

**April 8, 2023**

Lakeway Airpark Board Meeting – Proposed Agenda

**Meeting called to order @ 9:30am** by Phil Thompson, President

**Board Members Present:** Phil Thompson Pat Hall Erik Mulloy (phone) Scott Epley  
Mike Torbett Bill Gunn Josh Cobb

**Quorum Reached**

**Members/Attendees Present:** Kimberly Mulloy Matt Sherman Steve Smith  
Jeff Klaas Ed LeBlanc Dori LeBlanc Bill Kulpa  
Robert Turchan Chuck Scott Jeff Brinkman Jean Thompson  
Kevin Bell Haley Vick (guest) David Chavez (guest)

**Secretaries report – Josh Cobb**

- The April 8<sup>th</sup>, 2023 meeting agenda was presented and approved by the Board.
  - Mike Torbett asked to amend the proposed agenda with an item of new business re: construction on Flamingo and this addition to the proposed agenda approved by the board.
- The March 11<sup>th</sup> 2023 meeting minutes were presented and approved by the Board.

Guests introduced: Haley Vick and David Chavez from Lake Travis Independent Living, owned by spectrum retirement, opened a 55+ community and they mentioned that their residence would love to visit/engage with the Airpark, do a tour, etc. Phil mentioned our FB and web site that show our upcoming events. Guests are welcome to visit any time.

**Financial report – Scott Epley**

- Report on finances: Bank balance \$262K on hand // Income YTD: \$88,240 // Expenses YTD \$51K

**Maintenance update – Pat Hall**

- Workday items list: FOD walk on runway
  - Noise on frequency is fixed.
  - Runway has gone from good to fair condition.
  - QTPod seems to be behaving better now.
  - Broken limbs at the south side of airpark along Lakeway Blvd. Pat would like to form a volunteer group to trim and prune.

**Social committee / Community relations – Josh Cobb**

- Spring Open House, Pancake Breakfast & CPL Babin honor flight
  - 800-1000 people attended, almost all of them families with kids
  - CPL Babin was honored with speeches, meet and greets and a big sign. His parents were delighted and appreciative of everyone at the Airpark.
  - An AT6 and a KingAir 90 flew to honor CPL Babin
  - We had 2 seaplanes, 2 biplanes, an RV10, Citabra, PiperCubs, and several others.
  - We had 3 sports cars
  - Post event cost breakdown
    - Facepainter and Balloon maker: \$800.
    - Portable electric grills: \$200.
    - Coffee Brewer and Server Cans: \$150.
    - Promo Sign on Lohmans: \$150
    - Xtra Chair and Table Rental: \$150
    - Cost: \$ 1,450. Prior board approved budget: \$1000. Josh will submit receipts to Scott E.
    - Note: \$200 tip for artists was donated by Josh Cobb and 3 other donors (\$200)
    - Note: Estimated Misc supplies: \$50 donated.
    - Note: Cooking implements: \$100 donated.
- Airpark Spring Movie Night
  - Scott Epley ran the show – thank you Scott!
    - Cost: \$200 (pizza and refreshments). Josh will submit receipts to Scott E.

## Airpark safety – Bill Gunn

- Discuss Open House safety (debrief)
  - Bill G. remarked: Jeff Klaas was on the radio the entire time and advised inbound and outbound traffic, 6 pilots/airpark members with vests as marshals, Bill said it was “perfect” from a safety management perspective.
  - Phil would like to send a thank you note to Mr. Kevin Barton the T-6 pilot. Erik has his address. Kevin stood on the wing to show the kids for 3 hours in the hot sun.
  - Ed LeBlanc pointed out his experience at Ramstein Airshow. Signs at our airpark say to stay back 50 feet. Concerns about normalizing people going up to the edge of the runway un-supervised, maybe signage about not approaching the runway. Ed asked us to consider this. Ed asked if our insurance covered our event that we had at open house. Ed requests that we be insured for events. Discussion of a set back line. Erik will check in with other airparks and a org he is a member of related to residential airparks.

## Old Business

- Hangars 5 & 6 Updates – Phil Thompson presented the plats for review. Board and members present reviewed. Multiple copies were passed around. Phil also sent out electronic copy of latest ground lease.
  - Bill to get corners of buildings in lat long to file electronically with FAA
  - Phil discussed that the term will be initial 25 and 3 other 25 year renewal terms.
  - Phil discussed hazardous materials, insurance requirements, etc.
  - Phil would like Neils to use this for updates to Condo 1 ground lease
  - Phil discussed what is needed next: (1) motion to sign the contract and (2) approval of the plat plans to give both back to Haythem. Phil pointed out that Haythem unlikely to finish by end of year but ground lease starts paying us in Jan 2024 regardless of completion. Project likely to be \$2.5M range. New retention pond holds 75 year flood plain and higher quality than our current retention ponds (ours = 25 year flood plain). This new retention pond, which was not required based on grandfathered terms, will cost \$100K additional to Haythem.
  - Motion to provide signature on the 5<sup>th</sup> and 6<sup>th</sup> hangar lease and provide the developer with the approval of plan. Erik 2<sup>nd</sup>. All in favor: Phil T, Scott E, Pat H, Bill Gunn, Erik M., Josh Cobb // All opposed: Mike T.
- Committee Chair Progress Updates
  - **10 Year Capital Plan Committee** Mike and team to provide an update.
    - Mike presented some printed slides. Presented key KSA items.
    - Immediate recommendation: \$350K to \$550K (asphalt patching, crack sealing and seal coat)
    - Near term recommendation (2027-2031): \$1.6M to \$2.6M // full depth reconstruction = high (\$2.6M) and mill and overlays = low (\$1.6M)
    - Mike presented the entire document. Explained all the recommendations. All very expensive. Cost of maintenance has increased considerably. Runway needs immediate attention. Recommending approval by board to spend money on one or more options at the May board mtg.
  - **Revenue Enhancement Committee** Erik and team to provide an update.
    - This committee has been on hold and waiting for the capital plan committee data.
    - Target: \$306K estimates just for the runway
    - Need more numbers for rest of Airpark from this committee.
    - Erik: we generate about \$50K/yr and we need to get to \$350K. Board polled and agreed on \$350K is the target.
  - **Condo hangar lease review Committee** Neil and team to provide an update.
  - **Bylaws review Committee** Bill and team to provide an update.
    - Bill Kulpa discussed key items including runway access agreement.

## New Business

- Jeff Klaas to discuss the upcoming TxDOT airport inspection and what the inspection is about. Jeff suggests that this be followed by a discussion and agreement on alterations to the "Remarks" section of the Airpark Master Record.
  - Every 3 yrs TxDOT comes around and spends 3 hours with a details checklist to inspect. The main thing is verify our clear zone using a special instrument. Trees may need to be trimmed. Supplement doesn't

include our taxiway and we want to get the taxiway put in. Also: the inspector will submit changes to the master record and we only control the remarks... and we may want to make remark adjustments re: per city ordinance, etc. 110.02 re: sunset to sunrise... change to night ops. Keep our airpark remarks to say closed sunset to sunrise as private airpark rules.

- Mike Torbett: construction on Flamingo
  - There is a height pole up on a vacant lot and looks significantly high. Could impact approach. Mike bringing it to attention and we need to find out and notify ZAPCO. Phil to call Erin Carr - Phil
- Budget approvals approved (less than \$500) via President once Josh sends final accounting.
  - Open House, April 1: \$450 (overbudget on:)
    - Coffee service (reusable for future events), \$150
    - Promo Sign on Lohmans: \$150
    - Xtra chairs and tables rental: \$150
- Nominating Committee - Mike Torbett had a proposal for this meeting which repeated his prior month (March 2023) proposal and motion and which died for lack of a second. The language of that was first inserted into this proposed agenda in draft and was then subsequently removed at the request of Phil Thompson who explained the removal to the entire board via email discussion about this agenda. Phil's explanation was that as President, he did not want to keep rehashing the same items over and over which do not have the support of the majority of the board. The secretary has removed the item and replaced it with this note. For reference, the item from Mike Torbett is copied below for review.
  - Phil Thompson adjusted the order of the agenda and introduced a discussion regarding the Nomination committee and how it would handle presenting nominees for a vote during the annual election. The core of the issue discussed whether (A) the nominating committee would allow anyone that wants to run for the board to be allowed on the slate (as long as they comply with bylaws) OR (B) the nominating committee would select a list they they, as a committee, decide to put on the slate for election. Phil reviewed Roberts rules which is not specific about one being better than the other. Phil is ok with allowing (A). Regardless of (A) or (B), the bylaws allow anyone to be nominated from the floor.
  - Erik made a motion to allow any qualified member to be on the ballot with the nominating committee to mark who they recommend and it is valid for the 2023 election. Motion was 2<sup>nd</sup>. Voting a discussion ensued and members gave their POVs. Entire board gave opinion, Robert Turchan, Bill Kulpa, Jeff Klaas, Ed LeBlanc also spoke. Mike T made a motion to clarify from Mike T. wants to allow nominating committee to be allowed to put 1 or more people to each open position. The board discussed this and Erik agreed. Vote was taken and passed unanimously.
- Election Committee - Proposed guiding principles // Mike Torbett

The overall goal for the committee is to ensure a fair and proper election. Principles used to guide the committee in the formulation and execution of the election process are:

- All eligible voters are allowed to vote
- ballot secrecy is ensured
- voting is free from fraud
- ballots are counted accurately and results are reported accurately
- Lakeway Airpark bylaws
- Phil T began discussion of Mike's proposed guiding principles for the election. This guidance was given last year (2022) and board agreed to give this to the nominating committee this year. Board made comments. Board agreed to use these principals.

## Adjourned 12:09pm

*Item from Mike Torbett first inserted into the proposed April 8<sup>th</sup> agenda and then removed on request due to it being repeated from prior month's meeting and a motion which died for lack of a 2<sup>nd</sup>*

### 1. Nominating Committee - Proposed Role

*The role of the nominating committee is to assure that one or more qualified candidates are willing to serve for each board seat that will be coming open at the next annual meeting. This typically is done by discussions and interactions with members of the airpark. The role of the committee is not to select or endorse a specific candidate for any position. Qualifications for the homeowner and non-homeowner positions are described in the Airpark Bylaws, reprinted below. Any Airpark member who has expressed a desire to be nominated for a board position who meets the required qualifications and who makes that desire known to the nominating committee prior to the regular May board meeting shall*

*be placed on the Annual meeting ballot. The committee shall report on the results of its work at the regularly scheduled May airport board meeting.*