**October 9, 2021**

 Lakeway Airpark Board Minutes – Proposed

**Meeting called to order at 9:50am** – Mike Torbett

**Board Members Present (Quorum reached):**

Mike Torbett Phil Thompson Bill Gunn Scott Epley Josh Cobb

**Members/Visitors Present in room:**

Keith Durio Andy Trevino Doug Beckshian Bob Tozzi Terre Preista Jeff Klaas

Pat Hall Steve Smith Gerry Ward Barry Shelton Katie Thornton Patrick Thornton

Trip Beynon Bill Kulpa

**Secretaries report** – Josh Cobb

* The September 11th 2021 meeting minutes were approved by the Board
* The October 9th 2021 meeting agenda was presented and approved by the Board.

**Financial report** – Erik Mulloy

* Report on finances sent via email.
* Erik was not present to discuss audit of books. Erik to provide an update on timing and auditors

**Maintenance update** – Cory Bull

* Cory was not on hand to provide a report on maintenance, however, issues were discussed, incouding:
* Bathroom towel dispenser needs 6 x D batteries – Scott E. & Jeff K.
* Lockset needs replacing on exterior bathroom door – Scott will order
* Midfield and South end windsocks need replacing – Mike Torbett and Erik M.
* Windspeed spinning but reporting wind as “calm” – Jeff K.
* Clear cul du sac brush and then dig – Jeff K.
* Latch on fuel ground-er cable – Mike T.

**Social committee / Community relations** – Scott Epley

* Report on Social Events was givne by Scott: the potluck went well and the Board and members thanked Scott. Next one possibly planned for Nov 6th in Mike T’s hangar. // Need to send invite 2 weeks in advance.

**Old Business**

* Master record update to add the automated airport advisory. Jeff Klaas contacted Bill Macke and heard back that Bill had submitted it to FAA in Oct 2021. Bill Gunn mentioned a “5010 record” for the FAA facility plan directory.
* Emergency response coordination. Mike Torbett discussed updating a coordinated emergency response plan. Note: regional coordinator name: Paul Harvey.

**New Business**

* Protocol for end of runway run up area use – Bill G.
* Fuel leakage and leak detection was discussed. Report needs to be made regularly and reconciled.
	+ This involves: noting any leak detection failures, typically weekly
	+ Monthly reconciliation
	+ Our leak detector is 25 years old and tank hits life limit in 2024, at which time update detector.
* Jeff Klaass discussed getting a backup person certified for self-certification – Mike T will send an email to 3R9 to ask for a back up to get online trained (8 hours) for our fuel certification.
* Mike Torbett moved that we add a standing item to the agenda called “Airpark Safety”. It was seconded and the motion was approved. Bill Gunn was selected to be the “Safety Director” via motion that was approved. From Mike T, “*The purpose is to identify any potential safety issues that  anyone has become aware of and it also serves to keep safety on everyone's mind. I would like it to be open airing and discussion of any safety related issues*”. – Mike T.
* It was discussed that Mike Torbett would determine if night flying ban is enforceable.
* Discuss having the board name a designated safety officer – Mike T.

Meeting adjourned at 10:35am