

Regular Board Meeting Minutes

October 10, 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 4:59 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Jack Locke
3. **Review of Agenda:** Accepted with one addition to new business listed below.
4. **Annual election of Officers: Chairman, Vice-Chairman, Treasurer, Grants Coordinator:**
Last month the secretary, Ross Statham recommended that the current slate of officer be re-elected. Alan Williams motioned that the current officer be re-elected. The current officers were polled to determine if all were willing to serve another term. All present indicated they are willing. Frank Acuff seconded the motion. Motion carried. Officers are as follows: Jack Locke, Chairman; Roy Brooks, Vice-Chairman; Thomas Leuenberger, Treasurer; Ross Statham, Secretary; and Frank Acuff, Grants Coordinator.
5. **Consent Agenda** items were, as previously determined by procedure, approved as submitted:
 - a. Last month's regular meeting minutes
 - b. Treasurer's report – See attached report
 - c. Grant Activity Report – See attached report
6. **Audience wishing to speak:** NONE
7. **Airport Manager Report (enclosed):** Routine discussions. No action items for the Board.
8. **AVCON Report:** Calvin Palmer from AVCON discussed the enclosed report; there were three action items required by the board, the remainder was reporting and discussions for clarification.
 - a. **Action Item 1:** Motion made by Tommy Leuenberger to accept the recommendation to award the bid from Extreme Land Restoration for the obstruction removal project. Motion seconded by Roy Brooks. Motion carried.
 - b. **Action Item 2:** Roy Brooks motioned that the board grant a notice to proceed to the contractor for the Airfield Electrical Vault project once FDOT approval is received. Motion seconded by Frank Acuff. Motion carried.
 - c. **Action Item 3:** Roy Brooks motioned that Chairman Locke sign Task Order 2 for the Infield Stormwater Improvements project which sets aside \$98,880.00 of funds for engineering services as listed on attached copy of the document. Tommy Leuenberger seconded the motion. Motion carried.
9. **Old Business:**
 - a. **Hangar Rate Card:** Administrative Assistant, Brenda Wilson, explained that a tenant noticed a potential issue with the commercial hangar rate for hangar C2. The rate that was approved for this hangar was significantly lower than the other commercial hangar rates. Chairman Locke has discussed this issue with the tenant and has negotiated an acceptable term/rate for the hangar with the tenant until another hangar comes available for the tenant to move into. The board agrees with the negotiated arrangement with the tenant. Wilson provided the rate for that hangar at both \$3.50 and \$3.67 per square foot. Tommy Leuenberger motioned that the hangar card be amended to reflect the \$3.67 per square foot price and the new card be posted on the website. Motion seconded by Roy Brooks. Motion carried.

- b. **Solar Panel Power for new sign:** Frank Acuff stated that the cost will depend on how often and long the board is planning on the lights on the sign. Mr. Acuff believes that the cost will be somewhere between \$1,500 and \$2,500. There was a lengthy discussion about the cost of electricity provided by the power company versus power provided by the solar panels as well as how many and what type of batteries would be needed. Airport Manager, Mark Wilson, suggested that the board view the new sign at night with vehicle lights as it is Mark's opinion that the sign does not need to be lit. The board decided to table this discussion until the January 2024 meeting.
 - c. **Positive Pay Banking Option:** One Florida Bank provided Brenda Wilson with a quote for our primary account and a second quote for all four accounts that the authority uses to write checks. Copies of these quotes are attached. Brenda Wilson attended a demonstration of the platform that is used by One Florida Bank and related the way this program works through our current financial institutions. After some discussion, the board elected not to pursue this option now due to the cost involved.
 - d. **CD Rate Report:** Brenda Wilson prepared a list of rates for local financial institutions that are Qualified Public Fund Depositories (attached). The board directed Wilson to make an appointment with Wells Fargo to see if the rates listed on their website are available to our agency. If available to our agency, Wilson is to find out what is necessary to transfer \$50,000 from our fuel account to Wells Fargo.
10. **New Business:**
- a. **Tenant Compliant:** The tenant who is currently renting hangar D4 and hangar T5 spoke with board member, Greg Cloud, early today. This tenant believes he is being singled out with the unflyable aircraft policy and indicated that he intends to get his attorney involved. There was a lengthy discussion about tenants who have been paying the additional storage fee since 1 October 2022 and the additional tenants who were notified that they would be expected to pay the additional fee beginning 1 October 2023 as those tenants' have exhausted their waiver period and the board has previously voted not to extend waiver periods for those tenants.
11. **Adjourn:** There being no other business, the meeting was adjourned at 6:15 PM.

These minutes were compiled by Brenda Wilson for 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