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## Regular Board Meeting Minutes

March 11, 2025 - 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 4:58 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved as submitted.
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):** Chairman Jack Locke led a discussion regarding our long-range plans to provide more infrastructure. No action at this time needed by the Board.
8. **Old Business:**
  - a. **Profit Report for Fuel:** Treasurer Tommy Leuenberger reported that the fuel question he had last month has been answered by our accountant, to Leuenberger's full satisfaction.
  - b. **Holmes and Jackson County Commission Meetings:** Danny Exum and Ross Statham reported that they were well received at recent meetings with the Holmes and Jackson County Commissioners. Statham submitted a report to Holmes County, which is included with these notes; Exum extended an invitation to have them attend the joint "Business After Hours" event scheduled for April 24, 2025.
9. **New Business:**
  - a. **Review of Draft Audit Report, FY 2024:** Brenda Wilson noted that the auditor's Draft Audit Report for FY 2024 had been pushed out by email to the Board previously and asked if there were any questions or comments. There were none.
  - b. **Auditor Management Letter Authorization:** Roy Brooks moved, and Dell Corbin seconded that the Chairman and Treasurer sign the management letter for the FY2024 audit. Motion carried unanimously.
  - c. **FDOT Grant G2834:** Amendment 1, which adds \$150,000 to our utility improvements: airfield electrical and stormwater, is ready for signature. Leonard Shores moved and Dell Corbin seconded that we authorize Resolution 25-02 which gives our Chairman permission to sign the amendment. Motion carried unanimously.
  - d. **Moving funds to reserve:** Brenda Wilson suggested that we move \$76,000 from our fuel account at One Florida Bank to the reserve fund at Peoples South. Dell Corbin moved, and Tommy Leuenberger seconded that we do so. Motion carried unanimously.
  - e. **Replacement/New aircraft tug:** Brenda Wilson suggested that we consider purchasing a new aircraft tug due to braking issues of our old tug. After some discussions Statham moved, and Brooks seconded that we table the discussion until next month. Motion carried unanimously.
  - f. **SiteMinder Renewal:** Brenda Wilson had pushed out our SiteMinder (self-service fuel point of sale) support renewal contract to the Board, noting that there were no changes in

price, but upgrades to the agreement for next year. Shores moved, and Exum seconded that we sign the renewal. Motion carried unanimously.

- g. Airport Courtesy Loaner Vehicle:** Statham reported that:
- i.** He and Exum met with the Holmes County Board of Commissioners regarding our need for an airport courtesy vehicle. This vehicle would be used by the airport and by air crews who need to borrow a vehicle for meals or overnight stays at local hotels. The Commissioners voted to donate a 2007 Chevrolet van, VIN 1GNDV33147D135937.
  - ii.** The vehicle and title were delivered to the airport late last week.
  - iii.** The Holmes County tag office reports that it will cost \$299 to obtain a tag, plus the cost of transferring the title, which Statham will take care of after we obtain liability insurance. Because we are a government entity, we will provide a tax exemption certificate and not be required to pay taxes on the vehicle annually.
  - iv.** We have two sources of potential liability insurance: obtaining a commercial policy from an insurance broker in Destin, Florida; OR adding the needed liability insurance for the vehicle to our airport liability insurance when we renew later this year. Statham is looking into both and report to the Board.
- h. Power to the airport sign:** Statham reported that the solar power to the airport sign has not been working consistently, often not at all as he drives by at night. He asked the Board to have us investigate removing the solar power connection and obtaining power from West Florida Electric Co-Op. Crutchfield volunteered to look the sign over for technical issues, and Airport Manager Mark Wilson volunteered to call West Florida for rates and details of what is needed.

**Adjourn:** There being no other business, the meeting was adjourned at 5:48 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.



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Ross E. Statham, Secretary