



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

December 8, 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**- Jack Locke, Chairman called meeting to order at 6:00 PM.
2. **Invocation** - Ross Statham
3. **Review of Agenda** - Three "new business" items added, items "B, C & D" below.
4. **Last Meeting Minutes** - Town moved, and Williams seconded, the minutes of our November 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. After a brief discussion about fuel prices and comparisons with nearby airports, it was decided to hold our fuel prices where they currently are.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Items on the report were briefly discussed for clarification with no action required.
8. **Capital Project Update**
 - a. Calvin Palmer (AVCON) provided a written report, enclosed.
 - b. The ongoing obstacle clearance issues were discussed. It appears that Runway 01 obstacles have been successfully cleared, but it remains unclear if Runway 19 obstacles are clear. **Our airport manager is awaiting latitudes and longitudes of any obstacles the FAA show in need of clearance to see if they were removed during recent tree removal.** Statham proposed (but did not move) that if our Runway 19 obstacles remain unclear we consider paying the \$1500 to have our approach glide slope re-analyzed; it was noted that our last glide slope analysis for that runway was prior to two hurricanes (Michael and Sally).
 - c. Other minor items on the AVCON report were briefly discussed.
9. **Engineering and Payments Projects and Reports**- Brenda Wilson for Tiffany Garling, Grants Coordinator: details provided as in the enclosed report.
10. **Other Old Business:**
 - a. Regarding our new 122.725 common traffic advisory frequency, Statham reported that the switchover was successful and smooth, and that we've purchased decals for our signs that now list the new frequency from the sign vendor that would replace the old frequency with the new, at a cost of less than \$25.
 - b. Regarding a proposed new airport logo which would go into effect when our new airport identifier code (KBCR) becomes active on October 7, 2021, Statham provided a proposed logo and new letterhead. It was noted that this new code and any new logo using this are NOT to be used or released for distribution until about 60-90 days prior, in order to ensure a smooth transition and to lessen confusion. After a brief discussion about the logo and the transition, it was decided to use a brighter red than submitted. It was also decided to tweak the letterhead to use this new redder logo and to remove the verbiage at the bottom as submitted. The enclosures to these minutes show the submitted logo (top) and the approved logo (bottom).
11. **New Business**
 - a. Brenda Wilson, Airport Administrator, reported that Holmes County approved a 0.5% sales tax increase which is effective 1 January 2021. Since several tenants pre-paid their rent through the

- end of September in order to receive a discount, Town moved, and Statham seconded, that we absorb the small increase through September 2021 for those who took the pre-pay discount.
- b. During the November 2020 meeting it had been decided to obtain pricing to have our airport beacon pressure washed and re-painted; we have had virtually no response to requests in this regard. Locke noted that he has found a vendor with the necessary equipment who will pressure wash and paint the beacon (we supply the paint) for a price of \$1000. Lock moved, and Statham seconded that we do so. Carried.
 - c. Locke reported that a new tenant is interested in moving his company's King Air (aircraft) to one of our largest box hangers, has offered to pre-pay for a year in advance (January through December 2021) providing we provide a discount. The adopted rate is \$9,900 + taxes and he has offered \$8,000.00 paid-in-full and to purchase Jet A fuel from the airport, which will offset the rent differential in about 2 months at his projected fuel usage. The current tenant vacating was paying a significantly lower rate as previously negotiated by the chairman and the aircraft was spending time at another airport. It was noted that the airport authority would retain the use of the office and shop within the hangar. After a brief discussion about details and finances, Statham moved, and Williams seconded, that we accept his offer. Carried.
 - d. Statham noted that the laser printer he has been using for airport business is showing signs of age, and he'd like to replace it at a cost not to exceed \$500. Williams moved, and Leuenberger seconded, that he do so. Carried.

12. There being no other business, the Meeting was Adjourned at 6:59 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.