



# 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

February 11, 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 5:58 PM.
2. **Invocation** - Terry Nichols
3. **Review of Agenda** - Approved as submitted.
4. **Last Meeting Minutes** - Town moved, and Brooks seconded, the minutes of our previous regular board meeting be approved. Carried.
5. **Executive Committee Meeting Minutes** - Brooks moved, and Williams seconded, the minutes of our executive committee meeting of February 4, 2020, including the proposed Airport Plan, 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.
  - b. There was a discussion about a hanger tenant who has had several returned checks; it was decided that this tenant will now be notified to pay us via credit card or money order.
  - c. Fuel operations and pricing were discussed. No action.
  - d. Town provided an update on Florida House Bill 1375 to change the TCAA Board composition, which as of February 6, 202 has been placed on the House calendar. See attached as last page of Treasurer's report.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached). Discussion about a few items on the enclosed report, no action items required by the board.
9. **Capital Project Update**
  - a. Calvin Palmer of AVCON (report enclosed) made a report as to capital projects as well as particular focus on the approved Master Plan.
  - b. Norman Rich reported that monies to our vendors are being paid on time, and that we are being paid by the Florida Department of Transportation in a timely manner. No issues.
10. **Old Business**
  - a. **Tenant appreciation cookout discussion** (Alan Williams). The event is scheduled on March 14, 2020 from 10 am to 2 pm. We will be providing hamburgers, hot dogs, chips, cookies, soft drinks, etc to the skydivers on the field, our airport tenants and our local "neighbors", and the local EAA chapter will be assisting and providing a static display of two or three aircraft. Event to be held in the shade hanger area. Head counts and budget to be finalized at the March 10, 2020 TCAA Board Meeting.
  - b. In a follow on discussion to change our common traffic advisory frequency from the heavily over-used 122.8, Ross Statham proposed a safety transition plan (enclosed) with a move to 122.725 in July of this year. Motion by Statham, seconded by Williams. Carried.
11. **New Business**
  - a. Mark Wilson, Airport Manager, requested that due to recent outages by our local internet carrier which caused our fuel farm to be inoperative, that we purchase a Verizon hotspot for about \$150 and spend about \$35 per month for internet service. After a discussion about reliability of signal, he was authorized to do so as well as to purchase an external antenna to ensure better signal and reliability.
  - b. Jim Town, Treasurer, proposed that the Airport Authority support the upcoming Young Eagles flights conducted by the EAA on April 18, 2020 by supplying fuel to the Young Eagles pilots at the

- event at cost with the gross profit at the tenant discount price being charged to "Advertising & Promotion" so the fuel account makes its normal gross profit. (Young Eagles flights are an introduction to flight from youth age 8-17.) Motion by Town, second by Statham. Carried.
- c. Brenda Wilson, Administrative Assistant, noted that the Florida DOT has some upcoming training for a software tool we use on March 10-11, 2020 in Lake City, and that we need to approve the training-- as well as understand that she, the Airport Manager, and perhaps a board member would miss the next board meeting. After a brief discussion, Town moved, and Williams seconded, that we attend the training. Carried.

**12. Meeting was Adjourned by Locke at 7:25 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.



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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.**