

Regular Board Meeting Minutes

June 13, 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 5:19 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation** – Jack Locke
3. **Review of Agenda.** Acuff moved and Crutchfield seconded we accept as submitted; carried.
4. **Review & Approval of Emergency Executive Committee meeting minutes.** Crutchfield moved and Acuff seconded that the minutes be accepted as submitted, carried.
5. **Consent Agenda** items were, as previously determined by procedure, approved as submitted:
 - a. Last month's meeting minutes
 - b. Treasurer's report – See attached report
 - d. Technology Report - None
 - e. Grant Activity Report – See attached report
6. **Audience wishing to speak:** None.
7. **Airport Manager Report (enclosed):** Routine discussion, including reports of fuel purchases, fuel sales and maintenance items.
8. **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 complete except the new sign on the northwest corner of the property.
 - b. The design for the sign to be placed on the northwest corner of the property has been approved and sent to the manufacturer for production. The sign installation is expected to take place in early July.
 - c. The Pavement Marking Project has been completed. FDOT informed AVCON that FDOT needs to amend the grant agreement due to some wording issues. Once the amendment is processed, the pay request for the contractor will be forwarded for processing by the Authority.
 - d. The Obstruction Removal project bidding process was placed on hold due to time restraints for submission of the FAA documents for the electrical vault replacement project rebid.
 - e. The Airfield Electrical Vault Replacement project was discussed; AVCON (see separate report) informed the Board that FAA is requiring that this project be re-bid as there was only one bid received.
 - f. AVCON reported that the Height Zoning Ordinance Development project is on track.
 - g. See AVCON report attached regarding funding of construction changes for the Infield Stormwater Improvements project.
 - h. There were no other items and board discussions.
9. **Old Business:**
 - a. Frank Acuff discussed the information that he has gathered regarding powering the new sign to be installed at the northwest corner of the property. Acuff believes that the cost of materials and installation should be around \$1,500.00 which does not include permitting cost if required. He indicated that he had talked to the building department as to whether

permitting is required or not. Permitting is required in Washington County. As the airport is physically located in Holmes County, Acuff indicated that he will contact the Holmes County Building Department to see if permitting is required in their county. Acuff also stated that he is confident that he and the airport manager should be able to install the necessary power panel. More information to be given at next month's meeting.

10. **New Business**

a. None.

11. **Adjourn:** There being no other business, the meeting was adjourned at 5:42 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