

August 13, 2022

Lakeway Airpark Board Meeting – Proposed Minutes

Meeting was called to order at 9:32am by Phil Thompson, President

Board Members Present

Phil Thompson Erik Mulloy Mike Torbett Scott Epley Josh Cobb Bill Gunn (phone)
Quorum reached.

Members Present

Cole Connelly Sean Wangnick Justin Hobson Kim Mulloy Charles Edwards
Terry Priestap Jean Thompson Mike Collier Bill Kulpa Nikolas Balassopoulos
Bob Tozzi Lee & Marsha Finch

Secretaries report – Josh Cobb

- The August 13th 2022 meeting agenda was presented and approved by the Board.
- The July 9th meeting minutes was presented and approved by the Board.

Financial report – Scott Epley

- Report on finances was given. \$255K in the bank // \$29,394 net income YTD.
- Update on transition plan and training of Treasury duties: the task list is enormous and complicated with lots of process and dependencies. There are many, many “corner cases” in the process related to mail, notification, historical knowledge, etc. The transition is moving forward, but is a “huge” amount of work and detail for Scott to learn. New QB install in progress. Scott has been added to the Bank account.
- Update on Audit was given by Scott. Bids are out. It will be expensive.
- Report on QR code / Venmo status – Erik has not had time to work on this lately. Josh offered to assist. Need hi rez image and then Josh will look at printing options. Folks interested in donating would benefit from this.

Maintenance update – Pat Hall was not present.

- Wood swing removal update - Cory
- Fuel Flip Sign replacement parts ordered by Phil T.
- Status of the removal of steel grass edging around quad hangars – Pat would like to hear from the hanger association on what their members would like done. If removing, it was suggested to contact Eco Depot for recycling. Pat to follow up.
- Fuel pump filter was replaced.
- Irrigation system discussion. Possible controller issue. Need to have a company fix it. Pat / Bill / Erik. Pat has been point. It was made known that the responsibility for the grass maintenance (watering and mowing) falls on the Airpark, not the hangar HOA. It was mentioned the grass is dying. Mowing needs to be done in some areas. Sprinklers still not working. Phil and Pat getting bids. Pat to follow up.

Social committee / Community relations – Josh Cobb

- Report on Social Events was given by Josh
- Ongoing “Meet the Airpark, Meet a Pilot” program started: 8:30-9:30am 2nd Saturdays of each month. Planning to pause after the October event and restarting in April 2023.
- Fall Movie Night will be Sat Sat Oct 22nd.
- Kim Mulloy mentioned that Neighborhood Night out. Oct 4th 6pm potluck event will be held in the cul-de-sac area between Jeff Klaas and Erik Mulloy’s house / lower taxi area behind Blue Jay. Bring own chairs. Kim Mulloy coordinating. Open to all Airpark Members.
- Open Discussion of “Airpark Day” (annual event)
 - What is “Airpark Day”: ½ day public event, with 6-8 tented booths (airplane “tattoos” and face paint, refreshments, carnival type game, “Ask a Pilot”, Raffle, etc, aircraft on display, BBQ/Fish Fry, pilots engaged with public. Would include voluntary flights for the public and require staffed safety people, signage, roped off areas.
 - What’s a good time of year? Group decided Spring of 2023.
 - Budget. (\$2000, offset by raffle & sponsorships). No approval was given for spending.
 - It was discussed that we should do all this under the banner of our current EAA chapter. Terry Priestap to assist. Josh to follow up with Terry.
- Josh is continuing outreach to schools for field trips. Outreach to Boy Scouts and Girl Scouts for supervised visits. (1-2 month max).

Airpark safety update – Bill Gunn was present by phone

- Phil T. led a discussion on the update on latest draft of Airpark Operating Guidelines. Discuss how to integrate this document into the “Rules and Regulations” document published Aug 11, 2011. (Perhaps both documents could be integrated into a single document post Zoning Committee efforts/ZAPCO approval). It was agreed to table this until the City meets with us and presents their approved new ordinance and we resolve the enforcement portions. Bill Gunn agreed.
- Update was given by Josh on the Stokes signage for installation opposite the ramp. Josh to speak with Tommy Harper about building a frame for installation. Josh

Old Business

- Discussion of vendor for charging landing fees was not done.
- Committee Chair Progress Updates
 - Each committee outlined the areas or actions they are working on as well as providing the committee members for our records
 - 10 year Capital plan Committee - Chair: Mike Torbett / Members: Trip Beynon and Robert Turchan
Purpose: Provide yearly expense projections and capital requirements out 10 years (2022-2032)
During this board mtg discussion: Mike explained that his committee has been formed and has started working.
 - Revenue enhancement Committee – Chair: Erik Mulloy / Members: Scott Epley, Haitham Daillet and Tommy Harper
Purpose: 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), others
During this board mtg discussion: Erik explained the reason for each of his committee members and their skills sets and experience. Erik also presented work product of an XLS spreadsheet that has formulas to accept inputs for this topic.
 - Condo hangar lease review Committee – Chair: Neils Olufsen / Members: not known. Neils not present.
Purpose: 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 / Members: Ed Ragan, Bill Neuman and Chuck S.
Purpose: Review current Bylaws
Make recommendations to improve (a) clarity and (b) resolve wording/language conflicts
Make recommendations for the addition or removal of Bylaws
During this board mtg discussion:
Mike T mentioned he knows an attorney that writes bylaws for nonprofits who is Tim Chinn’s wife (Theresa). She is familiar with 501(c)7 (not for profit). Bill Kulpa requested up to \$5000 for attorney fees associated with redoing our bylaws. The Board approved unanimously.
Josh asked that we move to a timeline / deadline agreement for the Bylaws and other committee updates. Nov 20th, DRAFT proposals presented to the Board // Feb 28th2023 Final proposals presented to the Board and Board votes // March and April 2023 the Membership reviews // April 2023 any changes and votes are completed. // June 2023 Annual Election and membership vote for new Bylaws.

New Business

- Josh asked for a list of documents to maintain in the pilot shack / Ex: Ground Leases, Membership List disclosure, etc. The discussion revolved around what is necessary in the shack vs. what can be put into an electronic vault (ie: online, protected). Emergency response plan: in shack and online // List of eligible members who can vote in your annual election: in shack 10-60 days prior to the election // Hangar leases (actual and template), Tie Down leases (actual and template), Vendor lists, non-emergency operating procedures can all be online and are not required to be in the shack. It was noted that no one has ever seen an actual tie down lease for the ramp. Mike suggested it would be good to have an incident response flow chart (visual) that follows what the State of Florida has created for natural disasters. Bill Gunn to own the creation of this and posting in the shack. Bill
- A discussion about the City proposed ordinance not imposing penalties on the Airpark for infractions done by non-Airpark parties. Pat Hall aware. It was agreed to present our case for this to the City Council at their Aug 15th mtg.

Meeting Adjourned at 10:30am

