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## Regular Board Meeting Minutes

January 13, 2026 - 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 5:00 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** The Chairman asked that we include "Airport Manager Retention" and "Audit Discussion" under Old Business. Brooks moved, and Shores seconded that we accept the agenda with those changes. Approved by unanimous vote.
4. **Executive Committee Meeting determination and minutes:** Shores moved and Statham seconded that we approve the recent Executive Committee meeting determinations and minutes of December 23, 2025 (enclosed). Approved by unanimous vote.
5. **Review and approval of Finance Committee Minutes:** No Finance Committee meeting.
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:** AVCON Vice-President Lee Lewis led the discussion. All items below were information only:
  - a. **Apron project** – Underdrain scheduled to be installed tomorrow (Jan 14); electrical conduit to follow; contractor reports that they expect to pave by January 26.
  - b. **Pen and Ink ALP Revisions (FAA)** – This was submitted to the FAA within the deadline as per the attached.
  - c. **Backfill and downspout** – A pending change order for the backfill and downspout on the north hangar project area will probably be sent within the next few weeks.
  - d. **Airport Apron Rehabilitation Design** – As discussed in the December FAA ACIP meeting (by video), an application was submitted within the December 31, 2025 deadline for fund request for airport apron rehabilitation design. See the enclosed letter and application.
  - e. **PAPI Replacement** – Design is underway to replace airport PAPI (glideslope approach) lights, both north and south approaches.
9. **Airport Manager Report (enclosed):** Routine discussions without action by the Board.
10. **Airport Profit Report:** The December 2025 airport profit report was provided to the Board by the Treasurer. The report was briefly discussed and is attached.
11. **Old Business:**
  - a. **Airport Manager Retention** – Brooks moved, and Exum seconded that we ask our Airport Manager Mark Wilson to continue in his job for the next year. He was commended by the Board for the "excellent job" that he has been performing these past years.
  - b. **Audit Report** – Treasurer Tommy Leuenberger reported that our Auditors (which we are required as a public entity to engage, as per Florida law) reported that we are in good shape financially; he has also reviewed their most recent findings, which are attached. There was a short discussion about the "depreciation" category on our financial statements. No action by the board.

12. **New Business:**

- a. **Airport email** – Secretary and airport Technology Officer Ross Statham reminded the board about the following items:
- i. Because our emails are posted on our public website, all members of our Board are subject to having “spoof” (fake) messages seeming to be from someone else on our board (such as our Chairman) asking for us to contact him or buy things for him, when no such request was made. There was a discussion about these and other issues that we need to be vigilant about.
  - ii. Airport email, to include Microsoft Office, is available free of charge to all Board members (and is mandatory for employees). This would include Outlook, Word, Excel, etc.
  - iii. All emails regarding airport business must be permanently maintained by all Board members, as per Florida law.

**Adjourn:** There being no other business, the meeting was adjourned at 5:25 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.*



Ross E. Statham, Secretary