



# 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

November 10, 2020 6:00 PM, Airport Lobby (COVID 19 Distancing)

*In attendance were board members, participants and guests as listed on the attached sign-in sheet.*

1. **Call to Order**- Roy Brooks, Vice-Chairman called meeting to order at 6:01 PM.
2. **Invocation** - Ross Statham
3. **Review of Agenda** - Approved by board as submitted.
4. **Last Meeting Minutes** - Garling moved, and Chappell seconded, the minutes of our October 2020 regular board meeting be approved. Carried.
5. **Audience wishing to speak**. None.
6. **Treasurer's Report** – James Town, Treasurer (Attached)
  - a. The monthly and year to date financial report (enclosed) was presented and discussed.
  - b. Fuel operations and pricing (enclosed) were presented and discussed. Our Treasurer noted that fuel sales remain healthy and that our finances are healthy.
  - c. Bylaws signature authority delegations were reported and discussed; see enclosed report.
  - d. Overview of simple procurement actions were reported and discussed; see enclosed report.
  - e. Reports were accepted by Board with thanks.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached).
  - b. After discussion around a planned date for beacon replacement (7 years from now), Statham moved, and Provost seconded, that Wilson obtain three quotes for cleaning and repainting our beacon tower prior to our meeting next month.
  - c. 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. The Master Plan was discussed and Lee advised that the FAA would probably not respond before December 2020.
  - c. The Stormwater Master Plan Study was discussed.
  - d. The Terminal Access and Security Improvements were discussed.
  - e. The Task Order 10 Airport Stormwater Improvements, Phase 1 was discussed; Lewis noted that due to COVID 19, the FAA budget has been impacted, and that some of our planned projects such as this one will be impacted. As noted in the notes, this project was deleted by FDOT.
  - f. A motion was made by Statham and seconded to accept AVCON's recommendation to re-direct \$450k in federal entitlements (FY 2019 thru FY 2021) to the planned airfield lighting project as per the enclosed report "Action Item". Carried.
  - g. A motion was made by Statham and seconded to accept AVCON's recommendation to re-allocate \$300k in FY 2021-2022 FDOT funding from lighting vault to stormwater improvements as per the enclosed report "Action Item". Carried.
  - h. Other minor items on the AVCON report were briefly discussed.
9. **Engineering and Payments Projects and Reports**- Tiffany Garling, Grants Coordinator: details provided as in the enclosed report. No issues or problems; on track.
10. **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. He asked that Logan Chappell help research all of the owner names so that we can reach out to the other family

members. He noted that Fred Provost and Mark Wilson are planning to remove the trees to the southwest of the runway.

- b. Regarding our new 122.725 common traffic advisory frequency, Statham noted that the switch was made successfully on November 5, and that volunteers the previous weekend manned the radios but heard NO traffic calls on the old frequency.
- c. Garling reported no update yet on the development of a 1-page flyer.

**11. New Business**

- a. Statham reported that the airport website was slightly re-designed to move the information for pilots and aircraft owners to the top left, and information about the Authority and information for the public about meeting, minutes, etc to the lower left corner of the website.

**12. Meeting was Adjourned by Brooks at 7:04 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.



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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.**