

AIRPORT AUTHORITY
SPECIAL MEETING MINUTES
September 4, 2018

9/4/2018 - Minutes

1. ROLL CALL

Present: Travis Burns, Chuck Clegg, Katherine Rogers - Chair, John Lodge, Clarke Gerard, Robert Ohlinger

Guests: Eric Farewell, Bernie Grant, Michael Moon, Chris Reynolds

Staff: Jared DeLong, Airport Manager; Teresa Allen, Public Services Director; Jennifer Nanek, City Clerk

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

2. COMMUNICATIONS AND PETITIONS

Eric Farewell reported that his company was served a cease and desist letter concerning their towing operations at the Airport. This towing is key to their operations. They have submitted a complaint to the FAA. This issue was discussed. Teresa Allen said they will let FAA determine the outcome which will be by Friday.

He introduced Bernie Grant a videographer who will be working with them.

3. Approval Of Minutes

The minutes of the August 6, 2018 were reviewed and corrected. Chuck Clegg made a motion to approve the minutes as corrected. The motion was seconded and unanimously approved.

4. Airport Updates - Jared DeLong

Runway 6/24 Extension and Resurface - Jared DeLong reported that the west end paving is complete. The construction company went back and did erosion control for certain areas such as putting sod back. The paving for the east end should be complete tomorrow if there are no rain delays. Chuck Clegg asked what has to happen after the paving is done. Mr. DeLong explained that it has to cure for three weeks and then they will groove it after which is painting and striping. The cattle fence is started from the west end. The east end will be moved south to correspond with the new protection areas. Then there will be cleanup work. The grooving will begin September 24. There will be an inspection for all the punch list items. A question was asked about lighting. Mr. DeLong said that the damaged lights will be fixed and the whole system will be tested.

Corporate Hangar Construction - Mr. DeLong said the costs have come in over budget by \$800,000. The project may be done in phases. A question was asked about the cost. Mr. DeLong said that the cost is estimated to be \$1.3 million. Robert Ohlinger asked where the hangers will be placed. Mr. DeLong said they will be on the north end of the fuel farm ramp. There are 2 sets. Two will share a wall and then there's a gap. Chuck Clegg asked if it was possible to scale these back. Mr. DeLong said it would be tough to value engineer the project that much so the project may have to be phased. Clark Gerard asked what the square footage is for these hangars. Mr. DeLong answered that they are 60x60 so 3600. They will all have bathrooms. The rents for these were discussed. Teresa Allen said that rent amounts haven't been decided yet. The need for access to these hangars was discussed. Mr. DeLong said that it might be tough to get grant funds for this. Ms. Allen said if the City can't get a grant then other funding possibilities will be explored.

Aviation Fuel System Upgrades - Jared DeLong explained that he is working with contractors on this. He

is trying to rework the scope and numbers to get the pumps that meet customer requests. Robert Ohlinger asked about the jet A system if it will be over the wing. Mr. DeLong is looking to see what the needs and demand is before an investment is made.

FEMA Hurricane Repairs - Mr. DeLong said that Hurricane Repairs have been complete. The flooring is fixed as well as the bathrooms in the skydive bathroom. The carpet in his office was replaced to for carpet tiles.

Airport Staff Changes - Mr. DeLong reported that the maintenance person has resigned for another position and is working on replacing him. He is looking to hire an Ops person in the next fiscal year. A question was asked about how long the hiring process will take. Mr. DeLong said that he hopes to start interviews over the next few weeks.

5. FBO REPORT - Jared DeLong

Mr. DeLong reviewed the FBO report for August which is attached to these minutes.

Mr. Ohlinger asked about the price. Mr. DeLong said that prices are coming down so they are competitive on prices. Mr. Ohlinger said that he has heard from others that we are indeed competitive.

Mr. Lodge suggested adding the net profit to the report. Mr. DeLong said that this could be done. Mr. Lodge recommended reviewing the charges from credit cards and seeing if we can be sure we cover costs.

Mr. Burns asked about the status of the laundry facility at the campground. Ms. Allen said that it is in the budget for next year. Mr. Burns asked if the Campground is available for non-airport renters. Mr. DeLong said that decision will have to be examined in more detail. Mr. DeLong said he would prefer renters that have business at the Airport. Ms. Allen said that this decision will be made by the City Manager. Mr. Gerard asked how many lots there were and if he planned to expand. Mr. DeLong said there are 28 and that the possibility to expand is there but would be expensive. The rates were discussed.

John Lodge asked if the airport gets revenue based on takeoffs and landings. Mr. DeLong said we are prioritized different depending on types of aircraft and operations counts. Eric Farewell said that the Lake Wales Airport gets an annual stipend of \$83,000 from the FAA. Ms. Allen explained that those funds are guaranteed entitlements. Discretionary funds are competed for.

6. BOARD MEMBER UPDATES

Jennifer Nanek reported on the City Commission discussion on the composition of the Airport Authority. The City Commission direction to staff was to require that at least 2 members continue to be residents. The others can be residents, business owners and those affiliated with the airport. A draft revised ordinance will come before the Airport Authority before approval by City Commission.

7. ADJOURNMENT

The meeting was adjourned. The next meeting is Monday October 1, 2018.

Chair

ATTEST:

City Clerk