



Regular Board Meeting Minutes

September 14, 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 accepted as submitted.
4. **Regular Board Meeting Minutes** - Garling moved, and Leuenberger seconded, the minutes of last month's regular board meeting be approved as submitted. Carried.
5. **Audience wishing to speak:** None.
6. **Treasurer's Report** – Logan Chappell, Treasurer (Attached) -
 - Chappell discussed monthly and year to date financial reports and balances. He also noted that the audit was recently completed of our 2020 financials and was successful.
 - Chappell presented a FY2022 budget for review and discussion, items of which were discussed. After some input and discussions from the board, Statham moved and Garling seconded that the budget be approved. Motion carried.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided. There was a discussion about the purchase of a large deck lawn mower, but noted that we are still collecting quotations. 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.
8. **Capital Projects Update - AVCON** (see the enclosed report) Items were discussed as described in the enclosed report were each reported and discussed. Calvin Palmer of AVCON reported that the FAA had two questions regarding the submitted Master Plan, which he is answering.
9. **Engineering and Payments, Projects and Reports**- Tiffany Garling discussed the enclosed report and close-out paperwork for the 2020 CARES Act grant. Information only, no action.
10. **Other Old Business:**
 - a. There was a discussion about our current past due tenants as well as our current past due payment policies and procedures. The staff reported that eviction proceedings have begun on our most seriously past due tenant, including a change of locks.
 - b. Chappell (Treasurer) and Brenda Wilson (Administrative Assistant) reported on changes they are in the process of working that will allow better payments and handling of everyday bills and grant payment requests. Information only.
 - c. Chappell and Brenda Wilson proposed that we review and revise our standards for tenants who are late on their rent payments. They proposed that the first month we assess a late fee and note on their invoice that their account is past due; that on the second month we assess an additional late fee and send a past due letter to include a termination warning; and that at the 90 day mark we assess a third late fee, send a letter terminating the lease and file eviction paperwork. After discussion it was unanimously decided that we would take the above steps as well as investigate Florida law around past due charges, and update our lease accordingly. [Secretary note: this was resolved at an Emergency Executive Committee Meeting on September 16, 2021.]

- d. Statham reported that the New Orleans Sectional (VFR chart) is scheduled to begin showing a skydive marker next to our airport symbol on the October 2021 update.

11. New Business

- a. Statham noted that the Chairman of the Washington County Commission is appointing Frank Acuff back to our board effective October 1, 2021- September 30, 2024. Acuff was present at our meeting and was welcomed by the Board.
- b. Regarding rate increases for our 2022 Lease Agreements, other than re-alignments in price to our large box hangers previously agreed to by the Board, it was unanimously decided that we would have no other changes in price for the upcoming fiscal year.
- c. Locke and Statham presented a draft tenant application that would be pushed out to prospective tenants for electronic completion and signature (enclosed). After discussing some items, it was unanimously decided to adopt a tweaked version (also enclosed), which Statham will provide to the Airport Manager. Locke reported that in checking with our attorney, we are, as a government entity, allowed to charge a credit card service charge, which we have set at 3.5%. (This language included in the tweaked application.) [Secretary note: details of the tweaked application have been added to our website as a separate page for those interested in leasing, making it published airport policy.]
- d. Statham reported that he believes it prudent that we migrate away from check payments from our tenants to that of receiving payments electronically. He reported that One Florida Bank has a "Cash Management" option that at a fee of \$105 per month (after a discount that he discussed with them) that will allow us to pull payments electronically from our tenants' checking accounts using ACH, if they provide their permission and checking account details. After discussion it was decided to make no move in this direction immediately but to keep it as a future option as well as surveying our tenants about this option.
- e. Statham reported that our new FY 2022 budget, as approved, includes increases in pay for our Airport Manager and Administrative Assistant. No additional action.
- f. Upcoming Board Member Frank Acuff, a retired electrical engineer, reported that he has the equipment and expertise to assist the airport with its lightning strike damage issues we have had in the past by analyzing our grounding and placement of data cabling. It was noted that our last lightning strike caused over \$35,000 in damage and that our insurance claims only covered about \$25,000 of the total. Acuff was thanked by the board for his interest and help in this.

12. There being no other business, the Meeting was Adjourned at 7:24 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.

DRAFT

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.