

Regular Board Meeting Minutes

January 16, 2024 - 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 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Agenda accepted with one addition to new business by Alan Williams.
4. **Consent Agenda** items were, as previously determined by procedure, approved as submitted:
 - a. Last month's regular meeting minutes
 - b. Treasurer's report – REMOVED FROM CONSENT AGENDA
 - c. Grant Activity Report – See attached report
5. **Audience wishing to speak:** None.
6. **Treasurer's Report:** Tommy Leuenberger, Treasurer, discussed our financials for the past quarter as well as where we are against the budget. He noted that we are in good shape financially, that our fuel sales are strong and that our expenses are well within our projections. No action by the Board.
7. **Airport Manager Report (enclosed):** Routine discussions. No action items for the Board; see the enclosed report.
8. **AVCON Report (enclosed):** Calvin Palmer from AVCON discussed the enclosed report; no action items at this time. There was a lengthy discussion about potential upcoming projects previously planned as well as items to discuss with the FAA in our upcoming January 18th teleconference meeting.
9. **Old Business:**
 - a. **Airport Manager's Comp Time:** Administrative Assistant Brenda Wilson requested that we make a procedural change in how the Airport Manager's Comp Time is allowed and administered, changing from a fiscal year calculation to that of a calendar year as well as allowing the carryover of up to 40 hours of comp time. Statham moved and Brooks seconded that we adopt. Carried unanimously.
 - b. **Airport Manager's Contract:** Statham moved and Crutchfield seconded that we extend our Airport Manager's contract for the next year. Carried unanimously.
 - c. **Acceptance of Holmes County Grant:** Statham moved and Brooks seconded that we direct our Chairman to sign the Grant Agreement letter from Holmes County outlining the terms and conditions of a grant to help cover airport compliance costs. Motion carried unanimously.
 - d. **Solar Power to Airport Sign:** In the absence of Board member Frank Acuff (home sick with COVID-19), Statham reported that he wishes to table the discussion until next month, but that he and Acuff have been discussing a plan by which we will propose a large solar panel, a battery, and an inverter to power our entrance sign.
10. **New Business:**
 - a. **Credit and Debit Card Processing Fees:** Administrative Assistant Brenda Wilson reported that due to the change to QuickBooks online, tenants can now pay their invoices directly using debit or credit cards as well as by ACH. It is the Authority's practice to recoup the processing fees. There were a few tenants who previously paid my check that paid by card this month. However, there is no way to charge the surcharge at the time of

card payment processing. A reminder about the surcharge was not provided with the January invoices. After discussion on details, Leuenberger moved and Crutchfield seconded that we notify tenants of details on fees and begin to recover these fees beginning again in February.

- b. **Florida Sunshine Law Reminders:** Statham briefed the Board regarding their responsibilities to meet Florida Sunshine Law requirements, to include the filing of paperwork with their County Supervisor of Elections, and regarding their appointment by their respective County Commissioners.
 - c. **Roberts Rules of Order Reminders:** Statham briefed the Board regarding several of the basics of Roberts Rules of Order and how it applies to our meetings and procedures.
 - d. **Crop Duster Discussion:** Board Member Williams reported that tenant James Stafford expressed concern about the process used by crop dusters on our field to mix fertilizer, which creates a cloud of materials in close proximity of hangars and aircraft. After a lengthy discussion about some of the difficulties and concerns many of the Board members have in this and other areas, to include the bringing of heavy trucks on to our ramps, it was decided to review our options and re-open the discussions on this in our February 2024 meeting.
11. **Adjourn:** There being no other business, the meeting was adjourned at 6:28 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