



Regular Board Meeting Minutes

May 11, 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**- Roy Brooks, Vice-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" under new business was added at the request of Williams and item "C" was added at the request of Statham.** Garling moved, and Town seconded that the modified Agenda be approved with the additions. Carried.
4. **Last Meeting Minutes** - Town moved, and Garling seconded, the minutes of our April 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 as well as briefly describing the process of being reimbursed for our insurance claim for the February lightning strike. There was also a discussion about a tenant who is seriously past due and who has promised to bring his account up to date. Statham will follow up with the tenant.
7. **Airport Operations Report**- Mark Wilson, Airport Manager (Attached)
 - a. Written report was provided (attached).
 - b. Items were discussed as per the enclosed report.
8. **Capital Projects Update - AVCON** (see the enclosed report) Items were each reported and discussed as described in the enclosed report. No actions needed by board.
9. **Engineering and Payments, Projects and Reports**- Tiffany Garling presented the enclosed report. Discussion, but no action.
10. **Other Old Business:**
 - a. Statham reported that we believe we have a **crew car** most likely being donated by a local government agency later this year. We will re-visit this subject monthly and look to move forward after we resolve some insurance issues previously identified last month. No action.
 - b. Wilson (Airport Manager) reported that the **new electronic document processing** software allowing our tenants to complete their paperwork electronically seems to be working very well for pushing out tenant leases for electronic signatures by both the tenant and the airport Chairman. Wilson and Statham briefly described the process. No action by board.
 - c. Regarding **airport insurance**, Statham and Town noted that we plan to re-visit our insurance policies later this fiscal year as discussed last month.
 - d. Regarding our **land lease tenant discussed last month**, Town noted that after having one positive meeting with them that also included our Chairman, they subsequently have not been responding to our repeated requests for information. After a discussion, it was decided to re-visit this for more discussion at the June board meeting after seeing if Town can get them to respond to our repeated requests.
11. **New Business**
 - a. **Airport automated weather issue** - Statham reported that the airport automated weather system recently stopped reporting automated weather over the Internet, but that he reached out to the National Weather Service contacts we have in Tallahassee, who visited the site, and ultimately repaired the system. Statham reported a second problem

has arisen, also reported but not resolved, in which phone calls made to the system are repeatedly "busy". Statham will re-visit with the National Weather Service.

- b. **Tie-Down Ropes** - Williams noted that a transient pilot complained about a lack of usable ropes on our south tie-downs. After a discussion, it was decided that Wilson (Airport Manager) will obtain boxes containing ropes for our two tie-down locations, labeled for pilots to see and use.
- c. **Meeting Location** - Statham moved, and Leuenberger seconded, that with COVID 19 restrictions being mostly removed in the state, that beginning in June 2021 we move our meetings back to the airport conference room. Carried.
- d. **Economic Development** - Garling provided an oral report to the Board of some of the local economic development activities being completed by local agencies.

12. There being no other business, the Meeting was Adjourned at 6:57 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.