



## Regular Board Meeting Minutes

August 10, 2021 6:00 PM, Airport Conference Room

*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** - Logan Chappell
3. **Review of Agenda.** The Agenda was reviewed, and two items were added under both old business (land lease discussion) and new business (new prospective tenant).
4. **July 21, 2021 Emergency Executive Committee Meeting Minutes** – Garling moved, and Leuenberger seconded, approval of minutes as submitted. Carried.
5. **Regular Board Meeting Minutes** - Garling moved, and Chappell seconded, the minutes of last month's regular board meeting be approved as submitted. Carried.
6. **Audience wishing to speak:** None.
7. **Treasurer's Report** – Logan Chappell, Treasurer (Attached) -  
Chappell discussed monthly and year to date financial reports and balances.  
Chappell presented a preliminary FY2022 budget for review and discussion, items of which were discussed. The budget is scheduled to be finalized at the September meeting.  
There was a discussion about a replacement lawn mower in the budget, which the Airport Manager, Mark Wilson, will look into details regarding cost and model before the next meeting.
8. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
  - a. Written report was provided (attached). No action.
  - b. Fuel on hand report (attached) was discussed. No action.
  - c. Fuel prices in the area were discussed. We will continue to monitor. No action.
9. **Capital Projects Update - AVCON** (see the enclosed report) Items were discussed as described in the enclosed report were each reported and discussed. Brooks moved, and Chappell seconded, that we approve the proposed electrical vault replacement project. Carried.
10. **Engineering and Payments, Projects and Reports**- Tiffany Garling discussed the enclosed report. Information only.
11. **Other Old Business:**
  - a. Jack Locke, Chairman, noted that he has met with our land lease tenant regarding a proposal for us to acquire the hangars and buildings. They have been receptive to our discussions, and he will continue to lead the discussions and report to the Board.
  - b. Statham discussed the proposed tree removal at the northwest corner of the field with AVCON, noting that the FAA has asked that we expedite this project because of instrument approach.
  - c. Mark Wilson (Airport Manager) reported that the overwhelming majority of our tenants have returned their hangar leases which have been signed electronically using the new system.
  - d. Statham asked if our seriously past due tenant has paid their past due; they had agreed to pay no later than August 15, and Brenda Wilson reported that it had not been paid.
  - e. Skydiving Chart Markings - Statham reported that the FAA has received the request to include skydiving operations as a symbol next to our airport VFR chart.
  - f. Statham reported that the FAA has notified him that our transition from 1J0 to KBCR is scheduled become effective at 12:01 am on December 2, 2021.

- g. Statham reported that the FAA has notified him that we will most likely have our new RNAV 01 instrument approach also effective at 12:01 am on December 2, 2021.

## **12. New Business**

- a. Statham noted that the Chairman of the Washington County Commission has been notified of the vacancy of the board seat caused by the sudden death of James Town last month, and that he believes they have an appointee identified. He also noted that Town's seat was due to expire on September 30, 2021, and that he asked that Town's replacement be appointed for a 37-month term (rather than a 36 month term)—September 1, 2021 thru September 30, 2024.
- b. Garling and Chappell noted that the paying of everyday and recurring bills (such as fuel and electricity, for example) could be more easily handled through some minor procurement policy changes. They will discuss with the auditors prior to our next meeting and present their recommendations.
- c. Garling and Chappell noted that we do not have a policy in place for our professional staff to handle late payments from tenants. After a brief discussion, Jack Locke, Chairman, volunteered to revise or create a needed late payment policy to make this more efficient.

**13.** There being no other business, the Meeting was Adjourned at 6:54 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.**