



**Tri-County Airport Authority**  
1983 Tri-County Airport Rd - Bonifay, FL 32425  
Mail: PO Box 756 - Bonifay, FL 32425

## Regular Board Meeting Minutes

July 13, 2021 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; a quorum was confirmed. (See attendees listed on attached sign-in sheet.)
2. **Invocation** - Logan Chappell
3. **Review of Agenda.** Statham moved, and Williams seconded that the Agenda be approved as submitted. Carried.
4. **Regular Board Meeting Minutes** - Brooks moved, and Chappell seconded, the minutes of last month's regular board meeting be approved as submitted. Carried.
5. **Audience wishing to speak:** None.
6. **Treasurer's Report** – James Town, Treasurer (Attached) -  
Town presented **enclosed financials, financial analysis, fuel pricing** analysis and fuel costs. **Annual Audit Reports** were filed with the state almost one week earlier than required. Copies of the audit are available from the Airport Administrator, Brenda Wilson.  
**The 2022 Annual Budget** is almost ready for review and discussion. As noted previously, some of our big box hangars will be recommended for a slight increase.  
There was a discussion about a **seriously past due tenant** who has on several occasions promised members of the board to bring his account up to date. The Secretary and Treasurer prepared a letter which was received; on July 12 his attorney contacted us and noted that he is expecting to pay us in full in early August. Statham moved, and Brooks seconded, that we extend the tenant until August 15, 2021 before beginning procedures for foreclosing on his property in order to satisfy the debt.  
At the direction of the Board and the Executive Committee, the Treasurer put together a series of **confidential recommendations** regarding an existing land lease tenant who is in default of their lease. (Details are not included in the minutes or notes for privacy concerns for the tenant.) As also done last month, several options were discussed as to what financial options for resolution were presented to the tenant. (Town led the discussions.) The Board gave their unanimous approval for the Chairman and the Treasurer to continue discussions with the tenant, to present our proposed options, to seek resolution, and to keep the Board informed of discussions as appropriate.
7. **Airport Operations Report-** Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached). No action.
8. **Capital Projects Update - AVCON** (see the enclosed report) Items were discussed as described in the enclosed report were each reported and discussed. No action.
9. **Engineering and Payments, Projects and Reports-** No grant activity- no report.
10. **Other Old Business:**
  - a. Mark Wilson (Airport Manager) reported that the overwhelming majority of our tenants have returned their **hangar leases** which have been signed electronically using the new system. The Board Secretary will send letters to those who have not yet returned their leases, pointing out that without an active lease they will no longer receive a fuel discount.
  - b. Mark Wilson reported that our **tie-down ropes and wheel chocks** are complete and are available for tenants and transients on the ramp.
  - c. **Skydiving Chart Markings** - Statham reported that the Airport Facility Directory (A/FD) is being updated to include "Skydiving on weekends" in the comment section, but that it is

taking longer than anticipated to update the VFR chart. He believes the paperwork will be instituted prior to the August board meeting.

**11. New Business**

a. **None.**

**12.** There being no other business, the Meeting was Adjourned at 6:49 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.**