
Regular Board Meeting Minutes

October 14, 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:** Ross Statham
3. **Review of Agenda:** Approved by unanimous vote
4. **Election of FY 2026 Officers:** Statham moved and Exum seconded that we continue the same slate of officers for FY 2026: Locke (Chair), Brooks (Vice Chair), Leuenberger (Treasurer), Statham (Secretary), Shores (Grants Coordinator). Motion carried unanimously.
5. **Review and approval of Finance Committee Minutes:** No meeting, no approval needed.
6. **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
7. **Audience wishing to speak:** None.
8. **AVCON Report (enclosed):** AVCON manager Lee Lewis led the discussion around the enclosed AVCON reports:
 - a. **New Engineer:** AVCON engineer Josh Caldwell was introduced to the Board; he will be assisting us moving forward.
 - b. **North Hangars Construction Issues:** Lee gave a lengthy report regarding two issues that necessitated a stop work on the construction project adjacent to the north hangars:
 - i. **Sub-standard base and subgrade:** The engineering firm that we engaged to assess the existing apron, base and subgrade in front of the north hangars indicated that we had acceptable base and subgrade for replacing the asphalt on the apron, but after removing the asphalt it was discovered not to be the case; there are issues with both. A copy of page 8 of the initial report from Nova (which we used to drive our project) as well as AVCON's briefing on the issue are attached.
 - ii. **Sub-standard slope of runway apron:** On the same project, our existing apron in front of the north hangars slopes 3%, while the FAA does not want to see any more than 2%. AVCON has been working on ways to resolve this to include re-configuring the taxiways to meet the standard. Details are in the enclosed report.
 - iii. **Discussions with FDOT:** Lewis has had several discussions with FDOT regarding these issues, since this puts us significantly over the amount budgeted by FDOT for this project. Discussions are still ongoing.
 - iv. **Approval to move forward:** Brooks moved, and Statham seconded that we direct AVCON to continue moving forward to resolve this, and to keep the Chairman apprised of steps being taken and decisions by FDOT.
 - c. Other items were provided to the Board as per the enclosed report without action.
9. **Airport Manager Report (enclosed):** Routine discussions without action by the Board.
10. **Fuel Profit Report:** The FY 2025 fuel profit report was provided to the Board by the Treasurer and is attached.

11. **Old Business:**

- a. **FY 2025 Budget VS Actual Report** (attached) the board was briefed by the Treasurer, who was pleased by our overall financial performance for the fiscal year.

12. **New Business:**

- a. **Community Outreach:** Board Member Exum asked for approval for another community outreach event from the Holmes County Chamber in April 2026 at the airport, which was readily approved without comment.
- b. **Engagement Letter from Auditors:** After a discussion by the Board regarding the cost of our annual audits (required by Florida state law), Statham moved and Corbin seconded that we continue using Hamilton & Associates for our FY 2025 audit, but that we put our audit out for bid for the next period. Motion carried unanimously.

Adjourn: There being no other business, the meeting was adjourned at 5:40 PM.

These minutes were compiled by Ross Statham, Secretary, and when subsequently approved by the Board of Directors (during the next meeting of the Board) and when signed by the Secretary, shall constitute a true record to be included with the official legal records.



Ross E. Statham, Secretary