



## Tri-County Airport Authority

1983 Tri-County Airport Rd - Bonifay, FL 32425

Mail: PO Box 756 - Bonifay, FL 32425

# Regular Board Meeting Minutes

March 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 – Item "B" was added at request of Alan Williams.** Town moved, and Chappell seconded that the modified Agenda be approved with that addition. Carried.
4. **Last Meeting Minutes** - Town moved, and Williams seconded, the minutes of our February 2021 regular board meeting be approved as submitted. Carried.
5. **Executive Committee Meeting February 16, 2021** - Statham noted that the rental amount is section 5 should be \$1333, not \$1320.60, and moved that we accept the minutes with that correction, seconded by Town. Motion carried.
6. **Audience wishing to speak:** None.
7. **Airport Emergency - March 7, 2021:** Mark Wilson and Ross Statham briefed the Board as per the enclosed report, in which Beech King Air 90 was unable to extend its nose landing gear for landing; aircraft diverted to the Panama City Airport.
8. **Treasurer's Report** – James Town, Treasurer (Attached) - Town presented enclosed financials, financial analysis, fuel pricing analysis and fuel costs. Regarding our lightning strike last month, Town reported that our insurance claims appear to be over \$8,000, of which we will be reimbursed all but our \$1000 deductible.
9. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached).
  - b. Wilson noted that our current dumpsters were too small (2 cubic yards), are being over-filled by tenants, and that we are facing significant fees for overages if not addressed. Statham moved, and Provost seconded, that we upgrade from a 2 cubic yard container to a 4 cubic yard container. Carried.
  - c. Wilson and Town noted that repairs from our lightning strike damage last month are almost complete.
  - d. Wilson reported that our annual airport inspection was conducted by Florida Department of Transportation on March 8, which went very well. They noted that we will need to have our runways re-marked next year due to deterioration of the paint and presence of mildew on runway surfaces.
10. **Capital Projects Update - AVCON** (see the enclosed report)
11. **Engineering and Payments, Projects and Reports**- No grant activity this month. No report.
12. **Other Old Business:**
  - a. Locke reported that the Skydive Panama City lease has been signed to include lease improvements as described in the February 16, 2021 Executive Committee Meeting.
  - b. Locke reported that a high volume fuel purchase agreement has been signed by Skydive Panama City as described in the February 16, 2021 Executive Committee Meeting.
  - c. Locke reported that the airport beacon has been pressure washed and repainted.
  - d. Locke reported that the Piper Cherokee back rent issue has been fully resolved.
13. **New Business**
  - a. **Airport crew car** - Statham reported on a recent instance where an international helicopter crew was stranded at our airport overnight without transportation to a hotel. In discussions with other agencies, he believes we can have a vehicle donated to the

airport, and that we can obtain reasonably-priced insurance and develop procedures for providing a crew car. The board encouraged him to look into having a vehicle donated, get details on insurance and details on how we could ideally proceed, to be discussed at our April meeting.

- b. **Walk through gate** - Williams asked to have a discussion around adding a walk-in gate added to the agenda, but it was discussed in section 10 above, as a part of the proposed terminal improvements.

**14. There being no other business, the Meeting was Adjourned at 7:07 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.**