



## Regular Board Meeting Minutes

February 9, 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; a quorum was confirmed. (See attendees listed on attached sign-in sheet.)
2. **Invocation** - Ross Statham
3. **Review of Agenda – Items "C" and "D" were added to "New Business" by the Chairman.** Statham moved, and Williams seconded that modified Agenda be approved. Carried.
4. **Last Meeting Minutes** - Town moved, and Statham seconded, the minutes of our January 2021 regular board meeting be approved. Carried.
5. **Executive Committee Meeting with the FAA & FDOT** - Town moved, and Leuenberger seconded, that the video conference meeting with the Executive Committee, FAA and FDOT on January 28, 2021 be approved. Carried.
6. **Audience wishing to speak.** Morgan Matern, who identified herself as the significant other of the inheritor of Jimmy Myers' Piper Cherokee that is seriously in arrears in its rent (and which has been discussed in many previous board meetings) asked our Treasurer (Town) for details about the status of the lien that was placed by the airport authority on the aircraft. After some clarification and details provided, she indicated that she believes she has a buyer for the aircraft which would allow them to pay the bill in full and to clear the matter. The board expressed its desire that the matter be taken care of without having to resort to an auction and other legal actions. The Board thanked her for her desire to seek to resolve this matter fully and amicably.
7. **Treasurer's Report** – James Town, Treasurer (Attached) - Town presented enclosed financials, financial analysis, fuel pricing analysis and fuel costs.
8. **Airport Operations Report-** Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached) that had been written the previous day.
  - b. Wilson reported that the airport was hit by lightning, and that electronic equipment was destroyed and/or damaged. This includes the circuit that controls our front security gate, the self-service credit card reader at the fuel pump, the Airport Manager's computer, the Administrative Assistant's computer and some other electronics.
  - c. After a lengthy discussion about costs and needs, Town moved, and Statham seconded, that we use the Emergency Provision of the TCAA Procurement Policy, in which the Treasurer or Chairman can approve emergency expenditures. Carried.
9. **Capital Project Update** - Calvin Palmer (AVCON) provided a written report, enclosed.
  - a. There was a lengthy discussion about hangers and tie-downs as well as tree removal. Regarding tree removal, it was decided to use Capital Projects budget to remove the obstacles identified to ensure that all obstacles are properly dealt with as needed, rather than have us use a local vendor to remove trees only.
  - b. In a discussion about building new hangers that we could potentially place on the large existing tie-down apron, Statham reported that he has discussed it with the FAA, who has told us that the pavement was paid for in a grant in 2007, and as such, they would look unfavorably on placing a hanger there until 20 years had passed. The FAA also noted to him that the airport would lose significant tie-down space, to which Statham had told them that we had a revenue issue on the field-- tie-downs were rarely being used, while our hangers are full with waiting lists. Statham also noted that the FAA had indicated that they would want to be reimbursed for any hanger "footprint" covering the paving.  
It was decided to look more closely into the past grant for the apron paving and identify the size of the grant, to look for ways to add more tie-down spaces elsewhere on the field should we decide to build a hanger in this area, and to review hanger footprint sizes,

footprints and traffic configurations in this area. More analysis will help us to work through the FAA's concerns and to better plan.

**10. Engineering and Payments Projects and Reports-** Brenda Wilson (in Tiffany Garling's absence): details provided as in the enclosed report.

**11. Other Old Business:**

- a. Locke reported that our large hangar that faces the fuel farm has been rented.
- b. Locke reported that he has reached out to the vendor we approved to pressure wash and paint our airport beacon, and that they are waiting for good weather in order to proceed.
- c. Regarding tree removal, this agenda item was covered in "Capital Projects" update with AVCON.
- d. In a discussion about T-hangers that we could potentially place on the large existing tie-down apron, this agenda item was covered in "Capital Projects" update with AVCON.

**12. New Business**

- a. **FDOT has airport training** on April 27-28, 2021 in Tallahassee. We will encourage our Grants Coordinator, Tiffany Garling, and our upcoming new Treasurer, Logan Chappell, to attend this training, which will be paid for by the Airport Authority.
- b. Ross Statham noted that **Frank Acuff**, a former TCAA Board member and an **electrical engineer** for Florida Gas, has volunteered to aid us with electrical questions and issues as an unpaid volunteer. The Board asked Statham to move forward with this.
- c. Locke reported that he has been in discussions with Skydive Panama City, one of our tenants, regarding some **requested capital improvements to their hangar**. No action needed at this time, but this may be discussed in more detail next month.
- d. Locke reported that we have the potential for **high volume fuel purchasers** from tenants on our field, and that he has discussed details of a potential high volume fuel purchase discount with the TCAA Board Treasurer. No action at this time, but this will probably be discussed in more details next month.

**13. There being no other business, the Meeting was Adjourned at 7:46 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.**