are planned or anticipated. No action.
 - d. **Prospective major commercial tenant** discussion (Chappell): Report will be postponed to next month due to Chappell's absence.
 - e. **TCAA Security Plan Requirement** (Wilson and Statham): Statham reported that an ongoing requirement for our licensing by the State is an updated Security Plan; Wilson reported that he submitted an updated plan which was submitted, tweaked, re-submitted approved, accepted by State and currently on file. No action items.
 - f. **Commercial Business Listings in Foreflight** (Statham): Statham reported that he has submitted two rental car companies, four motels and several restaurants to Foreflight, which are now listing in our airport's airport page within the app. No action items.

10. New Business

- a. **Airport Manager as State Employee** (Statham): Statham inquired as to whether we should consider moving our Airport Manager underneath one of the local counties as a county employee, in order that he obtain additional benefits. It was pointed out that this was a previous discussion prior to him joining the board and that it wasn't practical. No action.
- b. **Transitioning our Airport Identifier Code** (Statham): Statham provided a written report (attached) outlining why he believes we should apply for a new airport identification code as well as some options we should consider. There is no cost to us for this transition other than making some minor signage changes. After a discussion, it was decided to request that the FAA re-identify our airport as "KTCF" ("Tri-County Florida"). Statham will initiate the paperwork with the FAA.
- c. **Transitioning our Airport Frequency** (Statham): Statham provided a written report and analysis (attached) of airports within a 90 mile radius of ours and outlining why he believes we should apply for a new common traffic advisory frequency, which is currently 122.8, as recommended by the AOPA. He proposed two frequencies for the board to consider, and noted there would be a cost of \$95 to the FCC to make the change, plus the costs to make signage changes and to potentially make equipment changes. After a discussion, it was decided that the board should consider how we could best and most safely effect such a change. It was decided to table the discussion to the next meeting.

11. Meeting was Adjourned by Locke at 7:18 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.