



## 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

October 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 5:59 PM.
2. **Invocation** - Ross Statham
3. **Review of Agenda** - Approved by board as submitted.
4. **Last Meeting Minutes** - Chappell moved, and Leuenberger seconded, the minutes of our September 2020 regular board meeting be approved. Carried.
5. **Audience wishing to speak**. None.
6. **Annual Organizational Meeting**. Statham moved, and Williams seconded, that we retain our current roster of officers and committees as they currently stand. Carried.
7. **Treasurer's Report** – James Town, Treasurer (Attached)
  - a. Town moved that we consolidate our grant banking accounts by closing the last account at Capital City Bank and use One Florida established grant account instead. Carried.
  - b. The monthly and year to date financial report (enclosed) was presented and discussed.
  - c. Fuel operations and pricing (enclosed) were presented and discussed. Our Treasurer noted that fuel sales remain healthy but that poor September weather ate significantly into our transactions.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached).
  - b. There was a discussion about Hurricane Sally and the subsequent flood, which shut the airport down for two days, and which flooded several hangers.
  - c. Wilson reported that the self-service fuel pump credit card reader had a tech issue possibly caused by the flood which was resolved.
  - d. Other items on the report were briefly discussed for clarification with no action required.
9. **Capital Project Update**
  - a. Lee Lewis (AVCON) provided a written report, enclosed.
  - b. The Master Plan was discussed and Lee advised that the FAA response would probably not respond before December 2020.
  - c. The Storm Water Plan was discussed, noting that Hurricane Sally and the 20 inches of rain that we received provided insights as to what is needed to help ensure optimal planning.
  - d. Regarding the **Disadvantaged Business Enterprise Plan** prepared by Taffy Pippin Consulting, Statham moved and Brooks seconded that the plan be approved by the board and signed by the chairman. Carried. **Note: the plan was posted on the website on October 14, 2020.**
  - e. The **Terminal Access and Security Improvements Plan** with a drawing of the parking area in front of the airport was presented and discussed, and input was provided to AVCON by the board. The plan will continue to be tweaked by AVCON and will be discussed again at our November meeting.
  - f. The other minor items on the AVCON report were briefly discussed.
10. **Engineering and Payments Projects and Reports**- Tiffany Garling, Grants Coordinator: details provided as in the enclosed report. No issues or problems; on track. She and the Treasurer reported that the final draw on the \$30,000 CARES Act grant will be in October and that program will be completed.
11. **Other Old Business:**
  - a. Ross Statham reported that we have received permission to clear the obstacles identified by the FAA to the southwest of the airport, but we have had NO responses to our two letters to the property owners in Michigan who have violations to the northwest of the airport. Fred Provost volunteered to work with the airport manager to clear the trees in question as directed.

- b. Regarding our new 122.725 common traffic advisory frequency, Statham noted that the FAA has given us a "go live" date of November 5, 2020. Banners have been purchased at a cost of \$49 and placed at the fuel farm and on the front gate. Because this effects our runway lights (controlled by pilots in the air using this frequency at night), Wilson will be leaving the runway lights on all night November 4-5, and on November 5 he will switch them to the new frequency. Statham and Williams volunteered to "man" the airport with hand-held radios on Saturday, November 7 and Sunday November 8 and to monitor the old frequency, communicating to pilots the new frequency should they call in on the old one.
- c. Statham reported that the FAA has given us approval for the new airport identifier, KBCR, and have given us a release date of 7 October 2021 (the October 2021 chart cycle date)-- almost one year from now. This will give us plenty of time to prepare. He also noted that the FAA directed us not to disseminate the information early, in order to avoid confusion.
- d. In a discussion about powered parachutes being used on the field, it was noted that those wishing to use them will be directed to speak with Skydive Panama City and coordinate their activity with them-- as well as being encouraged to use a hand-held radio and communicate with traffic on the field.
- e. Garling reported that she has been speaking with Gulf Power about possible funding to assist with airport marketing, and that the discussions remain in progress.

## **12. New Business**

- a. There was a discussion about lessons learned from Hurricane Sally and the flooding that occurred. No action.
- b. There was a discussion about airport logos to use next year after our new identifier (KBCR) goes live, as well as a discussion about separating our website into two websites-- one for compliance (the Tri-County Airport Authority) and one for marketing and pilot information (Tri County Airport). Statham and Garling will have some discussions about each. No action.
- c. Statham and Wilson reported that a new 4 foot x 6 foot "Airport Lobby" sign was purchased at a cost of \$300 and mounted in view of the taxiway and fuel farm, directing people to the lobby and noting rest rooms, WIFI, etc. Sign was mounted last week by Wilson using gate hardware.

## **13. Meeting was Adjourned by Locke at 7:21 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.**