

---

## Regular Board Meeting Minutes

July 11, 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 4:58 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation** – Ross Statham
3. **Review of Agenda.** Accept as submitted with one change- new business item A moved to second position behind item B. Carried.
4. **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
5. **Audience wishing to speak:** None.
6. **Airport Manager Report (enclosed):** Not listed on the report (late breaking item) is a sinkhole issue close to our runway that had been filled in recently using five large wheelbarrows of dirt. This seems to have blocked the stormwater drainpipe and water is backing up behind the blockage. AVCON will see what emergency funds are available from FDOT to resolve the issue, which appears to be a broken stormwater drainpipe that has eroded causing the hole.
7. **AVCON Report:** Calvin Palmer from AVCON discussed the enclosed report; there were two action items required by the board, the remainder was reporting and clarification:
  - a. Regarding the terminal access and security improvement project, Statham noted that we missed in our final inspection that there are no handicap parking signs for our two handicap parking spaces. (Without these signs handicap parking cannot be legally enforced). AVCON will look into it; if this cannot be completed by the contractor, Statham recommended we take care of it ourselves by purchasing signs and posts locally.  
  
There was also a discussion about the new sign for the front entrance and when it is scheduled for installation. Action item by AVCON to follow up.
  - b. Regarding Task Order 01, Airfield Electrical Vault Replacement (see the report), an amendment to Task Order 01 is needed (paid for by FDOT) to cover the cost of a re-bid as directed by the FAA. Brooks moved and Statham seconded that we do so. Carried.
  - c. Regarding the two bids submitted for the Airfield Electrical Vault Replacement, AVCON recommended that we select the low bidder for the project, South Site Services, LLC, whose bid was \$651,290 (see the enclosed separate report). Statham moved and Brooks seconded that we do so. Carried.
  - d. There was a discussion without action regarding the Height Zoning Ordinance Development for Holmes, Washington, and Jackson Counties. AVCON will follow through.
  - e. There was a brief discussion about the Stormwater Improvements project, no action items other than the previous emergency funding request, above.
  - f. It was noted that the Airfield Markings Project is complete, and that the vendor has provided an invoice. No board action items.
  - g. There were no other items or board discussions.

8. **Old Business:**

- a. Regarding the project where we will use a solar panel and inverter to provide 120v power to the new signage at the northwest corner of our property, Frank Acuff is awaiting the sign installation before moving forward with planning and installation as was previously discussed. No action.
- b. In a lengthy discussion about unflyable aircraft who have waivers which have expired, Statham moved, and Leuenberger seconded that we send letters to these tenants who have over-extended their waivers, giving them written notice that they have until 31 August to meet the requirements of flyable aircraft, or that we will add a \$200 per month surcharge to their monthly rents until the issue is resolved. Motion carried.

9. **New Business**

- a. There was a discussion about our commercial hangar renters and non-commercial hangar renters (rate sheet enclosed), to include discussions about fuel purchases from our largest customers. In discussing the analysis of our hangar tenants performed by Treasurer Leuenberger and Administrative Assistant Brenda Wilson, as well as our budget discussions, below. It was noted that the board has already given Chairman Locke permission to negotiated rent increases with the commercial hangar tenants. Chairman Locke is to report back on discussions with these commercial tenants at our next board meeting. Statham moved, and Acuff seconded, that we increase the hangar rents of our non-commercial hangar customers by 5% effective 1 October 2023. Motion carried.
- b. In a parallel discussion led by Treasurer Leuenberger about a proposed FY 2024 budget (enclosed), which was directly tied to discussions about hangar rents, each line item was discussed by the board. Based on the board's agreement on the rent increase of 5%, Treasurer Leuenberger and Administrative Assistant will revise the draft budget to reflect this increase. The revised draft budget will be presented at the next regularly scheduled board meeting. (This budget will be posted for public comment prior to any future approval by the Board.)

10. **Adjourn:** There being no other business, the meeting was adjourned at 5:57 PM.

These minutes were compiled by the Secretary on behalf of the Board of Directors, and when subsequently approved by the Board of Directors (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