
Regular Board Meeting Minutes

December 9, 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 4:58 PM; a quorum was confirmed as per the attached sign-in sheet.
2. **Invocation:** Ross Statham
3. **Review of Agenda:** Exum asked that we include "Financial Committee Policy" as item (b) to Old Business. Accepted and approved by unanimous vote
4. **Executive Committee Meeting determination and minutes:** Statham moved and Crutchfield seconded that we approve the recent Executive Committee meeting determinations and minutes (enclosed). Approved by unanimous vote.
5. **Review and approval of Finance Committee Minutes:** Crutchfield moved, and Corbin seconded that we approve the Finance Committee meeting determinations and minutes (enclosed). Approved by unanimous vote.
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 Vice-President Lee Lewis led the discussion around the enclosed AVCON report, primarily about the resumption of work on the north hangar and taxiway project.
 - a. **Change Order 2:** Brooks moved, and Crutchfield seconded that we approve Change Order 2, which increases the total amount by \$102,020. This change order will be covered by FDOT funding. Approved by unanimous vote.
 - b. **Amendment 2 to Task Order 3:** Statham moved, and Brooks seconded that we approve Amendment 2 to Task Order 3 (enclosed) for Professional Planning Services conducted by AVCON in the amount of \$51,356. Approved by unanimous vote.
9. **Airport Manager Report (enclosed):** Routine discussions without action by the Board.
10. **Airport Profit Report:** The November 2025 airport profit report was provided to the Board by the Treasurer and is attached.
11. **Old Business:**
 - a. **Financial Committee Policy:** As noted in the Finance Committee report above, the Board was given a copy of a proposed Financial Committee Policy by email for all board members to review. Leuenberger moved, and Corbin seconded that we adopt this policy and publish it effective immediately and that the Secretary (Statham) publish with our other policies on the public website. Approved by unanimous vote.
12. **New Business:**
 - a. **Dismantling of solar equipment:** Statham asked the board's thoughts on our dismantling and selling the unused solar equipment in the northwest corner of the property. Crutchfield suggested we take photos and sell as a complete system and that the buyer dismantle and remove. Discussion only, no vote required.
 - b. **Need for passage across wet area in northwest corner:** Statham noted that we have a low area in the northwest part of our airport that cannot be easily traversed after rain,

which Mark Wilson, Airport Manager, confirmed. This makes it difficult for tractors and other vehicles to gain access to this area. (Wilson noted the portion closest to the western fence is most easily crossed, but that moderate amounts of rain cause difficulty. The Chairman (Locke) directed Wilson to ask Holmes County for a small culvert and if we can get our contractor from the north hangar/taxiway project (or perhaps Holmes County) to cover the culvert with a small amount of dirt from our current construction project, in order to resolve the issue.)

Adjourn: There being no other business, the meeting was adjourned at 5:38 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