



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

September 8, 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 6:02 PM.
2. **Invocation** - Ross Statham
3. **Review of Agenda** - Approved as submitted.
4. **Last Meeting Minutes** - Town moved, and Williams seconded, the minutes of our August 2020 regular board meeting be approved. Carried.
5. **Audience to wish to speak.** None.
6. **Treasurer's Report** – James Town, Treasurer (Attached)
 - a. Our board was reminded that October 13, 2020 will be our Annual Organizational Meeting, officer election, committee appointments and other Organizational Meeting business.
 - b. The monthly and year to date financial report (enclosed) was presented.
 - c. Fuel operations and pricing (enclosed) were discussed. Our Treasurer noted that fuel sales remain healthy. There was a discussion about area fuel rates. No action.
 - d. Town presented our last Fiscal Year Audit copies (recently posted on our website) and provided some highlights to Directors.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Wilson reported that lightning has taken out two controller boards for two hangers, and that the parts are on order and should be in and installed later this week.
 - c. Wilson reported that the septic tank serving Skydive Panama City was pumped and repaired at a cost of \$552; there was field line damage.
 - d. Other items on the report were briefly discussed for clarification with no action required.
8. **Capital Project Update**
 - a. Lee Lewis (AVCON) provided a written report, enclosed.
 - b. Statham moved, and Town seconded, that we submit the Draft Master Plan to the Florida Department of Transportation and the Federal Aviation Administration.
 - c. Brought into our meeting was Taffy Pippin of Pippin Consulting, to lead our DOT Disadvantaged Business Enterprise (DBE) procurement discussion. She provided a report (enclosed) describing the methodology for the 5.86% DBE vendor goals for the next three fiscal years. She obtained key contact information from the Board, and we were trained and discussed via an overall briefing as well as discussing procedures and reporting. Pippin will push a draft DBE plan to the Secretary for 30 day public comment; the Secretary will also submit a request for her to be granted access to the FAA website. AVCON will work to assist us in working in these areas.
 - d. AVCON reported that the obstacles (trees) that need to be cleared to the north and south of the airport were in hand and were being provided to the Airport Manager so that we could seek to remove them.
 - e. The other minor items on the AVCON report were briefly discussed.
9. **Old Business**
 - a. Brenda Wilson reported that new lease documents are in the works and on target.
 - b. Mark Wilson reported that we have two new shade hanger tenants as a result of a recent mailing to aircraft owners in Bay County. Statham reported that the cost of the mailing was \$55 for postage, and that additional postage, paper, toner, labels and envelopes were donated.
 - c. Statham provided a written report regarding the new airport code, new common traffic advisory frequency and our airport weather station (enclosed).

10. New Business

- a. Garling reported an airport branding plan is being considered by the three county economic development groups and that we may be able to receive partial funding for marketing materials from Gulf Power. No action.
- b. Statham reported on a safety violation that occurred by two power parachutists within our runway boundaries on Sunday, September 6, 2020. No action.

11. Meeting was Adjourned by Locke at 7:29 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.