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## Regular Board Meeting Minutes

June 11, 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 4:57 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved unanimously with the addition of item b under old business and item c under new business.
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 to include maintenance items; it was noted that fuel sales are up.
  - b. There was a discussion about aircraft tires and batteries being placed in our dumpster, which is a violation of federal law. The driver who empties our dumpster has a security camera and he can clearly see when these items fall out of the dumpster and into his truck, and we have been warned that people have been doing this, and that it places the Airport at risk. Airport Manager Mark Wilson will have a large sign made to place on the fence behind the dumpster warning people not to place these and other improper items into the dumpster.
7. **AVCON Report (enclosed):** Calvin Palmer from AVCON discussed the enclosed report. No immediate action items were needed by the board, but the Secretary (Statham) noted that we are currently deficient on our FAA Civil Rights Plan and Reports (as described in the report) and that he needs outside help in gaining compliance with the three-year reporting requirements. AVCON is looking into getting FDOT funds to help us in this regard. (This item had also been placed on the Agenda under "New Business".)
8. **Old Business:**
  - a. **Solar Power to Airport Sign:** Secretary Ross Statham reported that former Board Member Frank Acuff, who resigned last month, is still planning to complete solar panel power to our airport sign soon, and that most of the materials have been purchased.
  - b. **Replacement of Frank Acuff Board Seat:** Secretary Ross Statham confirmed that Frank Acuff had verbally resigned from the Board last month. Statham reported that Jonathan Barnett, the Washington County Economic Development Council Director, has expressed interest in taking this seat, noting that this was discussed with our Chairman. A letter is being sent to the Washington County Board of Commissioners asking that they consider appointing Mr. Barnett to our Board. Information only, no action by our Board.
9. **New Business:**
  - a. **Election of Grants Coordinator:** Due to the resignation of Frank Acuff last month, Secretary Ross Statham nominated Board Member Leonard Shores to serve as our Grants Coordinator. Seconded by Brooks. Motion carried unanimously.
  - b. **FAA Civil Rights Plan and Reports:** As was noted in the above AVCON report, Secretary Ross Statham reported that he was recently informed that we are out of compliance with the required FAA Civil Rights planning and reporting, which is on a

three-year cycle. As also noted above, AVCON is seeking funding to help on this from the Florida Department of Transportation, which would allow us to use an expert outside consultant to ensure regulatory compliance. No immediate action needed by the Board, information only.

- c. **Email Migration:** Secretary Ross Statham reported that he is working with our Airport Manager to migrate our three email accounts (Statham, Mark Wilson and Brenda Wilson) to Microsoft Exchange this month, at a cost of about \$38 per month. This will give us an ability to share calendars and contacts, as well as allowing us to read and respond to emails using portable devices (such as cell phones). No action was needed by the board other than input on the proposed process, which was positive. Statham further noted that Board Member email addresses are posted (as required) on our website.

**10. Adjourn:** There being no other business, the meeting was adjourned at 5:20 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