**May 13, 2023**

Lakeway Airpark Board Meeting – Proposed Agenda

**Meeting call to order** – Phil Thompson, President // 9:32am

Board Members Present: PT, EM, MT, PH, BG, JC

Members/Attendees Present:

**Secretaries report** – Josh Cobb

* The May 13th, 2023 meeting agenda to be presented and approved by the Board.
  + Mike Torbett asked to discuss the KSA cost item on the agenda as he recalled that it had been approved. The Board agreed and Josh mentioned he may have not recorded the approval at that prior meeting. The board agreed to do a quick re-vote, then approved today’s agenda with the KSA item approved. Unanimous.
* The April 8th 2023 meeting minutes to be presented and approved by the Board unanimously

**Financial report** – Scott Epley (not present, so Erik Mulloy provided)

* Report on finances: Net income YTD: $49K (a little low) // Net Income: $49,720

**Maintenance update** – Pat Hall

* Workday items list: FOD walk on runway not done due to rain.
* Jeff Klaas reported lubricating the hose reel.
* Shack storage room cleared out. Criteria given by Josh on each Board member taking a box of old docs and getting rid of rest. Goal is to reduce stored paperwork. Keep legal docs, attorney correspondence, certificates, surveys (government stamped agency docs, engineering reports, manuals). All other docs can be tossed (ex: receipts, fuel ledgers, etc.)
  + IF IN DOUBT, KEEP FOR DISCUSSION
  + Secretary to upload important documents defined by the board.
  + Clear out ramp check records over-flowing doc holder in box on wall next to keybox in shack
* Jeff Klaas sprayed the grass with Bill Kulpa for weed control and more supply is needed. Will buy some more weed control liquid.
* Bill Kulpa mentioned that north end of runway has a lot of cracks and spots of asphalt coming loose.
* Mike Collier pointed out that there are big dead bushed over by the drainage overflow area (east side of the overflow pit which is east of the quad hangars)
* Phil Thompson mentioned: around 5pm on May 11th, 2 young men on north end of runway, and they jumped up and ran for their car on Flamingo and took off. Phil suggested we block the access approach from Flamingo to the north end of the runway. Some big rocks moved and put in place would dis-invite folks from thinking about driving into that area. Start with a sign, then rocks. Pat and Phil to put some signs from the shack. Pat and Phil
* MUD agrees there is a transmission line under the ramp parallel to the runway and it may be leaking a little bit. Tim Chinn mentioned this to Pat Hall.

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

* Open House Schedule for 2023:
  + Saturday, May 13th, 8:30 – 9:30am
  + Saturday, June 17th, 8:30 – 9:30am (Note: 3rd Saturday)
  + Saturday, July 9th, 8:30 – 9:30am
  + Saturday, August 12th, 8:30 – 9:30am
  + Saturday, September 9th, 8:30 – 9:30am
  + Saturday, Oct 14th, 8:30 – 9:30am [FINAL for SEASON]
* Working on a neighbor info packet.
* 4th of July Parade planning and budget approval – Angie Klaas will have a presentation.
  + Build a float that looks like “Dusty” from the Disney animated movie.
  + Make it so it fits on a golf cart.
  + Jeff Klaas and Angie need a LOT of help and will kick off the work (1 month) closer to early June.
  + Est: $2000 (and cannot be renewed).
* Phil G talked about a free library idea and is going to make a little book sharing exchange.

**Airpark safety – Bill Gunn**

* Discuss any Safety Items
  + Pancake breakfast comment and recommends that pilots for any open house stay in the pattern.
  + Bill will talk to Austin Approach about the emergency flow chart. NOTAM system needs to be a named individual on the board.
  + Discussed that if the runway closed more than 1 hour, we will issue a NOTAM. Less than an hour, someone with a radio will be on frequency.
  + Bill Gunn found out about single light VASI. Costly but possible for 16.
* FAA Regular Safety Meeting at the Airpark
  + Tower ops preso went great. About 20 people. Almost all from 3R9. Folks in meeting would appreciate more.

**Old Business**

* Hangars 5 & 6 Updates – Phil Thompson, no new updates. Got the lease signed and will send to Josh. Waiting for ground to be broken. Developer still needs to get easement permission.
* TxDOT airport inspection update. Jeff Klaas
  + Jeff has not heard from him yet.
* Committee Chair Progress Updates
* **10 Year Capital Plan Committee** Mike Torbett and team to provide an update: suggested to go ahead with crack seal and repair failed sections. Mike T. got updated bids on full depth repair. Mike T and Pat H surveyed the runway and marked some areas for full depth repair. Some good news in pricing: crack seal cost from 1 bidder was below prior other bids. Asked 3 companies for bids and got to. Lonestar: surface rack fill 100,000 linear feet / $82K // replacement repairs: $15,000. Were not able to provide a routing and filling repair quote
* Alpha Paving is low bidder:surfacecrack fill 111,000 linear feet / $42K // replacement repairs 192 sq yards: $23,000. Routing and filling cracks: $111K
* Erik made a motion for $90K to approve Alpha to do it.
* **Revenue Enhancement Committee** Erik Mulloy and team to provide an update. Was busy on another project. Will reconvene at next regular scheduled board meeting (July)
* **Condo hangar lease review Committee** Neils and team to provide an update. Re engaging committee and looking at HOA2 lease.
* **Bylaws review Committee** Bill and team to provide an update. Ready for voting on proposed bylaws. Phil to email. Put one copy in shack. Print 10 for annual mtg.

**New Business**

* Annual Election Process update. Phil Thompson, Phil Grgurich.
  + Review member certificates
  + Review example ballot format
  + Phil G provided an explanation of what the committee did. Received candidate bios, ensured they were in good standing and then recommend. We have 6 people asking to run for the board. Committee meeting was made up of: Phil G, Cory B. and Bill Kulpa.
    - Phil Thompson, Jeff Klaas, Jeff Brinkman, Bill Gunn, Robert Turchan
    - Any member in good standing can be nominated or nominate themselves from the floor on election day.
  + Gerry Ward asked for clarification of what class he would be WHEN he’s voting at the anjual meeting
  + Mike T: two write in slots.
  + Josh mentioned about the Tellers committee to run the actual election, color coded paper by class of voter, same ballot # printed as # in each class. Tellers committee is: Terry Priestap, Pat Hall and Josh Cobb
  + One of the members currently gets 15 votes (10 for homeownership and 5 for annual ground lease).
* Hail Shed Bidding update. Josh Cobb
  + Received bids from 3 people. One person send 2 sealed bids and then cancelled both. The other two people are still valid and bids will be opened on election day June 10th
  + Current occupant is 11 months past due and claims they were not notified of the bidding process. We gave them until May 20th but they MUST pay past due by 5pm on May 19th. If they bid, their bid must be received by 5pm May 20th.
* NOTAM Authorization (re-authorization). Bill Gunn and Jeff Klaas
  + Kyle Doleman (director of ACTC) sent a letter re: NOTAM via email. Wants to discuss with the Airpark. Phil T. sent back the notam list and referenced Jeff Klaas. He then contacted Jeff K., and Jeff says: we will comply with what Kyle is requesting, which is when 3R9 files a letter with regular NOTAM people we also let Austin ACTC know as well – 2 calls).
* Board approval needed to pay $7,800 KSA invoice for study of the runway repairs needed.
  + Voted and approved unanimous.
* Hail Bids: 1 was received in the shack instead of via postal mail. Accepted.
* Matt Cartwright needs to get his mail somewhere else, not here. He is getting mail for Hangar D1 at the shack address. Jeff Klaas asked that Matt be contacted and told not to have his mail sent here. Same for Horst. HOA secretary Steve Smith will send and email out.