

**AIRPORT AUTHORITY
SPECIAL MEETING MINUTES
January 24, 2019**

1/24/2019 - Minutes

1. ROLL CALL

Present: Barbara Pelisek, John Lodge, Travis Burns, Robert Ohlinger, Clarke Gerard, Chuck Clegg

Staff Present: Jared DeLong, Airport Manager; Jennifer Nanek, City Clerk

Guests: Al Goldstein, Michael Moon

In absence of the chair vice-chair Barbara Pelisek called the meeting to order.

2. Approval Of Minutes

Robert Ohlinger made a motion to approve the minutes of December 3, 2018. Clarke Gerard seconded the motion and it was unanimously approved.

3. COMMUNICATIONS AND PETITIONS

4. Airport Updates - Jared DeLong

TWY Bravo North/South and TWY Alpha East - Jared DeLong reported that the base rock is in and paving will begin soon on Bravo North. On Bravo South they staked out the layout. They have a notice to proceed and will start skimming off the sod or earth. Almost all the new cans and sign bores are complete. The NOTAMS were out last week on three different days because people had to be on the runway with equipment.

Robert Ohlinger asked why the angled taxiway between the intersection to alpha is being removed. Mr. DeLong used a diagram to show which ones are removed. He said he was unsure why they were removed and will invite Hoyle Tanner to explain further.

The Chair asked about the paving if they will be blocked. Mr. DeLong said we are waiting on word of financing. The City will pay if FDOT does not. It will be done in three days.

Corporate Hangar Construction - This was tabled at the last Commission meeting and there are no new developments. Chuck Clegg expressed concerns that the whole story was not presented to them at the last meeting concerning this issue. The bidding process concerning the hangars was reviewed and discussed. Mr. DeLong said there may be a Commission workshop on this issue in the near future.

Aviation Fuel System Upgrades - The project is planned but on hold to see if the new governor or FDOT Secretary changes the budget. He has a new card reader in the office and waiting on authorization to install it.

Airport Staffing - Jared DeLong announced that an Operations specialist Amanda Raabe had been hired. A question was asked what her job consisted of. Mr. DeLong said she will do operations inspections and small maintenance items. Mr. Clegg said that the airport Authority was totally left out of the hiring decisions. Mr. DeLong said that decision is up to him. Ms. Nanek clarified that the Airport Authority doesn't have input into staffing decisions. They can make policy or project recommendations to either the Commission or staff. The role of the Airport Authority and how best to be effective was discussed.

Clarke Gerard asked about the status of ground leases. Mr. DeLong said that Mr. Barton is in corporate hangar #2 and George O'Neill is getting proposals from contractors. Leases have not been approved yet.

Travis Burns said the hangar that they purchased cost \$200,000 to build which is less than what SEMCO proposed.

John Lodge asked about the status of the vacant hangars. Jared DeLong said he has been calling those on the waiting list and giving them time to respond. He is giving them 30 days to respond as there is no policy concerning this. Some have been asked to be removed from the list. Mr. Lodge expressed concern about lost revenue. Mr. Clegg said that we should set a waiting period. Mr. DeLong said we need a policy about this. Ms. Nanek recommended a motion to set a policy with a waiting period. Chuck Clegg made a motion recommending a policy on filling the hangars and that 48 hours be set as a waiting period. John Lodge seconded the motion which was unanimously approved.

Travis Burns asked about an area on the west side of 6-24 for skydiving and paragliding. Mr. DeLong said there was a site visit from ADO (Airport District Office) who verbally approved the site. He showed where the site was on the map and described it. There are places that are not considered safe for these activities. The Chair asked if the drop zone would move. Mr. DeLong said yes. There was a question about access which was discussed. Mr. Burns asked if this was discussed with representatives from those activities. He is waiting for information from Flight standards office that is closed due to the government shut down. Mr. Burns said he would like to see an analysis of safety areas. Safety concerns were discussed.

5. FBO REPORT - Jared DeLong

Jared DeLong reviewed the FBO report for the month of December which is attached to these minutes.

Mr. DeLong said he included the dollar amounts for the gallons of fuel sold. Mr. Lodge said he would like to see the net profits listed so we know what our profits are. He said this should be monitored regularly so we can build upon it in the future. Mr. DeLong expressed concerns about having the information available to competitors and getting all the information including credit card percentage factored in. This was discussed. Mr. DeLong said he will discuss with the Finance Director on getting a clear picture on this to provide to the Authority in the future.

Mr. DeLong said that he would like to revise the report format to provide better information to the Authority. The current format is no longer helpful. The Authority members consented to the changes.

Fuel prices at other Airports compared to Lake Wales were discussed. Our current price is \$3.84 which is higher than neighboring airports.

There was a discussion on getting fuel trucks. Someone asked if there is a grant for it. Mr. DeLong said he wasn't aware of a grant opportunity for this but we might get one through surplus.

Chuck Clegg commended Jared and Staff for keeping AWOS going. There have been on problems. Mr. DeLong says he checks on it regularly and he is working on a maintenance manual for it.

The chair asked about electricity at the Campground that she heard it was out. Mr. Burns confirmed this and reported that three power lines came down at once setting a fire near the road. Mr. DeLong said Duke Energy came out and the lines have been repaired.

6. CHAIR

6.1. Ordinance 2018 -11 Changes To The Airport Authority

Jennifer Nanek said that this Ordinance was approved which requires that only 2 members be residents.

Ms. Nanek announced that Katherine Rogers will be resigning due to business related conflicts. Applications will be accepted to fill the vacancy and presented to the City Commission on February 5th. She said she will provide the applications to the Airport Authority for review at the next meeting on

February 4th.

There was discussion on electing a new chair if this should wait until the February or March meetings. This was discussed. Chuck Clegg nominated Clarke Gerard to chair the Airport Authority. Barbara Pelisek seconded the motion. Clarke Gerard accepted the nomination. The motion was unanimously approved.

6.II. Tenants Meeting/Newsletter

Jared DeLong said he has a contact list finished for the newsletter and asked for suggestions as to format and content. This was discussed. The members made some suggestions including synopses of what Mr. DeLong presents at the Airport Authority meeting.

7. BOARD MEMBER UPDATES

Travis Burns asked about a security plan. Mr. DeLong said that this was required by FAA. He explained that it must be approved by the state.

Robert Ohlinger asked why we need a code to exit the gate. Mr. DeLong said its to prevent those reaching their hands around the gate.

Chuck Clegg asked about improving the safety concerning PPGs. Mr. DeLong said he has very little control over them. Safety and security concerns were discussed. Airport access was discussed such as airboaters. Concerns were expressed concerning driving vehicles on taxiways. Mr. DeLong said he is trying to find a balance for everyone to use the airport. Communication issues were discussed.

8. ADJOURNMENT

The meeting was adjourned. Next meeting is February 4th.

Chair

ATTEST:

City Clerk