

July 9, 2022

Lakeway Airpark Board Meeting – Proposed Minutes

Meeting call to order – Phil Thompson at 9:35am

Board members present: Phil Thompson Pat Hall Scott Epley Josh Cobb (by phone)
Mike Torbett Erik Mulloy

Quorum Reached

Members/Attendees present:

Secretaries report – Josh Cobb

- The July 9th 2022 meeting agenda was approved by the Board.
- The June 18th Special meeting minutes were approved by the Board.

Financial report – Scott Epley

- Report on finances – Scott \$256K in checking, \$10K in prepaid legal fees for total of \$266K
- Report on transition plan and training of Treasury duties – Scott & Erik. Transition underway. Signing authority being changed soon to Scott.
- Report on QR code / Venmo – Erik

Maintenance update – Pat Hall

- Wood swing replacement. Cory looking into this – Cory Bull
- Fuel Flip Sign replacement - Phil has done research. New sign is \$500-800 / LED is \$1000+. Replacement flip numbers cost \$86 per set and we need 3 sets. Rivetted on.
Removal of steel grass edging around quad hangars – status is still an open item to get done. We may have to wait for cooler weather
- Replace fuel pump filter. Discussion about best way to do this. Erik has communicated to the vendor. Pat to handle when they arrive.
- Irrigation system discussion. Possible controller issue. Bill Kulpa, Erik, and Pat to review before contacting the vendor. Erik has new controller to be installed.

Social committee / Community relations – Scott Epley

- Report on Social Events – Scott suggested we move social duties to someone else. June 18th movie night was a success but we should move to Spring or Fall due to late sunset and heat. Josh offered to take on social events. Board agreed.
- Ongoing “Meet the Airpark, Meet a Pilot” program started: 8:30-9:30am 2nd Saturdays of each month was successful this morning (July 9th).
- Lakeway Airpark participation in the 4th of July Parade / Float went well, army of volunteers, went really well. We won 2nd place. Passed out 700 balsa wood planes.

Airpark safety update – Bill Gunn

- Discuss safety items. Bill not in attendance but Bill provided copies of a draft 2 page safety document “Airport Operating Guidelines” to update what we have already. This has been discussed by the board at a prior board meeting once already. Today is our 2nd review and discussion of this draft. Erik suggested we add a notice that our ramp is sloped, and airplanes can and do roll if not chocked properly. Two edits: (1) minimize vs. ban engine run up time at either end of the runway and (2) do IFR holds on the ramp. Phil will confer with Bill and then will email another draft to the membership for their feedback. – Phil Thompson

ZAPCO / City Committee update - Pat Hall

- AV District Committee Draft Ordinance Discussion – Pat Hall previewed the committee work product and the timeline: July 11th preview to City Council, August 3rd to ZAPCO, August 15th back to City Council for formal vote.
 - Committee met 7 times. Ed Mass was chairman. Committee looking for feedback from Airpark and public.
 - Focused on the 2010 Ordinance as a basis for changes/updates.
 - Major items: flying club, commercial ops, primary flight training, sunset to sunrise ops.
 - Findings:
 - Most of 2010 ordinance viable. Ordinances w/o enforcement aren't much of anything.

- On one item (fuel) we are currently non-conforming with the existing city ordinance. By state law, city has the right to require non-conforming activity to become conforming, if the city follows certain processes.
- Desire that whoever enforces the ordinance (zoning group and police) want to meet with Airpark and organize who will do what.
- Flying club permitted via SUP if 5 or more. Feedback to committee needs to be **more** than 5 members of the club for flying club as all insurance policies allow up to 5 pilots.
- Night ops prohibited: civil twilight used. 27 mins after sunset / 27 mins before sunrise. Discussion that we would keep our current rule of sunset to sunrise the airpark is closed.
- Primary flight instruction: new definition (see draft).
- Commercial ops: new definition (see draft).
- Permitted uses: aviation, individual maintenance/hired mechanic, additional items, see draft
- SUP items: construction and maintenance of hangar(s) same as 2010 ordinance, no change to fuel, storage same as 2010, storage and tie down of plans same as 2010.
- Prohibited: 12,500lbs+, take-off and landings at night, commercial ops that involved transportation of passengers or cargo operations based in the AV zone, or scheduled commercial ops using FAA Part 135 and 121. Josh asked for clarity for "scheduled". Mike suggested clarity on "based". Commercial ops of airplane rentals. Facilities for the maintenance of aircraft except for maintenance of personal aircraft in own hangars or on ramp. Non-aviation related commercial parking. Banned aircraft = same as it was prior/current 2010 ordinance. No touch and goes or low passes. Use of airpark for parachuting/skydiving. Impervious cover shall be no more than 60%.
- Setbacks and max height have not changed from 2010.
- Erik asked about enforcement. Pat mentioned that there is really no desire by the city for the Airpark to be actively involved in enforcement. The AV committee and City has a desire for City Staff and Airpark representatives to meet and go over how the ordinances will be enforced and monitored going forward.

Old Business

- Finalize metric for when to pause new tie down sales (capacity constraint). See Exhibit A– Josh to present to Board. Josh
- Airpark Rules update - Bill Gunn provided via a document that the Board discussed in this meeting. (see above)
- Condo Hangar lease -- Mike provided to directors via email before meeting.

New Business

- List of documents to maintain in the pilot shack / Ex: Ground Leases, Membership List disclosure, etc. – Josh TABLED
- Standardize Rules pertaining to Notification of Meeting & Documents - See Exhibit B – Josh explained, and Mike pointed out our bylaws about the no more than 60 no less than 10. Discussion ensued. Erik preferred a simple number of days vs. range (for secretary notice). Exhibit B modified to show 50 days for notice of annual mtg. Josh made a motion to approve, 2nd and vote was unanimous in favor.
- Selection of Maintenance lead – Pat Hall volunteered and it was agreed.
- Discussion on the need for a financial Audit of the past three years – Scott and Phil // Scott pointed out his wife is an experienced accountant and the cost of bringing in an outside firm (high cost). Scott will come back to Board with some options (ie: Plan A, B and C and cost of each) – Scott Epley
- Mike shared info from vendor and Board discussed having them charge landing fees. Name, basic structure of a deal, potential benefits. Mike shared a proposal with the Board from Vectored Approach. 3 yr contract, 35% fee to vendor. Issues of meeting minimum revenue required by them. Turbo vs. non Turbo. How to whitelist planes based at 3R9. Phil suggested that we put this entire topic into the "Revenue Enhancement" committee. Mike estimates that \$30-40K per year is missing due to non-payment by transient aircraft. Vendor claims a 99% collection rate. Weight based landing fee, which is up to the Airpark. Pay monthly. Business model is revenue share (35-40%). Phil pointed out that he has counted only about \$150-200 in the past 2 weeks of possible billable turbo traffic landing... which is not close to \$30K/yr. Work needs to be done to understand this gap. Mike pointed out that there is no penalty for missing the annual minimum gross revenue with Vectored.
- Kim Mulloy presented the annual Police Association Gala and asked for consideration of Airpark involvement. Kim sits on their board. Gala is in October and over the past 10+ years members of the airpark has donated \$ to the Police Assoc. Kim listed off the work that the Association does and community service it provides: scholarships and other services. 1 table is available for the Airpark. Oct 15th. \$150/seat. If interested pls let Kim know. 512-820-7619 or email:

New Committee Chair assignments:

Phil recommends that committees be 3 people but it's up to each Chair.
August board meeting will be first readout from each committee.

- **10 year Capital plan Committee** – Chair: Mike Torbett
Provide yearly expense projections and capital requirements out 10 years (2022-2032)
Phil suggests: Look at Path 1: full repair or Path 2: ongoing maintenance & partial replacement.
- **Revenue enhancement Committee** – Chair: Erik Mulloy
Outline all current revenue streams on a yearly basis
Recommend adjustments to current revenue streams where applicable
Show future revenue stream options not currently available (hangar 5&6), other
- **Condo hangar & Ramp lease review Committee** – Chair: Neils Olufsen
Legal review of the current condo lease agreement so we understand our options
Recommendation of fee and or misc. changes to the current lease
Legal preparation of new condo hangar lease and implementation
- **Bylaws review Committee** – Chair: Bill Kulpa
Review current Bylaws
Make recommendations to improve (a) clarity and (b) resolve wording/language conflicts
Make recommendations for the addition or removal of Bylaws
Discussion today: Discussion that the “Rules and Regulations” are not on the web site. Bylaws ARE on the web site.

Meeting adjourned 11:36am

Exhibit A

Tie Down Sales: Pause of New Tie Down Approvals, Methodology

Summary of Issue & Methodology Explained

There are 23 asphalt tie down spots (“T” spots) on the ramp. This does not include the Hail Shed.

There are 4 grass tie down spots south of the ramp and 2 more spots for aircraft south of the quad hangars with no tie downs. There is also some space just north of the ramp, which is sometimes used for helicopters. Annual tie down leases do NOT guarantee a T spot. It is first come, first served EACH time an aircraft arrives. Further, annual tie down leases are not given rights to move a transient aircraft that is parked in a T spot.

As of July 1, 2022 we have 23 active (paid) annual tie down leases in effect.

Even though we have 23 spots and 23 active leases, not all active leases typically are all parked and using their T spots at the same time, thus there are typically 2-4 T spots either open or being used by planes without an annual tie down lease. For example: transient aircraft. In addition to these 2-4 asphalt located T spots, there are another 3-4 grass tie downs and 2 other grass spots without tie downs. This is currently being used for “overflow”, especially on weekends or holidays and we sometimes see these grass spots filling up.

Based on the above, we do not think it is ethical or right to sell new annual tie down leases when we are full, as defined below. The Board cannot in good conscience collect money from aircraft owners when we are full, knowing that the owner finding a spot to park will be difficult, impractical or not possible – ie: a low chance of success.

As such, the Board is asked to consider and vote to adopt the formula below to determine when the airpark transient parking is considered “Full” for the purposes of pausing new annual tie down lease sales. Please note that there is an active waiting list maintained by the secretary that currently has 3 aircraft owners on it.

Active Asphalt Leases	Active Grass Leases	# of Asphalt Spaces	# of Grass Tie Dwns	Pause New Sales?
23	2	23	4	Yes
22	3	23	4	Yes
21	4	23	4	Yes
23	1	23	4	No
22	2	23	4	No
20	4	23	4	No

Exhibit B
Guidelines pertaining to Notification of Meeting & Documents

As it relates to regular monthly meetings

Document Name	Due By	Notes
Proposed Agenda to Board prior to monthly meetings	1 week before Monthly Board Mtg	Delivered by email
Proposed Agenda to Membership prior to monthly meetings	No later than 3 days before Monthly meeting	Delivered by email
Draft of monthly Board meeting minutes sent to Board for review	1 week after Monthly Board Mtg	Delivered by email
Approved Minutes (from Prior Monthly Board mtg, but approved by Board at Current Month's mtg) uploaded to the Web Site	2 weeks after Monthly Board Mtg	Uploaded to the web site

As it relates to Annual meetings

Document Name	Due By	Notes
Notice of Annual Airpark Mtg, including notice of Annual Dues pay-by date to qualify to vote	50 days before the Annual meeting. (and per bylaw cannot be more than 60 days before meeting)	Delivered by email and by postal mail
Notice of Airpark members eligible to vote, broken down by class of membership	15 days before Annual meeting.	Printed and posted in Pilot Shack and delivered by email
Selection and notice of Annual Mtg Nominating Committee	60 days before Annual meeting	Proposed and voted on by Board w/notice via uploaded Mtg Minutes
Selection and notice of Annual Mtg Election Committee	30 days before Annual meeting	Proposed and voted on by Board w/notice via uploaded Mtg Minutes

As it relates to other meetings & notices

Document Name	Due By	Notes
Notice of Special Mtg	2 full days prior to meeting	Example: mtg schedule for 9am on Saturday, thus notice must be sent prior to Wednesday close of business (5pm local time). Email to suffice.
Notice of Executive Session at end of regular meeting	Included in proposed meeting minutes sent to membership prior to regular Board mtg.	