
Regular Board Meeting Minutes

December 10, 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 4:51 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Three items added under new business, below (FAA meeting report, Audit engagement letter and use of airport as a staging area).
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):** AVCON was not in attendance, written report accepted by Board.
8. **Old Business:**
 - a. **None.**
9. **New Business:**
 - a. **Introduction of newly appointed board member:** Board Member Danny Exum introduced Dell Corbin (of Chipley), who recently joined the Board.
 - b. **Florida Department of Emergency Management** had given Chairman Jack Locke a briefing document during a recent in-person meeting (handout enclosed); Locke reported that they were looking at our property to determine what areas, if any, could be used by the State for Emergency Management for the staging of equipment. No action needed by Board.
 - c. **Overview of Incident Management** – Ross Statham, who also serves as the airport's Emergency Services Coordinator, briefed the Board on FEMA Incident Management, and provided a handout to the Board (enclosed).
 - d. **Community Outreach** – Board Member Danny Exum reported his outreach to the three County Commissions, as well as attending Chamber of Commerce meetings. The Washington County Chamber plans to host an "After Hours" event at the airport, and the other two Chambers have also agreed to jointly participate. She is also interested in interviewing a member of our Board, a "Get to know you" for their Facebook page; Statham volunteered.
 - e. **FAA Meeting Report** – Statham and Leuenberger reported that the virtual meeting with the FAA on December 3, 2024, went very well, and that FDOT was in attendance. No action needed by the Board.
 - f. **Audit Engagement Letter** – Administrative Assistant Brenda Wilson reported that our Auditor provided an engagement letter for the next audit, but that the amount they quoted- while a lower cost than previous auditors- is \$9500, which is more than we had budgeted for. After a brief discussion regarding the quality of their work, which has been quite satisfactory, Statham moved, and Brooks seconded that we pay the higher amount, amended our budget to reflect the new amount, and direct the Treasurer to sign the engagement letter. Motion carried unanimously.

- g. **West Florida Electric Staging Request** – Board Member Edward Crutchfield reported that West Florida Electric is interested in perhaps using airport property for equipment staging when natural disasters occur. The Board said we would welcome an opportunity to discuss.

Adjourn: There being no other business, the meeting was adjourned at 5:22 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