



Regular Board Meeting Minutes

April 13, 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 "C" under new business was added at request of James Town.** Statham moved, and Brooks seconded that the modified Agenda be approved with the addition. Carried.
4. **Last Meeting Minutes** - Brooks moved, and Leuenberger seconded, the minutes of our March 2021 regular board meeting be approved as submitted. Carried.
5. **Audience wishing to speak:** None.
6. **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 almost \$30,000, of which we will be reimbursed 80% after our \$1000 deductible, which is currently under discussions with our insurer. Details were provided in the enclosed report.
7. **Airport Operations Report-** Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Wilson noted that we have an extreme erosion issue on the vehicle "track" between our weather station and the gate; Locke asked Wilson to reach out to the Holmes County Manager to discuss remediation.
 - c. Wilson noted that we should be aware of the need for a fuel tank repair in the future, noting to do so we would need to draw fuel down in the tank to less than 18 inches. No action, but steps for remediation were discussed.
 - d. Other items were discussed as per the enclosed report.
8. **Capital Projects Update - AVCON** (see the enclosed report) Town moved, and Provost seconded, that we approve the Airport Layout Plan set by directing our Chairman to sign the ALP sheet to be forwarded to the Federal Aviation Administration and the Florida Department of Transportation for their conditional approval. Motion carried.
Other items as described in the enclosed report were each reported and discussed.
9. **Engineering and Payments, Projects and Reports-** In the absence of Tiffany Garling (sick), Brenda Wilson presented the enclosed report. No action.
10. **Other Old Business:**
 - a. Statham reported that regarding adding a crew car to the airport, he believes that he has found a donor from a local agency willing to provide a vehicle at no cost. He has also been discussing insurance for the vehicle with carriers and with our treasurer, and crew car insurance is available as an add-on to many airport policies. However, in the process of discussing insurance, he and Town have discussed a potential issue with our existing property and casualty policy that needs to be discussed with the entire Board, and will be discussed under "new business" below. No action, but Statham will continue to work.
11. **New Business**
 - a. **Airport lease signatures and returns by tenants.** Brenda Wilson, our Airport Admin, reported that for the last three years only a minority fraction of leases from our tenants are being returned for our files. Town pointed out that according to Florida law, those

with whom we collect rent without a lease are considered "Tenants at Will". The Board expressed concern that this has been an ongoing occurrence.

After discussion, Statham moved and Town seconded, that we begin keeping a list of tenants to include lease return status, that we begin pushing out all leases to tenants for electronic review and signature, and that we mail leases to tenants who do not have email addresses. *He also moved that we notify them that if they do not return their leases within thirty days of it being sent that we will remove the tenant fuel discount that they receive until they do return their signed and fully executed lease.* Motion carried. Town further noted that rather than pushing out new leases each fiscal year (October 1 - September 30), we can send out an amendment to the lease noting the rate, for their signature.

Action item: Statham (Secretary) will work with Airport Administrator and Manager to set up an electronic signature platform and help with the implementation as well as working with our Treasurer and Assistant Treasurer to ensure we have more robust processes in place to track these and other potential issues.

- b. **Airport insurance:** Town reported that we have insurance currently through three carriers-- one for our property & casualty, one for a bond for our directors, and one for our fuel farm. He noted that because we have added new hangers and made other improvements to our property and facilities, last year he requested that our property and casualty insurer provide a quote on additional coverage- but they have not done so. He recommended that we review and re-bid this policy, to include coverage for the new buildings and improvements as well the inclusion of as a crew car described above. The board encouraged him to do so.
- c. **Assuming control of hangars from land lease tenants:** Town asked the board's opinion about discussions that he and the Chairman would like to have with a tenant who is currently on a land lease and who is interested in relinquishing control of their hangar(s). Should we obtain control, we would, in turn, have significantly more available hangar space for tenants. The board asked that they do move the discussions forward.

12. There being no other business, the Meeting was Adjourned at 7:09 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.