



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

July 14, 2020 6:00 PM, Airport Lobby

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** - Approved as submitted.
4. **Last Meeting Minutes** - Town moved, and Brooks seconded, the minutes of our June 2020 regular board meeting be approved. Carried.
5. **Non-Agenda Audience**. None.
6. **Review and adoption of Bylaw Changes for new Organizational Structure**: The enclosed revision to our Organizational Bylaws were presented to the Board by Member James Town. The changes were reviewed and discussed point by point. Town moved, and Williams seconded, that these be adopted and put into place effective October 1, 2020. Carried.
7. **Treasurer's Report** – James Town, Treasurer (Attached)
 - a. Monthly and year to date transactions and financial statements (enclosed) were discussed. There was a discussion about the Piper Cherokee 180 aircraft that has been parked under our shade hanger with unpaid rent for some time, and an email Town sent to our attorney asking how we can properly dispose of the aircraft in order to pay the balance due. We are awaiting instructions from our attorney as to how to best proceed.
 - b. Fuel operations and pricing (enclosed) were discussed. No action. Our Treasurer noted that fuel sales are healthy again.
 - c. Town presented a first look at next fiscal year's operating budget, attached.
 - d. Town noted there are no Capital Budget requests yet provided.
 - e. In a discussion about our hanger rental schedule commencing October 1, 2020 (enclosed), Town noted he has performed an analysis of hanger square footage and price per square foot. He noted that hangers F1, F2, F3 & F4 are large box hangers and are being rented at a price significantly lower than the square footage at the other box hangers. After a brief discussion, he moved that we *slightly* adjust all hanger rents effective October 1, 2020 to be more in line with each other, excepting hangers F1 through F4, that we inform those tenants that effective October 1, 2021 (fourteen months from now) those hangers will go up from their current price of about \$310 per month to \$365. Motion carried.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Wilson noted that when vehicle owners that had not left us keys were informed their vehicles were about to be towed, they provided us with keys.
 - c. Our first zero turn Scag mower is at HP Outdoor for blade clutch repair.
 - d. Our second zero turn Scag mower has failed and needs to have its engine replaced and other items repaired at a cost of at least \$4500, or replaced. There was a discussion about replacing with a larger cut and more robust 72 inch cut zero turn and possibly changing to diesel engine with the same fuel used in the Deere tractor. Wilson will investigate options and also advise Town of a range of capital budget that may be needed 5-days prior to the next Board meeting so it can be included in the final budget at the public hearing.
9. **Capital Project Update**
 - a. Calvin Palmer (AVCON) provided a verbal report, noting we have submitted a revised draft master plan to the FAA, adding the review and removal of trees for an instrument approach to runway 1. He reported that the Florida Department of Transportation approved moving \$1500 in funding to pay for a glide slope survey of runway 1. Town moved, and Books seconded and we

amend the master plan to include \$1500 for DOT/FAA to identify obstacles to a precision approach to runway 1. Carried.

- b. Palmer also noted that we need a task order 8 in order to create contracting and purchasing procedures to ensure allotments for Disadvantaged Business Enterprises (DBEs), at an amount of \$7235 to become effective October 1, 2020. Town moved, and Statham seconded we do so; motion carried. Town noted that the final DBE policy should become an annex to the TCAA Procurement Policy in addition to a separate publication.
- c. Palmer reported they are still working with the FAA regarding the submitted draft master plan.
- d. Grants Coordinator Norman Rich was traveling and not in attendance. A report was provided by Brenda Wilson, Airport Administrative Assistant (enclosed). No action.

10. Old Business

- a. Since Board Member Kerr was not in attendance, it was decided to table the discussion about firefighting equipment storage at the airport until next month. No action.
- b. Board Member Statham noted that migration of our new airport identifier KBCR is reported to him to be on track by the FAA, but that we are NOT to disseminate information on it yet. No action.
- c. Statham reported that obstacle clearance for runways 1 & 19 are being addressed in revisions to our draft Master Plan. No action.
- d. The airport recently replaced its lighted wind sock with a newer version which resolved an issue with our helipad as previously discussed. (The "old" wind sock and frame are less than two years old and were replaced after Hurricane Michael in October 2018.) Provost moved, and Brooks seconded that we declare the old wind sock as surplus, that the Secretary write ads to sell the item on our website and other outlets; potential buyers to send sealed bids.

11. New Business

- a. Statham provided a written report regarding an instrument approach for runway 01. He noted that the \$1500 approved above was to support this. He also noted that the FAA, Cairns Approach (Ft. Rucker) and Tyndall Air Force Base have been highly supportive of our efforts in this regard. He noted that tree removal to support our instrument approaches are vital and should be addressed within our budgets. Town noted that the costs to remove the few trees causing the problem would qualify for CARES Act reimbursement. No action.
- b. Statham reported that we have a telephone message delivery system for Board Members called CallingPost, which costs 7.5 cents per delivered message. Board Members reported that it is working well. No action.
- c. Statham reported that a maintenance company has expressed interest in renting the large box hanger from the Baptist College and is in discussions with them. No action.

12. Meeting was Adjourned by Locke at 7:08 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 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.