
Regular Board Meeting Minutes

April 8, 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 4:56 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. Regarding the dead man's brake (safety brake) on the airport tug, by discussion the board decided to label (placard) the brake as "inoperative" (for safety reasons), and to make sure that all users are chocking the wheels upon parking. It was informally decided to table discussions for repairs (for now) due to costs far outside of our planned budget, as well as the possibility of purchasing one later this year using potential grant funds.
7. **AVCON Report (enclosed):** Calvin Palmer was not in attendance but there was a brief discussion regarding the report that he had supplied via email; no actions by the board.
 - a. **Utility Improvements Grant:** Roy Brooks motioned and Dell Corbin seconded that the board approve signing of Resolution 25-03 which gives the chairman permission to sign the Amendment for Extension which extends this grant through to 30 June 2026. Motion carried.
8. **Old Business:**
 - a. **Second Quarter Financial Performance** Treasurer Tommy Leuenberger provided some insights on our financial performance for the first two quarters of the fiscal year, enclosed. There was a discussion around fuel costs and profit margins, but no action needed by the board.
 - b. **April 24 Chamber Meeting at Airport** Member Danny Exum reported on the April 24th Community Outreach, a Business After Hours meeting at the airport at 5:30 pm. All is on target, and all board members were encouraged to attend.
 - c. **Insurance update** Secretary Ross Statham led a discussion around a written report (enclosed) on his findings regarding insurance, to include prices for automobile liability insurance for a van that was donated to us by Holmes County to also be used as an airport courtesy van. After a discussion, Vice Chairman Roy Brooks moved, and Dell Corbin seconded, that we purchase the lowest automobile insurance quote so that the vehicle can be tagged and the title transferred. Motion passed unanimously. Statham also volunteered to find suitable documentation being used by other airports regarding loaner vehicle procedures and appropriate "assumption of liability" forms.
 - d. **Report on solar panel power to airport sign** Edward Crutchfield reported that he ran voltage tests on the solar panel that feeds our main sign (on Tri-County Road), and that it was providing insufficient power to run the lights. (He also reported that most nights they seem to be not working when he drives by.) After a discussion by the board, Ross Statham moved, and Greg Cloud seconded, that we make the necessary arrangements to have a power pole installed and connect to West Florida Electric as was discussed last

month. Motion carried unanimously. We will either move the existing pole and add the required weather head or purchase a new 100amp pole whichever is more cost effective. Chairman Jack Locke volunteered to contact Florida Meter Pole regarding the installation of the power pole, and airport staff will have power connected to the meter. Crutchfield volunteered to mark the pole location, and to connect the meter to the sign and test it.

9. **New Business:**

- a. **Requested renewal of CD at PeoplesSouth Bank** Administrative Assistant Brenda Wilson reported that she has been in discussions regarding favorable rates for renewal of our CD at PeoplesSouth Bank who have had the best interest rates. Ross Statham moved, and Dell Corbin seconded, that we renew. Motion carried unanimously.

Adjourn: There being no other business, the meeting was adjourned at 5:49 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