

February 8, 2025

Lakeway Airpark Board Meeting – Minutes Approved

Meeting called to order by President Pat Hall at 9:30am

Board Attendees: Pat Hall Phil Thompson Erik Mulloy Scott Epley Josh Cobb
Jeff Brinkman (phone) Jeff Klaas

Quorum: was reached

Meeting Room Attendees: Sam Lynch Burke Edwards Bill Gunn Kenny Fulton
Steve Smith Chuck Scott Bill Kulpa Russ Norwood

Secretaries report – Josh Cobb

- The February 8th 2025 meeting agenda was presented and approved by the Board
- The January 11th 2025 meeting minutes was presented and approved by the Board

Financial report – Erik Mulloy

Financial status is healthy.

Paid property tax.

Determined our minimum cash reserve (\$100K) to be on hand and when to by new CDs

Discussed partners in airplanes that have not at least become a class IV member. Revenue avail.

Agreed to put a new lock on the payment box.

Maintenance update – Steve Smith

Hose bib cover done / Backflow cover done / Steve reimbursed

Steve climbed up into attic and notice roof seams and saw debris in the cupola from trees, pollen coming in.

Suggests board considering to hire a roofer to inspect and solve for gaps. No evidence of animals. Steve was approve by board to have roofer get an estimate to look at it.

Phil discussed flagpole and main sigh lights. Phil will get some LED lights and replace. **Phil.**

Motion sensor light was fixed outside Pilot Shack.

Light inside pump cover that is triggered if temp drops below 45 degrees

Bill Kulpa discussed weed killer to spray as we head toward spring. Bill to use his tractor.

Erik will ask landscaper not to mow blue bonnets.

Pat: Triannual tank check inspection was done and passed with flying colors and no issues.

Social committee – Scott Epley

- Feb 18th (Tues): 6pm Salt Grass steak house (Bee Cave) social event (apps and drinks) / 6:30pm dinner
- March 18th: save date for social event TBD. **Scott**
- April 5th (Sat): Spring Movie Night Hangar B2. 7:30pm pizza arrive, movie around 8pm ish.
- April 12: Spring Open House 8:30am to 9:30am
- April 12th (Sat): Airpark Aviation Career Day 10am to 2:30pm
- May 13th: save date for social event TBD. **Scott**

Airpark safety – Jeff Brinkman

- No new updates.
- Pat: continue to see people landing or taking off after sunset. Pat talks to them on the radio when possible.
- Bill Kulpa: Deer moving around earlier than usual // weather warming up
- Jeff to send a blast to 3r9@3r9.org about deer. **Jeff**
- Discussed adding a warning to weather announcement to "Watch for deer on runway"
- Discussed signage at south end of runway to restrict access to and usage of taxiway

Old Business

- None

New Business

- Eric Necker was approved by the board for class IV membership
- Fabio Pereira was approved by the board for class IV membership
- Ernest Rene Tamayo was approved by the board for class IV membership
- Board agreed to a Class IV membership approval process which is (1) the applicant has properly applied (2) Their name is brought forward to the board at a board meeting and (3) the board votes, majority vote of approval then approves the new Class IV member.
- Discuss vehicle movement around quad hangars and new hangars. Approval process (if needed) and responsibility for any damages.
 - Steve Smith HOA POV – big trucks straight in and out only, no turns and damages to be paid by person who requested the truck to come in. Approver: Condo HOA board.
- Discuss “nominating committee” need.
 - Keep it for times when existing board members decide not to run, ie: vacancy(s).
- Review Checklist and timeline for annual meeting [getting ahead of this since no board mtg on April 12th)
 - Annual meeting Checklist. Prep, Notifications, Documents, Notices, Sequencing, Committees, Actions.
 - **Now to 60 days before June 7th (date of the Annual Meeting)**
 - Room booked
 - Nominating Chair chosen by the President
 - Nominating Committee members chosen and meet (Nominating Committee) // may not need this.
 - Nominees identified and nominee statements collected and shared with the Board (Nominating Committee)
 - Board discusses entire process
 - **Between 60 and 10 days before the Annual meeting**
 - Membership notified via email of annual meeting
 - Membership notified that renewal dues must be received by 30 days before mtg to retain voting rights at upcoming annual mtg. “Don’t forget to pay your dues!”
 - Nominee statements shared (via email by Josh) and printed and posted in Pilot Shack.
 - Notice of annual meeting posted at the Pilot Shack in conspicuous location.
 - A list of all active members is printed and posted inside the Pilot Shack .
 - **Between 30 and 10 days before the Annual meeting**
 - A list of all voting eligible members, denoted as such, is printed and posted inside the Pilot Shack. Secretary.
 - A list of all members, including those NOT eligible to vote is printed and posted inside the Pilot Shack. Secretary.
 - Teller committee chosen by the President.
 - Agenda for Annual meeting emailed to the membership.
 - **Prior to the Annual Meeting**
 - Membership Certificates are printed for eligible members via mail merge. Secretary.
 - Blank membership certs avail just in case. Secretary.
 - Ballots are printed for Class 1, Class 2, Class 3, Class 4. Provisional ballot printed. Secretary.
 - Any proxies are filled out and returned to another member or sent out and collected (by any member so choosing) and brought to the annual meeting at the start and submitted upon arrival.
 - Teller Committee vote counting/recording template printed (Teller committee chair)
 - Minutes from 2024 Annual meeting printed and brought to meeting. Secretary.
 - Agenda for the 2025 Annual meeting printed and brought to meeting. Secretary.
 - Annual meeting attendee sign in sheet printed and ready. Secretary.
 - Pens available. Secretary.
 - **Morning of Meeting, Prior to Start**
 - President, Secretary and Teller Committee members meet and coordinate
 - Treasurer check-in on any last-minute proxies, mail, membership certs, etc.
 - Table with paperwork, ballots, member certificates, etc. set up
- Airpark Aviation Day – Josh reviewed progress.
 - Date: April 12th, Agenda, Proposed Lectures & Attendees
 - Full agenda confirmed.

- Speakers/Teachers list update and confirmed // GAP: Need actual flight school from Georgetown or Bergstrum to appear and teach // Josh to keep calling.
 - Other presenters and logistics confirmed. Ex: CAPs folks bringing members and a plane. Kenny Fulton involved.
 - Public outreach status update. LTHS, LTISD, International School, Girls School of Texas all have been reached. Lake Travis Chamber site has listing. Community Impact has been reached. Boy Scouts and Cub Scouts reached.
 - Confirmation of planning meeting (Feb ____) for those presenting/helping.
 - Budget expected to be less than \$500 (snacks, refreshments, additional chairs rented). **Kim Mulloy and Rosie Babin have volunteered snacks and refreshments – thank you!**
 - Call for collateral and volunteers (directing attendees and safety watch on the ramp). Need four safety people with radio and vests for 8:30 through 2:30. **Jeff Klaas and Phil Thompson have offered to be on site.** Need two more volunteers.
 - Scott Epley reaching out to LifeFlight to see if they can come 8:30-9:30am. **Scott**
- Russ Norwood asked about hump on taxiway just west of the new hangar 5. There is a water pipe under the taxiway near that area that is only shallow buried.
 - Jeff Brinkman suggests to put a sign down on the south end of the taxiway to say something like “Taxi for use by Aircraft based at south end of airpark”. No decision was made.
 - Monument from the Lakeway Heritage Center to be installed outside front corner (SW) of Pilot Shack memorializing the Airpark / removing the small metal one near the main large Airpark sign. Est. timing last week of February 2025. Not cost to Airpark. Some equipment will be present (skip loader). Monument is two large stones with a metal plaque.

Meeting adjourned: 10:49am
