
Regular Board Meeting Minutes

October 8, 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 4:53 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved unanimously
4. **Annual Election of Officers:** Statham moved, and Shores seconded that our current slate of officers (as per the enclosed sign-in sheet) be re-elected to continue their duties through the next fiscal year. Motion carried unanimously.
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. **Airport Manager Report (enclosed):** Routine discussions; see the enclosed report.
8. **AVCON Report (enclosed):** Routine discussions; see the enclosed report.
9. **Old Business:**
 - a. **PeopleSouth CD Renewal:** Administrative Assistant Brenda Wilson reported that our PeopleSouth CD is up for renewal and presented two choices to the board. Statham moved, and Brooks seconded that we renew for six months at 4.24%. Motion carried unanimously.
 - b. **Review of 2024 "Over Budget" items:** Treasurer Tommy Leuenberger put together a report (enclosed) of our over budget items for the last fiscal year; these included unanticipated (and significant) additional revenues for fuel sales, as well as unanticipated additional expenses, especially insurance. See the enclosed report. The airport was well within its balanced budget and we ended the fiscal year with a budget surplus. No action needed by the Board.
10. **New Business:**
 - a. **Goals and Objectives:** Secretary Ross Statham reported that the Florida Legislature passed a requirement for all Special Districts (such as ours) to post the annual goals and objectives on their website, as well as report how they did against those goals each year. He noted that he had pushed some draft goals to the Board for their review last month and asked that they review prior to our meeting next month, when we will need to discuss and adopt final goals for the next year.
 - b. **New Computer for Administrative Assistant:** Due to current computer performance issues (and anticipated failure) it was decided to purchase a new desktop computer for Administrative Assistant Brenda Wilson at a cost of \$769.98 including a protection plan; motion to do so by Treasurer Leuenberger and second by Grants Coordinator Leonard Shores. Motion carried unanimously.
 - c. **Conference Room Chairs:** Airport Manager Mark Wilson reported that several of our conference room chairs have been in need of serious repairs over the past few years; it was discussed that new chairs had been listed as a possible capital asset expense for the FY 2025 budget. After a brief discussion, Leonard Shores moved, and Brooks

seconded that we spend \$907.97 to purchase eleven chairs from Amazon (details enclosed). Motion carried unanimously.

- d. **Replacement of Washington County Board Seat:** Secretary Ross Statham reported that Washington County Airport Board Member Jonathan Barnett has resigned from our Board and from his duties as Washington County Economic Development Director, and that we have an open seat.

Adjourn: There being no other business, the meeting was adjourned at 5:25 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

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