
Regular Board Meeting Minutes

July 9, 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 4:55 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved unanimously, but a new business item was added at the end of the meeting.
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:** None.
6. **Airport Manager Report (enclosed):**
 - a. Routine discussions; see the enclosed report.
7. **AVCON Report (enclosed):** Calvin Palmer from AVCON discussed the enclosed report. No immediate action items were needed by the board, but in discussing our FAA Civil Rights Plan and Reports (as described in the report), Statham reported that he needs outside help in gaining compliance with the three-year reporting requirements. Calvin Palmer at AVCON said that our consultant that has helped us in this regard in 2021 said that we will not need to file a compliance plan until 2027, due to our funding falling below the needed FAA threshold—therefore the item can and should be considered “closed”. (This item had also been placed on the agenda under “New Business”, below.)

We also discussed the large wet area to the north of the shade hangars, that has numerous tree stumps and green (algae) shallow water; there are funds budgeted beginning in July 2027 that should allow us to both drain and mitigate that area. Chairman Locke noted that it is our eventual goal to use a major portion of this area for additional commercial hangars.
8. **Old Business:**
 - a. **Welcome new Board Member:** The Board welcomed new member Jonathan Barnett, who represents Washington County.
 - b. **New Aerial Photos:** Ross Statham reported that the inexpensive 12 megapixel drone purchased two months ago for less than \$250 has produced excellent aerial photographs, which have been posted on our website; several are mounted on the conference room wall. The photos allow airport Board, Manager, engineering firm and others to discuss details of our land and facilities for planning and operations purposes. No action by the board, information only.
 - c. **Solar Power to Airport Sign:** Former Board Member Frank Acuff, present at the meeting, reported that the project will begin construction this week and should be completed shortly. No action needed by the board, information only.
9. **New Business:**
 - a. **Hangar Rate Discussion:** Treasurer Tommy Leuenberger and Administrative Assistant Brenda Wilson presented spreadsheets (enclosed with these minutes) describing what general aviation hangar rentals would be if we kept them unchanged or increased them; their recommendation to the Board were that we increase these by 5%. The discussion was tabled until next month's meeting, where we will finalize our budget.

- b. **Draft Budget Discussion:** Leuenberger and Brenda Wilson also pushed out a detailed budget for next year (enclosed with these minutes) describing a proposed budget for next year. Board Members were encouraged to read carefully and be ready to discuss at next month's meeting. No action.
- c. **Transfer of Funds between accounts:** Brenda Wilson provided a breakdown of funds currently in our fuel account at One Florida Bank; after discussion, Statham moved and Brooks seconded that we move \$66,264.50 from our One Florida Bank fuel account into our reserve fund at Peoples South Bank in order to reduce the amount of funds we have in one bank, to reduce our financial liability, and the funds moved to the reserve fund will be used to pay our insurance premium when it comes due in August eliminating the need to use our line of credit for this purpose. Motion carried unanimously.
- d. **Addition of de-icing fluid equipment:** Airport Manager Mark Wilson reported that one of our tenants has asked that de-icing additive be provided with our jet fuel, and that the additional cost for the fuel is only about one cent per gallon. However, there is some additional equipment needed, which we are still looking into. No action at this time, discussion tabled until quote can be obtained from Southern Petroleum Systems.
- e. **Replacement of Washington County Seat:** Secretary Ross Statham reported that the Washington County Commissioners plan to appoint Danny Exum of Chipley to our Board to represent Washington County. Exum, present at the meeting, was introduced by Statham and was welcomed by the Board.
- f. **FAA Civil Rights Plan and Reporting:** As noted in the AVCON report above, this item has been fully resolved. No action needs to be taken at this time.
- g. **Surveillance cameras in dumpster area:** Airport Manager Mark Wilson reported that he used his purchasing authority and bought a security camera to take photos of people using the dumpster, since there remains an issue of people dumping unauthorized items. Statham will obtain a "Video surveillance" warning sign to post in plain view. No action needed by the Board.
- h. **Migration of Hangar C3:** Mark Wilson reported that because of the standing water in hangar C3 when the airport floods, he has been unable to rent that hangar monthly, but he does make it available from time to time when people need to hangar large aircraft short-term. He asked that the Board consider retiring that hangar. Tabled until next month.
- i. **Tenant Liability Insurance Discussion:** Mark Wilson reported that one of our tenants has reported that he "is unable to obtain insurance on his aircraft." Statham noted that the liability insurance that we need for all aircraft—liability only- should be widely available to anyone, and that the tenant should have no trouble obtaining this insurance. (Liability insurance is a lease requirement that we have for all aircraft owners.) Wilson will reach out to the tenant to discuss.

10. **Adjourn:** There being no other business, the meeting was adjourned at 5:56 PM.

These minutes were compiled by Ros Statham, Secretary, 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