



**Tri-County Airport Authority**  
1983 Tri-County Airport Rd - Bonifay, FL 32425  
Mail: PO Box 756 - Bonifay, FL 32425-0756  
Office: (850) 703-6808

## **AGENDA**

**TCAA Executive Committee Meeting: December 23, 2025 at 1:00 pm**  
**Airport Conference Room**

1. **Call to order** – Jack Locke, Chairman
2. **Invocation**
3. **New Business** – Vote on Resolution 25-07 which gives the chairman permission to sign Amendment 1 to FDOT Grant 448563-1-94-01 (G3K12).
4. **Adjourn**

**Tri-County Airport Authority**  
Executive Committee Meeting Sign-In Sheet



Meeting Date: 23 DEC 2025

<u>County:</u>	<u>Seat #</u>	<u>Member Name</u>	<u>Signature</u>	<u>Role</u>
Holmes:	1	Jack Locke	<u>Jack Locke</u>	Chairman
	2	Greg Cloud		
	3	Roy Brooks	<u>Roy Brooks</u>	Vice-Chairman
Jackson:	4	Thomas Leuenberger	<u>Thomas Leuenberger</u>	Treasurer
	5	Leonard Shores		Grants Coordinator
	6	Edward E. Crutchfield		
Washington:	7	Travis L. "Dell" Corbin		
	8	Danny Exum	<u>Danny Exum</u>	
	9	Ross Statham		Secretary
		Mark Wilson		Airport Manager
		Brenda Wilson	<u>Brenda Wilson</u>	Administrative Asst
		AVCON, Inc.		

Guest Name/Signature: \_\_\_\_\_

Guest Name/Signature: \_\_\_\_\_

Guest Name/Signature: \_\_\_\_\_

Guest Name/Signature: \_\_\_\_\_

Guest Name/Signature: \_\_\_\_\_

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## Executive Committee Meeting Minutes

December 23, 2025, 1:00pm in the Airport conference room

Quorum met see attached sign-in sheet

1. **Call to Order**- Chairman Locke called meeting to order at 12:52pm.
2. **Invocation** – Danny Exum
3. **New Business** - Meeting called to review Resolution 25-07 and Amendment 1 to FDOT grant agreement 448563-1-94-01 (G3K12). Resolution 25-07 gives chairman the board's permission to sign the grant amendment which adds \$50,000 to the grant total (documents attached). Roy Brooks motioned and Tommy Leuenberger seconded that the board approve the resolution. Motion carried unanimously.
4. There being no other business, the meeting was adjourned at 12:55 pm.

These minutes were compiled by Brenda Wilson on behalf of the Executive Committee, 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

**RESOLUTION OF THE TRI-COUNTY AIRPORT AUTHORITY, FLORIDA**  
**RESOLUTION NO. 25-07**

A RESOLUTION OF THE TRI-COUNTY AIRPORT AUTHORITY AUTHORIZING THE TRI-COUNTY AIRPORT AUTHORITY CHAIRMAN, MR. JACK LOCKE, TO EXECUTE AND ENTER INTO A PUBLIC TRANSPORTATION GRANT AGREEMENT AMENDMENT NO. 01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.

**WHEREAS**, the Tri-County Airport Authority owns and operates the Tri-County Airport which serves the Holmes County, Washington County and Jackson County area; and

**WHEREAS**, the Florida Department of Transportation executed a Public Transportation Grant Agreement FIN Project No. 448563-1-94-01 on November 3, 2025 in the amount of \$721,000 for the Tri-County Airport Authority to perform professional planning, design, and construction services and the construction activities associated with the Rehabilitation and Remarketing of the GA Apron at the Tri-County Airport; and

**WHEREAS**, the Florida Department of Transportation has programmed an additional \$50,000 in funding to be added to the Public Transportation Grant Agreement FIN Project No. 448563-1-94-01 through Amendment No. 01, increasing the grant total to \$771,000; and

**WHEREAS**, the Florida Department of Transportation requires that a Resolution be passed by the Tri-County Airport Authority, Florida authorizing the Tri-County Airport Authority Chairman, Mr. Jack Locke, to execute and enter into Amendment No. 01 to the following Public Transportation Grant Agreement:

**DESIGN AND CONSTRUCT REHABILITATION AND REMARKING OF GA APRON**  
**Tri-County Airport (KBCR)**  
**FIN Project No. 448563-1-94-01**

**NOW, THEREFORE, BE IT RESOLVED** BY THE TRI-COUNTY AIRPORT AUTHORITY THAT THE TRI-COUNTY AIRPORT AUTHORITY CHAIRMAN, MR. JACK LOCKE, IS HEREBY AUTHORIZED TO EXECUTE AMENDMENT NO. 01 TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT NO. 448563-1-94-01 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION.

This Resolution duly passed and adopted in open regular meeting of the Tri-County Airport Authority this

23rd day of December, 2025.

By: \_\_\_\_\_  
Herbert Jack Locke, Jr., Chairman

Attest: \_\_\_\_\_

**PUBLIC TRANSPORTATION  
AMENDMENT TO THE PUBLIC TRANSPORTATION  
GRANT AGREEMENT**

Financial Project Number(s): <small>(item-segment-phase-sequence)</small> 448563-1-94-01	Fund(s): Work Activity Code/Function: Federal Number/Federal Award Identification Number (FAIN) – Transit only:	DDR,DPTO 215	FLAIR Category: 088719	
			Object Code: 751000	
			Org. Code: 55032020329	
			Vendor Number: VF599305803001	
Contract Number: G3K12	Federal Award Date:		Amendment No.: 1	
CFDA Number: N/A	SAM/UEI Number:			
CFDA Title: N/A				
CSFA Number: 55.004				
CSFA Title: Aviation Grant Program				

THIS AMENDMENT TO THE PUBLIC TRANSPORTATION GRANT AGREEMENT ("Amendment") is made and entered into on \_\_\_\_\_, by and between the State of Florida, Department of Transportation ("Department"), and Tri-County Airport Authority, ("Agency"), collectively referred to as the "Parties."

**RECITALS**

WHEREAS, the Department and the Agency on 11/3/2025 (date original Agreement entered) entered into a Public Transportation Grant Agreement ("Agreement").

WHEREAS, the Parties have agreed to modify the Agreement on the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the mutual covenants in this Amendment, the Agreement is amended as follows:

1. **Amendment Description.** The project is amended increase project funding by \$50,000.00
2. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):
  - ☒ **Aviation**
  - ☐ **Seaports**
  - ☐ **Transit**
  - ☐ **Intermodal**
  - ☐ **Rail Crossing Closure**
  - ☐ **Match to Direct Federal Funding** (Aviation or Transit)
  - (Note: Section 15 and Exhibit G do not apply to federally matched funding)
  - ☐ **Other**
3. **Exhibits.** The following Exhibits are updated, attached, and incorporated into this Agreement:
  - ☐ Exhibit A: Project Description and Responsibilities
  - ☒ Exhibit B: Schedule of Financial Assistance
    - ☐ \*Exhibit B1: Deferred Reimbursement Financial Provisions
    - ☐ \*Exhibit B2: Advance Payment Financial Provisions
    - ☐ \*Exhibit C: Terms and Conditions of Construction
  - ☒ Exhibit D: Agency Resolution
  - ☐ Exhibit E: Program Specific Terms and Conditions
  - ☐ Exhibit F: Contract Payment Requirements
  - ☒ \*Exhibit G: Financial Assistance (Single Audit Act)
  - ☐ \*Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
  - ☐ \*Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**AMENDMENT TO THE PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT**

Form 725-000-03  
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X \*Additional Exhibit(s): J

**4. Project Cost.**

The estimated total cost of the Project is X increased/    decreased by \$50,000 bringing the revised total cost of the project to \$771,000.

The Department's participation is X increased/    decreased by \$50,000. The Department agrees to participate in the Project cost up to the maximum amount of \$771,000, and, additionally the Department's participation in the Project shall not exceed 100.00% of the total eligible cost of the Project.

Except as modified, amended, or changed by this Amendment, all of the terms and conditions of the Agreement and any amendments thereto shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this Amendment on the day and year written above.

AGENCY Tri-County Airport Authority      STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Rodney Chamberlain, P. E.  
Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Legal Review: \_\_\_\_\_

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
STRATEGIC  
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**EXHIBIT B**

**Schedule of Financial Assistance**

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT  
CONSIST OF THE FOLLOWING:

**A. Fund Type and Fiscal Year:**

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
448563-1-94-01	DPTO	088719	2026	751000	55.004	Aviation Grant Program	\$721,000.00
448563-1-94-01	DDR	088719	2026	751000	55.004	Aviation Grant Program	\$25,241.00
448563-1-94-01	DPTO	088719	2026	751000	55.004	Aviation Grant Program	\$24,759.00
<b>Total Financial Assistance</b>							<b>\$771,000.00</b>

**B. Estimate of Project Costs by Grant Phase:**

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Planning	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Environmental/ Design/ Construction	\$771,000.00	\$0.00	\$0.00	\$771,000.00	100.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
Mobility Management (Transit Only)	\$0.00	\$0.00	\$0.00	\$0.00	0.00	0.00	0.00
<b>Totals</b>	<b>\$771,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$771,000.00</b>			

\*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

<b>Scope Code and/or Activity Line Item (ALI) (Transit Only)</b>	
<b>Common Name/UZA Name (Transit Only)</b>	

**BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:**

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Quinton Williams

Department Grant Manager Name

Signature

Date

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION**  
**GRANT AGREEMENT EXHIBITS**

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**EXHIBIT D**

**AGENCY RESOLUTION**

***PLEASE SEE ATTACHED***

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**PUBLIC TRANSPORTATION  
GRANT AGREEMENT EXHIBITS**

Form 725-000-02  
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**EXHIBIT G**

**AUDIT REQUIREMENTS FOR AWARDS OF STATE FINANCIAL ASSISTANCE**

**THE STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:**

**SUBJECT TO SECTION 215.97, FLORIDA STATUTES:~**

**Awarding Agency:** Florida Department of Transportation

**State Project Title:** Aviation Grant Program

**CSFA Number:** 55.004

**\*Award Amount:** \$771,000

\*The award amount may change with amendments

Specific project information for CSFA Number 55.004 is provided at: <https://apps.fldfs.com/fsaa/searchCatalog.aspx>

**COMPLIANCE REQUIREMENTS APPLICABLE TO STATE RESOURCES AWARDED PURSUANT TO THIS AGREEMENT:**

State Project Compliance Requirements for CSFA Number 55.004 are provided at:  
<https://apps.fldfs.com/fsaa/searchCompliance.aspx>

The State Projects Compliance Supplement is provided at: <https://apps.fldfs.com/fsaa/compliance.aspx>

## Exhibit J

1. The invoiced amount to the Department cannot exceed the amount of the invoice received by the Tri-County Airport Authority from the Tri-County Airport Authority's contractor(s) or consultant(s).
2. All invoices received from the Tri-County Airport Authority shall clearly separate the cost of the contractor(s) or consultant(s) from the Tri-County Airport Authority's cost billed to the Department.
3. All of the Tri-County Airport Authority's invoiced costs must have been incurred prior to the date of the invoice.
4. All invoices submitted to the Department must provide complete documentation, including a copy of the contractor's or consultant's invoice(s), to substantiate the cost on the invoice.
5. The Tri-County Airport Authority must certify on each invoice that the costs from the contractor(s) or consultant(s) are valid and have been incurred by the contractor(s) or consultant(s).
6. Each monthly invoice subsequent to the first invoice from the Tri-County Airport Authority must contain a statement from the Tri-County Airport Authority that the previous month's cost incurred by the contractor(s) or consultant(s) has been paid by the Tri-County Airport Authority to the contractor(s) or consultant(s).