



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

January 12, 2021 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 – One “old business” item added under #11, item B below.** Two "new business" items added under # 12, items "A & B" below. Baptist College of Florida, who had asked to be placed on the agenda, was not in attendance.
4. **Last Meeting Minutes** - Brooks moved, and Town seconded, the minutes of our December 2020 regular board meeting be approved. Carried.
5. **Audience wishing to speak.** None.
6. **Airport Manager Continuation** - Chairman Locke informed the board that the airport manager performance review had been done and recommended to the board that they consider giving Mark Wilson a raise of \$2,000 per year as his second anniversary is approaching. Tiffany Garling asked if the amount was up for discussion. Treasurer Town explained the mechanism for the retention of the manager and stated there is no current procedure for raises to salary. Vice-Chair Brooks recommended that the salary increase be \$3,000 per year, seconded by Statham. Motion carried.
7. **Treasurer’s Report** – James Town, Treasurer (Attached)
 - a. Town presented details on a new State of Florida requirement for a modification to our chart of accounts and future change to our accounting software (enclosed) which he believes will also aid us in the long term. No action required by the board.
 - b. The monthly and year to date financial report (enclosed) was presented and discussed.
 - c. There was a discussion about the auction of the (repeatedly discussed) Piper Cherokee parked at the airport in order to pay for monies seriously past due for the past two fiscal years in order to clear the debt as well as the lien we have placed with the FAA last year. The process of the sale was discussed with the board by Town.
 - d. Fuel operations and pricing (enclosed) were presented and discussed. Our Treasurer noted that fuel sales remain healthy and that our finances are healthy.
 - e. After a brief discussion about fuel prices and comparisons with nearby airports, it was decided to hold our fuel prices where they currently are but to continue to review.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Wilson noted that our airport taxiway lights are not in service and he will look into it.
 - c. Items on the report were briefly discussed for clarification with no action required.
9. **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 doubtful if Runway 19 obstacles are clear- and that the FAA shows we yet have issues in need of resolution. Statham noted he believes we should seriously consider paying for a runway 19 glide slope evaluation to help identify the issues (as we did for Runway 01 last year) and that he has on several occasions asked AVCON for their help in this matter. Locke asked Statham to reach out to Howard Klein at AECOM to see if they could help us to shed some light on this matter as well; Statham noted that he would also speak to FDOT and the FAA about the issue. Palmer at AVCON said he would also look into the issue.
 - c. 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.
11. **Other Old Business:**

- a. Locke reported that our large hangar that faces the fuel farm is anticipated to be rented out shortly to the tenant whose King Air aircraft would be based here, as discussed last month.
- b. Locke reported that he will be reaching out to the vendor we approved to pressure wash and paint our airport beacon.

12. New Business

- a. Alan Williams proposed that we seriously consider converting a portion of the expansive tie-down area immediately to the north of the T-hangars into additional T-hangars. Mark Wilson noted that the pavement in that area is rough and in need of probable resurfacing within the next few years; Town noted that he believes the pavement, probably paid for by an FAA/FDOT grant, has been amortized to zero, or near zero. After a brief discussion, Statham volunteered to reach out to Howard Klein at AECOM, FDOT and the FAA to briefly outline our thoughts and to obtain their thoughts on the matter as well, and to report back to the Board.
- b. Mark Wilson suggested that once we do move to the new accounting system, we should consider purchasing a laptop computer in order to allow for more efficient bookkeeping. Statham noted that his company purchases refurbished laptops for less than \$400 to excellent results. No action.

13. There being no other business, the Meeting was Adjourned at 6:47 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.