
Regular Board Meeting Minutes

May 9, 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 4:56 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation** – Ross Statham
3. **Review of Agenda.** Statham moved and Brooks seconded we accept as submitted; carried.
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. Statham asked about the tractor repair and about the large hole that has appeared in the grass west of the runway, which AVCON suggests we fill with dirt as needed. No action on the Board's part.
7. **AVCON Report:** Calvin Palmer from AVCON discussed the enclosed report; there was one action items required by the board, the remainder was reporting and clarification:
 - a. AVCON reported that the Terminal Access and Security Improvements project is due to be completed by the end of this month.
 - b. The Board had previously approved a new sign design; because the vendor will be working with our contractor, the Vendor (Duncan Signs) agreed to drop his price \$1,000 from what was quoted earlier, which puts us within the overall Terminal Access and Security Improvements project budget.
 - c. The Obstruction Removal Project was discussed; Statham and Airport Manager Wilson reported that the bird "rookery" north of the shade hangars that were perplexing us last year seems to have relocated off the airport, almost certainly because we removed the trees surrounding that area. The remaining trees are targeted for removal.
 - d. The Electrical Vault Replacement project was discussed; AVCON (see separate report) recommended that we accept the one bid that we received due to the quality reputation of the vendor. Statham moved and Brooks seconded that we do so. Motion carried.
 - e. AVCON had submitted a Board Resolution Request for the Design and Construction of RSA, ROFA & OFZ Improvements granting the Chairman permission to enter into a grant agreement with FDOT to fund this project. Leuenberger moved and Williams seconded we do so; motion carried.
 - f. AVCON reported that the Height Zoning Ordinance Development project is on track.
 - g. AVCON reported that the Infield Stormwater Improvements project is on track.
 - h. AVCON reported that after lengthy delays, the Pavement Marking Project is scheduled to begin on May 15, 2023. Several Board members expressed their dissatisfaction with the vendor's delays and poor communications.

8. **Old Business:**

- a. Airport Administrative Assistant Brenda Wilson presented our Draft Audit Findings Report (Letter and findings attached). The audit is complete. After discussions with our Treasurer, Statham moved and Brooks seconded that we pay the \$7500 audit fee from our Operating Account.
- b. Ms. Wilson further reported that she has spoken to several insurance carriers and brokers about our insurance and that most either said they were using most of the same carriers we are, that we need to wait until we are 60 days out from renewal, or that they no longer are accepting new applications on Florida airports. It was decided to table the discussion for now.

9. **New Business**

- a. None.

10. **Adjourn:** There being no other business, the meeting was adjourned at 5:31 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