
Regular Board Meeting Minutes

August 13, 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 4:59 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved unanimously.
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 per the enclosed report
 - b. Discussions about beavers on airport property who continue to cause us problems building dams which causes water drainage backups, especially causing problems for our skydiving tenant's landing zone; Mark Wilson (Airport Manager) continues to work with Holmes County to clear the blockages and to seek some longer-term solutions.
 - c. Wilson reported that the culvert underneath the north hangars' taxiway is beginning to erode at the south end, probably due to roots getting into the concrete. No serious issue yet but will continue to watch and to perhaps use other budgeted maintenance dollars to aid in resolution.
 - d. Our PAPI and airport beacons are out of service and in need of major repairs or replacement; we are waiting for the vendor to provide a quote. Calvin Palmer at AVCON reported that we have also discussed the possibility of obtaining grant money to effect repair/replacement from FDOT.
7. **AVCON Report (enclosed):** Calvin Palmer from AVCON discussed the enclosed report. No immediate action items were needed by the board, but in addition to the items on the report, these items were briefly discussed:
 - a. The electrical vault project is due to begin shortly and should be completed, according to the vendor, in four months or less.
 - b. Palmer discussed some of our equipment and maintenance needs with FDOT, who has asked that we provide pricing for them to consider providing funding at their year-end for some of the items.
 - c. Regarding the site work for a new potential commercial hangar close to the other north commercial hangars, our Chairman and Palmer are going to seek a meeting with the Holmes County Building Inspector to discuss requirements regarding fire walls and distance between different types of structures.
8. **Old Business:**
 - a. **Solar Power to Airport Sign:** Secretary Statham and Airport Manager Wilson reported that the solar panels, electronics and storage are in place and working, that we received the green light to dig the trench from the solar panel (inside the fence) out to the sign, which we are planning to do Thursday August 15th. The project should be completed by the end of the week. No action needed by the board, information only.

- b. **Retirement of Commercial Hangar C3:** Last month the Airport Manager had reported that during periods of heavy rain, Commercial Hangar C3 has standing water inside the hangar, making it unattractive to place on a long-term lease; due to time constraints last month we decided to table our discussions. He had also recommended that we use it for short-term rentals for people wanting to hangar their aircraft overnight. Treasurer Thomas Leuenberger moved, and Board Member Danny Exum seconded that we remove Commercial Hangar C3 from our monthly leases. Motion carried unanimously.
 - c. **Short-term Rental of C3:** In a follow up discussion to item (b), Grants Coordinator Leonard Shores moved, and Board Member Jonathan Barnett seconded that we charge \$250 per night for those wishing to hangar aircraft using C3 but gave the Airport Manager the authority to discount as he saw fit, especially if there was a large fuel sale involved. Motion carried unanimously.
 - d. **Hangar Rate Increase:** In last month's meeting Treasurer Thomas Leuenberger and Airport Administrative Assistant Brenda Wilson had recommended a 5% increase in all hangar rents beginning October 1, 2024 (the beginning of our new fiscal year), which we decided to table for one month for the Board members to individually consider. Statham moved, and Vice Chairman Roy Brooks seconded that we adopt the 5% increase on that date. Motion carried unanimously.
 - e. **Draft Budget Discussion:** In last month's meeting the Treasurer and Airport Administrative Assistant Brenda Wilson had supplied the board a draft FY 2025 budget, to begin October 1, 2024. Grants Coordinator Leonard Shores moved, and Vice Chairman Roy Brooks seconded that we adopt as submitted. Motion carried unanimously.
 - f. **De-icing Jet Fuel Additive:** In past meeting discussions Airport Manager Mark Wilson had reported that our fuel vendor had told us that it only cost an additional one cent per gallon to add the de-icing additive to our fuel; however the same vendor came back and said that they were wrong, and that we would have to either purchase the fuel with the additive in it from Atlanta (and pay substantial transportation costs), or use equipment to add it to ours. We are awaiting the vendor to give us a price for the equipment; no action needed by the Board at this time.
 - g. **Additional Funding Requests from FDOT:** As noted in the AVCON report above, we have made some funding requests for both equipment and construction activities, which are currently working with FDOT. No action needed by the Board at this time.
9. **New Business:**
- a. **Grant Training Recommendation:** Airport Administrative Assistant Brenda Wilson reported that our Auditor recommended that we take some specialized grant training, at a cost of \$695 for us to attend by video. She and two of our Executive Committee Members—Grants Coordinator Leonard Shores and Treasurer Thomas Leuenberger—plan to attend the training. Statham moved, and Brooks seconded that we do so; motion carried unanimously.
10. **Adjourn:** There being no other business, the meeting was adjourned at 5:37 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