
Regular Board Meeting Minutes

July 8, 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 4:57 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Danny Exum
3. **Review of Agenda:** Approved
4. **Approval by Board of the June 18, 2025, Emergency Executive Committee Meeting Minutes:** Motion made by Lenny Shores and seconded by Dell Corbin that the minutes be approved. Motion Carried
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. **AVCON Report (enclosed):** Calvin Palmer led the discussion around the enclosed report.
8. **Airport Manager Report (enclosed): Routine** discussions; there was one correction to the enclosed report pertaining to the fuel truck for the LL100. This vehicle is inoperable as we are still awaiting a part for the repair to the PTO to be completed.
9. **Old Business:**
 - a. **Fuel Profit Report:** See enclosed report which was discussed along with the draft budget.
 - b. **Recommendation of purchasing policy increases:** Motion made by Dell Corbin to approve the new spending limits with Tier 1 top limit being \$999.99 with the Treasurer as the approval authority, Tier 2 bottom limit set at \$1000.00 and top limit being \$1999.99 with the Chairman as the approval authority and Tier 3 bottom limit beginning at \$2000.00 with top limit remaining the same. Lenny Shores seconded the motion. Motion carried.
10. **New Business:**
 - a. **Hangar Rate Increase:** After discussion for the information provided on the enclosed spreadsheet, a motion to increase hangar rates by 5% was made by Roy Brooks and seconded by Dell Corbin. Motion carried.
 - b. **Draft FY 2026 Budget:** There was a discussion regarding how draft budget was calculated. Brenda Wilson will update and push out an amended draft budget as the budget presented was based on no increase in rates. No action needed at this time.
 - c. **Formation of Finance Committee:** Brenda Wilson explained the reason the committee is necessary is primarily due to the balance of all our accounts at One Florida Bank is substantially above the FDIC insured amount as well as the auditor's note in the FY 2023 audit stating the need for a written policy to limit our custodial credit risk. The committee is to draft a policy document to be voted on by the full board that grants the committee the authority to determine staff increases, determine best practices for the investment of the authority's funds and the ability to act on those investment guidelines. The recommendation was for the treasurer, the chairman and one other board member be appointed to the committee who will collaborate closely with the administrative assistant.

A motion was made by Roy Brooks and seconded by Edward Crutchfield that the committee be formed including current Treasurer Leuenberger, Chairman Locke, and Board Member Danny Exum. Motion carried.

Adjourn: There being no other business, the meeting was adjourned at 5:36 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