
Regular Board Meeting Minutes

March 10, 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 4:58 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Approved with two additions to old business: Outreach update (Exum), discussions on weed control in area north of the shade hangars. Brooks moved and Leuenberger seconded we approve with changes, motion carried unanimously.
4. **Review and approval of Finance Committee Minutes:** Statham moved and Corbin seconded we approve the minutes and recommendations of the Finance Committee as submitted. Motion carried unanimously. Statham also congratulated Brenda Wilson on her new role as Business Manager.
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:** None.
7. **AVCON Report:** AVCON Vice-President Lee Lewis led the discussion based upon the enclosed written report.
 - a. **(Task Order 01)** Brooks moved and Crutchfield seconded that we approve Change Order #01, Final Reconciliation to reduce the **Electrical Vault Replacement** contract amount by \$4,050 and approval to sign close-out documents. Motion carried unanimously.
 - b. **(Task Order 02) Stormwater improvements-** information only per report.
 - c. **(Task Order 03) Future Hangar Site Improvements**
 - i. **Schedule A South Apron Expansion**– Statham moved and Brooks seconded that we approve Change Order 04, subject to FDOT concurrence, to over-excavate the south apron and hangar site, as well as to approve the Water Storage Tank scope amendment resolution 26-02 using \$140,833 in FDOT grants previously committed. Motion carried unanimously.
 - ii. **Schedule B Taxiway and Existing Apron** – information only per report.
 - d. **(Task Order 05) RSA, ROFA & OFZ Improvements** – Corbin moved and Crutchfield seconded that we give Chairman Locke permission to sign Resolution 26-03 and corresponding amendment allowing for a one year time extension. Motion carried unanimously.
 - e. **(Task Order 06) – Airfield Perimeter Fencing Improvements** – information only per report.
 - f. **(Task Order 07) – PAPI Replacement Project (Design)** - information only per report.
 - g. **Upcoming Projects**
 - i. **Airport Security and Facility Improvements** (grant anticipated August 2026), Exum moved and Leuenberger seconded that we give Chairman Locke permission to sign Resolution 26-01 which will repurpose the previously identified "Terminal Building Expansion Project" with the new title and reduce the funding

to \$750,000 after discussions with FDOT as to better uses for available funds for airport needs as per the enclosed report. Motion carried unanimously.

- ii. Other upcoming project items as per the enclosed report were discussed by the board without action.

8. **Airport Manager Report (enclosed):** Routine discussions without action by the Board.

9. **Airport Profit Report:** The fiscal year-to-date airport profit report was provided to the Board by Treasurer Tommy Leuenberger. The report was briefly discussed and is attached.

10. **Old Business:**

- a. **Audit Response** – Business Manager Brenda Wilson provided an advertisement for an outside auditing firm, which was reviewed and approved by the Board.
- b. **Loaner Vehicle Insurance** – It was decided to renew the automobile insurance for our loaner vehicle (also known as The Courtesy Crew Car). Statham moved and Brooks seconded the motion with unanimous approval.
- c. **Community Outreach Update** – Grants Coordinator Danny Exum reported more details on the joint Chamber meeting- Holmes, Jackson and Washington Counties- at the airport on April 16 at 5:00 pm. He also reported that he has provided reports to all three county commissions regarding airport activities and that Holmes County asked several good questions. He also reported that the Jackson County Times newspaper took his report and turned it into a front-page article. No action by the board.
- d. **Kill weeds north of Shade Hangar** – After a brief discussion about the tall weeds growing in the cleared area north of the shade hangars, Statham moved and Corbin seconded that we spend no more than \$1,200 to spray this area to kill unwanted vegetation. Motion carried unanimously.

11. **New Business:**

- a. **New A/C unit for conference room** – Airport Manager reported that our old A/C unit is failing and that it needs to be replaced; he received several bids from local vendors to replace the unit. The lowest bidder was Bearden Enterprises LLC at \$4,800, and after a brief discussion Corbin moved and Leuenberger seconded we engage them to replace the unit. Motion carried unanimously.
- b. **Survival Flight, Inc.** – Chairman Jack Locke reported that Survival Flight, Inc. (a national medical transport company with operations in several southern states) has expressed strong interest (with the full support of the Holmes County Sheriff's Office) in locating people and equipment on our field. Should they locate here they would be renting a commercial hangar as well as purchasing fuel. The Board was most interested and directed him to continue to lead the discussions.
- c. **Skydive Panama City** – Chairman Jack Locke reported that Skydive Panama City is very happy with their relationship with the airport. They have asked that we build them a 10x20 concrete slab with roughed-in plumbing with walls and roof as an attachment to the hangar they rent from us, which they would finish out. The Board encouraged Chairman Locke to pursue this matter and obtain pricing for the addition.

Adjourn: There being no other business, the meeting was adjourned at 6:02 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