
Regular Board Meeting Minutes

February 14, 2023 - 5:00 PM - Airport Conference Room

In attendance were board members, participants and guests as listed on the attached attendance sheet.

1. **Call to Order-** Chairman Locke called meeting to order at 4:57 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation** – Ross Statham
3. **Review of Agenda.** Two new business items added below. Approved as amended.
4. **Consent Agenda** items were, as previously determined by procedure, approved as submitted:
 - a. Last month's meeting minutes
 - b. Treasurer's report
 - d. Technology Report (No activity)
 - e. Grant Activity Report
5. **Audience wishing to speak:** Stephen Galloway, who deferred to Old Business item C.
6. **Airport Manager Report (enclosed):** Routine discussion, including reports of fuel purchases and sales as per the enclosed report. No action on the Board's part.
7. **AVCON Report:** Calvin Palmer from AVCON (report enclosed) discussed the current terminal improvements project now underway, the obstruction removal (trees) and the electrical vault project as well as other items described in the report. Palmer also noted that monies have been approved and a vendor selected and confirmed to re-mark our runways and taxiways immediately; this has been an inspection shortfall in the past.

Regarding the ongoing trees and bird rookery issue, All Clear Land Clearing has successfully cleared the two acres of non-wetland areas around the rookery, which is to the north of the shade hangars. Palmer reported that he and an engineer have walked the wetland areas and believes that we will be able to permit and approve wetland tree removal in that area using the remaining tree removal budget. Statham moved, and Brooks seconded that we direct the Chairman to sign Task Order Amendment No. 1 for \$2500 in additional funding on the Obstruction Removal grant to cover this engineering work. Carried.

8. **Old Business:**
 - a. Regarding the estate of James P. Neill, who has an aircraft in the shade hangar which we have filed a lien against, Brenda Wilson and Statham (Secretary) reported that there has been some communications from the law firm, but no movement as of yet. Statham will follow up with the law firm.
 - b. Because of the AVCON report of the removal of the dry ground trees around the "rookery" to the north of the shade hangars (above), this item was tabled.
 - c. Locke (Chairman) reported that our north hangar and office building tenant, The Chamberlain Foundation, has requested lease changes for a five year lease to be effective 1 February. The Chairman reported that a signed lease was imminent. A few questions were asked of and answered by guest attendee Stephen Galloway, who is providing insurance for the Chamberlain Foundation hangar and basing aircraft inside. The Chairman discussed the details of the lease with the Board; Brooks moved, and Acuff seconded that we ok the lease for signature as a Commercial Lease. Carried.
 - d. The discussion for the remarking of the runways and taxiways was tabled due to the report from AVCON, above.

- e. In a follow up to 2018 discussions with Holmes, Jackson and Washington Counties regarding budgetary reimbursement for regulatory compliance, Statham volunteered to seek such reimbursement with the help of airport staff and the Chairman.
- f. Statham reported that we have applied to have our US Fish and Wildlife Service Migratory Bird Depredation Permit re-approved for an April 1, 2023 date (one year duration).

9. **New Business**

- a. Airport Admin Brenda Wilson reported that our financial auditor has made some routine document requests, that they report things are going well, and that they expect that our audit will be completed next month.
- b. Statham proposed that the Airport adopt a new rule for visitors and tenants regarding interference with our personnel, vendors and suppliers in the performance of their duties. After discussion, it was decided to include this language in our airport rules as posted on our website: "Tenants and visitors shall not interfere with airport personnel, airport vendors, maintenance personnel, maintenance contractors or other authorized suppliers who are performing their duties. Visitors who interfere are subject to ejection from airport property." Statham was also directed to obtain signs at our entrances to notify people that people entering Airport property are subject to our rules and regulations as posted on our website.
- c. Alan Williams requested that the airport purchase a lawn tractor to be used as a tug for light aircraft and kept underneath the shade hangar. After a discussion, Acuff moved, and Statham seconded, that up to \$600 be spent on a used unit without a mowing deck and that it be converted for aircraft tug use. Carried.
- d. Statham reported that he has been discussing the airport with the Holmes County Chamber of Commerce, to include a possible airport open house this September. He moved, and Acuff seconded, that the airport spent \$100 for annual chamber membership.
- e. Statham reported that our large sign at the fuel pump and large sign on the hangar facing the ramp have been replaced by the Airport Manager.
- f. The Chairman brought to the Board's attention a potential property boundary issue in the northwest section of our property; our neighbor across the road had his property surveyed, and the survey shows that a small section of his property crosses the road and seems to slightly creep into our fenced area. Palmer with AVCON agreed to look into it.
- g. The Chairman noted that he is working with AVCON on a punch list of some items to be completed as terminal improvements using leftover budget from the recent terminal improvement and parking improvement project.

10. **Adjourn:** There being no other business, the meeting was adjourned at 5:47 PM.

These minutes were compiled by the Secretary on behalf of the Board of Directors, and when subsequently approved by the Board of Directors (the following meeting) and signed by the Secretary, shall constitute a true record to be included with the official legal records.



Ross E. Statham, Secretary