
Regular Board Meeting Minutes

March 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 5:01 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation** – Jack Locke
3. **Review of Agenda.** One old business item added below. Motion to approve with addition made by Roy Brooks and seconded by Thomas Leuenberger. 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
 - e. Grant Activity Report
5. **Audience wishing to speak:** None.
6. **Airport Manager Report (enclosed):** Routine discussion, including reports of fuel purchases, fuel sales and maintenance items. No action on the Board's part.
7. **AVCON Report:** Calvin Palmer from AVCON provided a detailed report which the Board went through point by point. The following were action items taken by the Board:
 - a. The Board gave recommendation and unanimous approval of a priority list of contract additions for the Terminal Access and Security Improvement Contract; FDOT PTGA 423621-5. Brooks motioned that the Board give the chairman permission to sign a change order for the removal of the septic tank and pump station to the west of FBO building. Edward Crutchfield seconded. Motion Carried. The Board unanimously approved a resolution to amend FDOT PTGA 423621-5 regarding this grant for Chairman to sign a time extension which would make the new expiration date 30 June 2024.
 - b. The Board unanimously approved a resolution to amend FDOT PTGA 446863-1 regarding Obstruction Removal for Chairman to sign a time extension which would make the new expiration date 30 June 2024.
 - c. The Board unanimously approved our advertising the Airfield Electrical Vault Replacement Project for bids, subject to FAA and FDOT concurrence.
 - d. The Board unanimously approved a resolution to amend FDOT PTGA 449862-1 regarding the development of height zoning ordinances for Holmes, Washington and Jackson Counties to protect future airport development and to extend the grant deadline one year to ensure that no grant funds are lost. New expiration date will be 30 June 2024.
 - e. Regarding the re-marking of the airfield scheduled for later this month, the Board unanimously approved a resolution to execute FDOT PTGA 450622-1 which gives the Chairman permission to enter into this agreement with FDOT.
 - f. The Chairman was directed by the Board to sign all the above requests and the Staff to process these as soon as is practical.
 - g. There was a discussion about the status and the additional needed items of the first listed project above to include discussions about signage, terminal improvements and security.

8. **Old Business:**

- a. Regarding the estate of James P. Neill, who has an aircraft in the shade hangar that we have filed a lien, Brenda Wilson and Statham (Secretary) reported that there has been no movement as of yet.
- b. Statham reported that official green or brown DOT "Airport" signs have been posted on County 162 (near the airport entrance) and at the bottom of Cope Road; signs were paid for by us. Holmes and Washington Counties supplied the posts, hardware and labor.
- c. Williams reported that he has not yet found a lawn tractor without mower deck that can be used as a second aircraft tug, for less than \$1000; our approved budget was \$600. Board Member Crutchfield will donate \$400 to the airport, allowing us to move forward with approval of up to \$1000 for the purchase. The Board expressed its appreciation.
- d. Regarding the property boundary issue in the northwest section of our property, Holmes County has confirmed that the property owners do have ½ acre of their land within the airport property fence. We discussed the cost to survey the disputed area (we received a proposal to survey for \$8800), as opposed to simply purchasing the land outright for a negotiated price of \$10,000, as recommended by the Chairman. The Board discussed and believed the price to be well within bounds of the local real estate market and would resolve any number of issues well before they became issues. The Board also discussed the cost of the survey and the cost of moving the fence, which would well exceed the \$10,000 cost. The Chairman noted the Holmes County Property Appraiser volunteered to create a quit claim deed, so our only costs would be the cost of the land purchase and recording fee. The Board unanimously approved our moving \$10,000 from our fuel account (which has a significant surplus) into our general fund and purchasing the property.
- e. Statham reported that the new 4x8 airport sign will be installed shortly by the airport manager, at the intersection of Tri-County Road (County 162) and Tri-County Airport Road, as was approved last month. This sign will direct traffic towards the airport and list our website and phone number.

9. **New Business**

- a. **None.**

10. **Adjourn:** There being no other business, the meeting was adjourned at 5:41 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