
Regular Board Meeting Minutes

February 11, 2025 - 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 5:00 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Danny Exum
3. **Review of Agenda:** Approved as submitted.
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):** Routine discussions; see the enclosed report.
7. **AVCON Report (enclosed):** Routine discussions, see the enclosed report.
 - a. **Fencing Improvements Project:** Actions needed under this new FDOT project include approval of Resolution 25-01 which gives Chairman Locke permission to enter into the grant agreement and approval to sign Task Order 06 which outlines the costs AVCON is anticipating will be required for their services on this project. A copy of the task order is attached. Dell Corbin made a motion to approve Resolution 25-01 which was seconded by Edward Crutchfield. Motion carried. Danny Exum made a motion to approve the task order which was seconded by Dell Corbin. Motion carried.
8. **Old Business:**
 - a. **Report on Holmes County Chamber Meeting:** Airport Manager, Mark Wilson, stated that the meeting was held on Thursday, January 30, 2025, in hangar C3. Board Member Danny Exum stated that the meeting was well attended. Chairman Locke that we need to do better in the future at communicating when events of this nature are being held on the airport grounds so that the board members are aware and can plan to attend.
 - b. **Budget Request for April 24, 2025, Airport Chamber Event:** Ross Statham submitted a written request, attached, for the four items listed below.
 - i. \$75 fuel reimbursement for Civil Air Patrol Color Guard (presentation of colors)
 - ii. \$225 for miscellaneous costs that may arise.
 - iii. Attendance for Board members and airport staff (meals, program)
 - iv. Reimbursement of fuel to Rodney Chamberlain's "door prize" plane ride (\$75 estimate)Motion made by Danny Exum and seconded by Tommy Leuenberger to approve requested items. Motion carried.
 - c. **Profit Report for Fuel:** Treasurer Tommy Leuenberger prepared the attached report for the Board's review. In reviewing the budget, Leuenberger has discovered a discrepancy between the figures he has calculated and the numbers the accountant has regarding the costs of goods sold and the sales of fuel which affects the gross profit. Leuenberger informed the Board that he has requested our accounting firm, Thompson Walker, to contact him to discuss the matter. He is expecting to speak with Mr. Walker on Wednesday, 12 February 2025. The discussion was for informational purposes only. Leuenberger will follow up with the Board at next month's meeting.

9. **New Business:**

- a. **Invitation Letter to County Commissioners, April 24th event:** Danny Exum informed the Board that he plans to draft a letter on airport letterhead inviting all three counties to our Community Outreach Event to be held on April 24, 2025. The tentative time for this event is 6:00 pm. Brenda Wilson will send a copy of the official letter head to Mr. Exum. Exum plans to deliver the letters in person at the respective counties board meetings.
- b. **Potential Federal Budget Freeze Impact:** Chairman Locke asked Calvin Palmer with AVCON to speak to this matter as Statham was unable to attend meeting. Palmer briefly discussed how the freeze occurred and the discussion in the funding circles regarding how the freeze will affect ongoing grants. The consensus is that the freeze will not affect any funds already allocated but may affect any new funding of projects. Until more information is forthcoming on the matter, AVCON is proceeding with business as usual.

Adjourn: There being no other business, the meeting was adjourned at 5:28 PM.

These minutes were compiled by Ross 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