

Regular Board Meeting Minutes

December 12, 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 4:57 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Jack Locke
3. **Review of Agenda:** Motion to accept agenda made by Roy Brooks and seconded by Frank Acuff. Motion carried.
4. **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
5. **Audience wishing to speak:** Lenny Shores was in attendance and introduced himself to the board.
6. **Airport Manager Report (enclosed):** Routine discussions. No action items for the Board. There were discussions about an individual who requested that the board allow him to cut the north field and keep the clippings to feed his cattle. This arrangement would not cost the airport anything. The Airport Manager is to send a video link that shows the process to the board for review. The individual will appear before the board next month for the vote.
7. **AVCON Report:** Calvin Palmer from AVCON discussed the enclosed report; no action items at this time. Mr. Palmer informed the board that a change order will be prepared for the additional work that has already been completed as part of the Obstruction Removal Grant which the Chairman will need to sign.
8. **Old Business:**
 - a. **Audit Firm Engagement Letter:** Administrative Assistant, Brenda Wilson, explained that the letter states that the fee will be \$8,000 and outlines the services to be provided by the firm. Motion for Treasurer Leuenberger to sign the letter made Frank Acuff and seconded by Alan Williams. Motion carried.
 - b. **Drainpipe Blockage Issue & Mitigation:** Previously the airport thought it would be able to correct the collapsed pipe issue at the north end of the runway. However, upon further investigation, the collapse is under the runway. AVCON has put together a proposal for costs to repair the collapse to submit to FDOT. Chairman Locke informed Calvin Palmer with AVCON that he may want to look at the hole on the south end of the runway before submitting to FDOT to see if that issue can be resolved at the same time. No action needed by the board.
9. **New Business:**
 - a. **SiteMinder Maintenance Plan:** The airport manager provided the board with a handout which shows the differences between the basic and premium service plans available so that the board could make an informed decision. The administrative assistant provided details as to funds spent on SiteMinder since its installation in 2018. All repairs to date have been lightning related. Frank Acuff and Mark Wilson to investigate the possibility of going fiber optic or getting the wireless antenna to work more efficiently to help eliminate future lightning damage. The board elected to purchase the basic plan again this year.
10. **Adjourn:** There being no other business, the meeting was adjourned at 5:35 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

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