
Regular Board Meeting Minutes

August 12, 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 4:57 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved
4. **Review of Finance Committee Minutes:** Statham moved, and Crutchfield seconded, that we approve the Finance Committee meeting minutes and recommendations as presented. Carried.
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:** Daniel Bontragger, who has been cutting airport grass free of charge to be used as hay, asked permission to spread organic fertilizer, which was granted, with our thanks.
7. **AVCON Report (enclosed):** Lee Lewis led the discussion around the enclosed report. He noted that the low bidder for Task Order 03 did not provide 7 photocopies as required in the bid, but the Board unanimously felt that since bids are primarily submitted electronically- and all were under the Task Order—that we would accept the low bid and waive the 7 copy requirement now, and in the future. Corbin moved, and Crutchfield seconded, that we accept the bid, which carried unanimously. He also noted that Calvin Palmer, our former AVCON engineer, has left their firm and moved to Birmingham.
8. **Airport Manager Report (enclosed):** Routine discussions.
9. **Old Business:**
 - a. **Draft Fiscal Year 2026 Budget:** Treasurer Leuenberger led the discussion regarding the Draft Budget, enclosed with these minutes. Specific discussion points:
 - i. **Income** was adjusted to reflect the increase in hangar rents, as well as reduction on anticipated fuel profits from 26% down to 22% gross profit.
 - ii. **Expenses** adjusted to reflect a 3% pay increase for the Airport Manager and Staff Assistant (Mark Wilson and Brenda Wilson) recommended by the Finance Committee and approved by the Board. Other expenses were adjusted based on our YTD average, and other expenses such as insurance were adjusted upwards to keep up with anticipated cost increases.
 - iii. **Approval by Board.** Statham moved, and Exum seconded, that the Board approve the draft budget (motion carried unanimously). The budget will now be advertised on our website and in local newspapers for public comment prior to becoming final.
 - b. **Personnel Recommendations by Finance Committee:**
 - i. **Creation of an Investment Policy Statement (IPS):** This is currently in process by staff and the Treasurer
 - ii. **Recommended 3% Staff Pay Increases with possibility of year-end bonuses:** The Finance Committee recommendations above, approved by the Board, included a 3% increase for staff. Information only.

- iii. **Brenda Wilson transition to full-time employee:** The Finance Committee had also recommended we transition Brenda Wilson to a W-2 employee effective 1 October 2026, which was also approved above. Information only.

10. **New Business:**

- a. **Advanced Air Mobility (AAM)** is a developing transportation system that will use electric vertical takeoff and landing (eVTOL) aircraft to move people and cargo within and between cities. It aims to create more efficient, safer, and cost-effective air travel by supplementing existing infrastructure with new aircraft technologies, including urban air taxis, regional transport, and cargo delivery. Key players such as NASA and the FAA are working with industry and regulatory partners to develop the necessary infrastructure, standards, and regulatory frameworks for the safe integration of AAM into the national airspace. Testing is currently being considered in some markets. Lee Lewis at AVCON briefed the Board on the initiative; no action needed.
- b. **District 3 Funding:** Lee Lewis at AVCON briefed the Board on legislation that was recently passed that has raised questions regarding project criteria as well as the percentages of funding for capital improvement projects in regards to REDI airports, of which our airport is considered. FDOT has reported that the legislation is still undergoing legal review. No action is needed by the Board at this time.

Adjourn: There being no other business, the meeting was adjourned at 5:54 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