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## Regular Board Meeting Minutes

November 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 4:55 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved by unanimous vote
4. **Executive Committee Meeting determination and minutes:** Exum moved and Corbin seconded that we approve the recent Executive Committee Meeting determination and minutes around a recent FDOT grant request regarding the North Hangar construction project. Approved by unanimous vote.
5. **Review and approval of Finance Committee Minutes:** No meeting, no approval needed.
6. **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
7. **Audience wishing to speak:** None.
8. **AVCON Report and handout (enclosed):** AVCON manager Lee Lewis led the discussion around the enclosed AVCON report, primarily about the resumption of work on the north hangar site. Also see enclosed color graphic that was provided. No action needed by the board.
9. **Airport Manager Report (enclosed):** Routine discussions without action by the Board.
10. **Fuel Profit Report:** The October 2025 fuel profit report was provided to the Board by the Treasurer and is attached.
11. **Old Business:**
  - a. **Sunshine Law Review:** Secretary Ross Statham reminded the Board about the necessity of carefully adhering to The Florida Sunshine Law and led a discussion around some of the important details. All board members committed to either watching or listening to a training link (from a Florida attorney) provided to the board.
  - b. **Finance Committee Meeting Request:** Treasurer Tommy Leuenberger requested that the Finance Committee meet to conduct needed business. The meeting was scheduled for November 25, 2025 at 10:00 am.
  - c. **Grants Coordinator:** Secretary Ross Statham noted that Leonard Shores, our current Grants Coordinator, has been unable to make meetings for personal reasons (not from any lack of his wanting to attend), and asked that we replace his position with Board Member Danny Exum; he also made a motion in this regard. His motion was seconded by Leuenberger. Exum agreed to serve, and the motion was carried unanimously.
  - d. **Community Outreach:** Exum reported community outreach activity planned for April 2026 by the Washington County Chamber, recent discussions around paving portions of Tri-County Airport Road and discussions with Florida Panhandle Technical College for a video project about the airport. No action needed by the board.
12. **New Business:**
  - a. **Potential Rent Reduction:** There was a discussion around a potential rent reduction for one of our commercial customers who have been inconvenienced due to construction delays. Crutchfield moved, and Exum seconded, that we direct Chairman Locke to offer

temporary rent reductions to this tenant as he sees fit in the amount(s) he believes are appropriate. Motion carried unanimously.

**Adjourn:** There being no other business, the meeting was adjourned at 5:40 PM.

*These minutes were compiled by Ross Statham, Secretary, and when subsequently approved by the Board of Directors (during the next meeting of the Board) and when signed by the Secretary, shall constitute a true record to be included with the official legal records.*

A handwritten signature in blue ink, reading "Ross Statham", is written over a horizontal line.

Ross E. Statham, Secretary