

AIRPORT AUTHORITY
REGULAR MEETING MINUTES
NOVEMBER 7, 2016
COMMISSION CHAMBERS

11/7/2016 - Minutes

1. ROLL CALL

Present: Chuck Clegg, Ryan Michalkiewicz, Dale Marks, Katherine Rogers - Chair, Eric Farewell, Travis Burns

ex-officio: Pete Perez, City Commission

City Staff: Teresa Allen, Public/Support Services Assistant Director; Alex Vacha, Airport Manager; Jennifer Nanek, Assistant to the City Manager

Guests: Jay Scalise, Justin Edwards

Chair Katherine Rogers called the meeting to order. A quorum was present.

2. Approval Of Minutes

The minutes of August 22, 2016 were reviewed. Eric Farewell made a motion to approve the minutes as presented. The motion was seconded and unanimously approved.

3. COMMUNICATIONS AND PETITIONS

4. UPDATE BY CITY STAFF

4.I. Runway Project Update - Teresa Allen

Teresa Allen reported that the project to overlay and extend the runway has been approved by FDOT and FAA. Because of the different funding cycles for FDOT the start of the project is delayed so that the City can be reimbursed immediately. They met with FDOT and FAA to plan budgets on all sides. Infrastructure and safety concerns were discussed. Taxiways Alpha & bravo need work done and those projects will be moved up in the funding cycle. FDOT has sent a Joint Participation Agreement which will go before the Commission next week. Hoyle Tanner will put in the application to FAA for their portion of the funding. This will require a budget amendment. We do not want to turn down money from FAA when offered.

A question was asked about Runway 6-24 if that was going to be closed down. Ms. Allen said it will be shut down entirely but we don't know when yet. Hoyle Tanner will let us know when we get closer. A question was asked how long it will be closed. Ms. Allen said she wasn't sure how long. Alex Vacha said that the project will take 9 months where the runway will be closed and a 5-7 day portion when the intersection is done and the whole airport will be closed. The extension will be done first and then the overlay. A question was asked if this could be done incrementally with a moveable threshold. Ms. Allen said the scope has been decided and regulations may not allow for it to be done incrementally. A question was asked if the scope of work was available for review. Ms. Allen said that the scope was available online in the bids portion under closed bids. The chair asked when Hoyle Tanner was expected to come give an update. Ms. Allen said they can come anytime if needed but they will wait until we get closer to the start of the project.

4.II. Airport Updates - Alex Vacha

Alex Vacha distributed a report on recent activities at the Airport which is attached to these minutes. He reported on efforts to establish and grow the Civil Air Patrol. The next meeting is November 21 at American Legion and will be once a month for now. All ages are welcome. Commissioner Perez asked about recruitment efforts. Mr. Vacha said they are just starting to do that.

Mr. Vacha reported on the parking lot improvements. The fencing portion is complete. They need more millings out there to complete the parking lot. A question was asked if we could get more millings out there. Alex said we may get some with the runway construction next summer. They are looking into the cost. They do need to get that done.

Mr. Vacha reported that a temporary bathroom has been installed and they are working on making bathrooms available for the January event. A question was asked if they had sewer out there. Alex Vacha said no but that they have a septic tank. A question was asked if the City is still working on extending water & sewer lines out to the airport. Teresa Allen said that the project was approved by the commission at the last meeting.

Mr. Vacha reported on the Flight for a Cure event, that it went well with over 300 in attendance despite the early morning rain.

Mr. Vacha said that an airfield marking and signing company came out and reviewed the markings at the airport that need to be updated. He is hoping to review costs to see if some of this could be done.

A letter was sent out to all tenants that a hangar inspection is planned for December. The Fire Marshall, Code enforcement officer and building official will be there to see if there are any violations. Tenants will be notified of any violations and given time to correct them. A question was asked if their were requirements in the lease as to what can be in the hangars. Mr. Vacha said there was. Only airplane related equipment can be in there.

The handover of the campground will happen on January 2. Letters explaining the transition plan has been sent out. A question was asked if Code Enforcement has been through the campground. Mr. Vacha said they have done that and violations sent out. A question was asked about how much the revenue for the city is estimated to be. Mr. Vacha said the revenue should be a couple thousand a year.

Mr. Vacha also reported that Brooke Barnum, an airfield maintenance technician has been hired who can care for the grounds, do customer service and will be there weekends. A comment was made that the airport looks much better.

The next event is Wings over Winter in January, Alex said the plan has been approved and the City commits to supporting the event. Eric Farewell said that this is the 4th annual event and that there have been no problems or complaints.

Dale Marks requested an Airport Fuel truck, that it is a necessity. Alex Vacha said that he will look at that after handling the fuel for a few months.

Dale Marks asked if the jump plane could be moved from right next to the building. It doesn't need to be parked there as it doesn't look good. Dale Marks made a motion for the planes to be parked elsewhere. Eric Farewell suggested that Alex Vacha discuss this with Betty Hill and see if something can be worked out. The motion died for a lack of a second.

Dale Marks made a motion that the City be a vendor at the 2018 Sun in Fun. Eric Farewell asked to amend the motion that the City send Alex to all the relevant trade shows to talk to companies about the Lake Wales Airport. Commissioner Perez said they should present such concerns to the Commission and encouraged the board to inform the Commission members directly when possible of Airport issues. Teresa Allen said that there is money for Mr. Vacha to attend these events.

A question was asked about social media, if there was a facebook page. Alex Vacha said there was not. This was discussed and it was agreed that it was needed.

5. FBO REPORT

Alex Vacha reviewed the FBO report which is attached to these minutes. Eric Farewell commended Alex that more airplanes are now at the Airport and that good service is good to see.

A question about getting a courtesy vehicle was discussed. Travis Burns commented that they will work with Alex to fill service gaps at the Airport that the city cannot do currently.

6. BOARD MEMBER UPDATES

Dale Marks asked about improving signage out there. Alex Vacha agreed and is working on it. Dale Marks would like to get additional signs on HWY 60. Teresa Allen said right of way belongs to the state but they can look into using other property like leasing it to put a sign there.

Eric Farewell requested an aerobatic box, Mr. Vacha responded that he is working on it. Eric Farewell commended Alex Vacha on doing a good job. They had an open house on Sept 3 with good attendance. Mr. Farewell noted an increase in jet traffic and encouraged Mr. Vacha to review other Airports and what they are doing such as the one in Deland. Mr. Farewell encouraged getting millings to complete the parking lot project. Mr. Farewell inquired about the possibility of new hangars. Mr. Vacha said that they are looking at corporate hangars in 2017, but are waiting on T Hangars. Eric Farewell then emphasized the need for a 2nd entrance to Airport for safety reasons. Dale Marks made a motion to expedite the 2nd entrance. The motion was 2nded and unanimously approved.

Eric Farewell encouraged attendance to the Wings over Winter event in January and shared plans for other events.

Ryan Michalkiewicz suggested a spectator viewing area for people to watch airplanes and skydiving. Alex Vacha said it would be a great idea.

7. ADJOURNMENT

Dale Marks made a motion to ajourn. The motion was seconded and unanimously approved. Next meeting is December 5, 2016.

Chair

ATTEST

Commission Secretary