
Regular Board Meeting Minutes

November 12, 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 4:52 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):** Routine discussions; see the enclosed report.
7. **AVCON Report (enclosed):**
 - a. **Airfield Electrical Vault Replacement:**
 - i. In addition to the enclosed report, Calvin Palmer from AVCON reported that the contractor expects to have their work on the new vault ready for connection to West Florida Electric by the end of next week. After the electric company makes the necessary connections to the new vault, the contractor plans to make the final connections and wrap up work between now and early December.
 - b. **Infield Stormwater Report:**
 - i. See enclosed report.
 - ii. Palmer indicated that they have a standing meeting with FDOT on Wednesday each week. November 13, 2024, will be their next meeting at which time the need for additional funds due to the bids received being higher than anticipated will be discussed.
 - c. **Future Hanger Site Improvements:**
 - i. See enclosed report.
 - ii. Statham moved, and Leuenberger seconded, that we amend Task Order 03 to request an additional \$4,800 for additional asphalt core sampling of the apron at the north hangars to be conducted by Geotech. Motion carried unanimously.
 - d. **Height Zoning Ordinance Development:**
 - i. See enclosed report.
 - ii. Statham moved, and Shores seconded, that our Board also serve as the **Joint Airport Protection Zoning Board**, conditional upon concurrence from Holmes, Jackson, and Washington Counties. By doing so we will work with these respective counties' zoning staffs to mitigate potential zoning issues, especially on projects that may cause issues with height, which could create difficulties with runway glide slopes. Motion carried unanimously.
 - e. **RSA, ROFA & OFZ Improvements:**
 - i. See enclosed report.

f. **Upcoming Projects:**

- i. See enclosed report.

8. **Old Business:**

- a. **Goals and Objectives:** Secretary Statham reported that the Florida Legislature passed a bill requiring all Special Districts to establish goals and objectives for each program and activity undertaken. Each Special District must establish performance measures and standards to determine if these are being achieved. He noted that last month a series of draft Goals and Objectives- both one year and five year- were distributed to the Board for review and to be formalized at this meeting. After going point by point through the draft, the Board requested minor changes. Statham moved, and Crutchfield seconded that we adapt the draft with the requested changes, post these on our website and monitor their progress over the fiscal year. Motion carried unanimously.

9. **New Business:**

- a. **Introduction of upcoming board member:** Board Member Danny Exum introduced Dell Corbin (of Chipley), whom he and Statham (also representing Washington County) have asked to fill the seat vacated by Johnathan Barnett. It is anticipated that he will be appointed to serve by Washington County later this month.

Adjourn: There being no other business, the meeting was adjourned at 5:27 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