

**AIRPORT AUTHORITY  
SPECIAL MEETING MINUTES  
June 18, 2018  
CITY COMMISSION CHAMBERS 4:30 P.M.**

6/18/2018 - Minutes

1. ROLL CALL

**Present:** Katherine Rogers, Chair; Barbara Pelisek, John Lodge, Eric Farewell

**Commissioner ex-officio:** Curtis Gibson

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

The Chair called the meeting to order. A quorum was present.

2. COMMUNICATIONS AND PETITIONS

3. Approval Of Minutes

The minutes of the May 14, 2018 were reviewed. Eric Farewell made a motion to approve the minutes. The motion was seconded and unanimously approved.

4. UPDATE BY CITY STAFF

4.I. Airport Updates - Jared DeLong

**Runway 6/24 Extension and Resurface (9/11/17 - 6/8/17)** - Jared DeLong reported that the extension piece is 90% complete. It is almost fully paved. The top portion of the runway depression work has been submitted to FDOT and FAA for their approval. City staff agreed with the Hoyle Tanner recommendation and requested a 2-3 week extension on the project. The project will be fully complete by mid August. Mr. DeLong said many of the other elements are complete or nearing completion. We are just waiting on the recommendation concerning the depression work.

**Taxiway Alpha East Rehab/Taxiway Bravo North-South Construction** - Mr. DeLong said that both bid meetings are complete. A recommendation concerning award has been submitted to FAA & FDOT and we are awaiting approval. Mr. Farewell asked about estimated completion. Mr. DeLong said he estimates March for full completion.

**Corporate hangers** - Mr. DeLong said that design plans are submitted and Hoyle Tanner and SEMCO are working with City staff on Utilities which needs to be reworked. Once approved Hoyle Tanner and SEMCO will get us a price tag and will be able to get started. The Chair asked about the timeline. The original plan was that they would be complete by September. The Chair suggested there would be a month push back on this.

**Aviation Fuel System upgrades** - Mr. DeLong said he is still working on vendors and pricing. He is looking into getting FDOT help. He would like complete replacement instead of just upgrades. This may have to wait 2-3 years but it needs to be done.

**Campground Laundry Facility** - Mr. DeLong said he met with Utilities and Finance. He said that Finance wants to separate all the connections for more efficient billing. Mr. Farewell clarified that there will be individual billing for power, water, and sewer. Mr. DeLong said yes for power and water but not sewer as that is more complicated as it is in the septic hill and will require more work. Mr. Farewell asked when this will happen. Mr. DeLong said soon but will check with Finance for a more definitive date.

**FBO Restroom Access Update** - Mr. DeLong said he is awaiting scheduling with contractor and City Management. He is trying to get space back from the skydiving company. He described a possible design that includes a new door that needs to be put in. He will keep the Authority informed of developments and options. The chair asked about the status of the portajohn. Mr. Farewell said that it is clean for now. Mr. DeLong said he has discussed the issue with the company and the trucks are on a set route to clean that out. Mr. Farewell said that for a time it wasn't being done. Mr. DeLong said we will monitor it closely.

5. FBO REPORT - Jared DeLong

Mr. DeLong reviewed the report for May which is attached to these minutes. May was a slow month due to a lot of rain. Fuel prices were discussed.

John Lodge asked about the T-Hangar waiting list. Mr. DeLong said he needs to do hangar inspection as he hasn't met all the tenants yet but hasn't gone through the list to purge it.

Mr. Lodge recommended a Fuel truck for the airport. Mr. DeLong agreed and said he is going to Fuel Servicing Supervisor training soon. Mr. DeLong said he is getting the new staff member trained so he has help with day-to-day stuff so he can focus on other projects like a fuel truck. Mr. Farewell said that FAA/FDOT grants can pay for those. Mr. DeLong said he would not want that high on the priority list over capital improvements.

6. BOARD MEMBER UPDATES

Eric Farewell reported that he is off through month of July going to St. Louis and other shows. He is doing a documentary in Montana. He will have lots of travel. He says he always mentions Lake Wales at all events.

Jennifer Nanek said that Clarke Gerard has replaced Ryan Michalkiewicz. He is a representative from the Chamber or business community.

Jennifer Nanek said we have 2 applicants for one out-of town position John Lodge and Herb Gillis. Airport Authority recommended John Lodge to be reappointed.

Eric Farewell said he has moved out of the City and can't be reappointed.

7. ADJOURNMENT

The meeting was adjourned. The next meeting is August 6th, 2018.

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Chair

ATTEST:

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City Clerk

