

**September 10, 2022**

Lakeway Airpark Board Meeting – Approved Minutes

**Meeting call to order** at 9:35am – Pat Hall, Vice President

**Board Members Present** (Quorum reached)

Pat Hall      Mike Torbett      Erik Mulloy      Scott Epley      Bill Gunn      Josh Cobb (by phone)

**Attendees Present**

Ed LeBlanc      Marsha Finch      Robert Turchan      and about 3-5 others (list TBD).

**Secretaries report** – Josh Cobb

- The September 10<sup>th</sup> 2022 meeting agenda to be presented and approved by the Board.
- The August 13<sup>th</sup> meeting minutes to be presented and approved by the Board.

**Financial report** – Scott Epley

- Report on finances was given. Airpark net income is net positive for the year, but not by much.
- Update on transition plan and training of Treasury duties. Will take more time but making progress. A \*lot\* to learn.
- Update on Audit – Talking to company: Weaver. 2<sup>nd</sup> conversation upcoming. Scott.
- Report on QR code / Venmo status – Erik. Josh and Erik discussing, couple more weeks. Josh chasing down supplier for “sticky-less” stickers. Draft language for the stickers has been made. Venmo not set up for Business accounts and it’s a process to get them to approve us.

**Maintenance update** – Pat Hall

- Fuel Flip Sign replacement status - Phil has it but has not installed it yet. Will do it soon.
- Status of the removal of steel grass edging around quad hangars – Pat looked around and recommends a work party to remove in November or December during workday. Not every hangar has metal edging.
- Condo Irrigation system discussion. Pat reports valve fixed and everything is now working just fine. 3 sprinkler heads are busted. In the past, the landscaping crew replaces them when we ask.
- Landscaping service update: vendor, costs, timeline. Pat spoke to two landscapers and got two very different prices. Orlando reasonable. \$600 per mowing quoted. He understands that he is responsible for sprinkler heads also. Pat will start Orlando. // Need some heavy duty weed killer in various places.
- Some ant bait was put out by Scott. Proposed signage for outdoor bathroom since public not treating facility well.

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

- Report on Social Events
- Ongoing “Meet the Airpark, Meet a Pilot” program started: 8:30-9:30am 2<sup>nd</sup> Saturdays of each month. Planning to pause after the October event and restarting in April 2023.
- Fall Movie Night. Sat Oct 22<sup>nd</sup>.
- Girl Scout Troop visit Sunday, Sept 25<sup>th</sup> from 2-4pm. Use of Pilot Shack.
- Board dinner in the Fall. J5 in Spicewood. Early November. Josh to communicate a date and reserve restaurant.

**Airpark safety update** – Bill Gunn

- Update on Stokes signage for installation opposite the ramp. Some objections have been expressed informally through the “grapevine” that (a) the sign is not regulatory and (b) pilots should already be operating with knowledge that no 2 airplanes should be on the runway. However, this sign is only advisory – it doesn’t need to be regulatory – and the issue is a plane in the runup is actually on the runway. Board agreed to proceed with sign install.
- Update on emergency plan for an incident – Bill discussed general procedures for an incident and walked us through his flow chart. Key items: Use the flow chart. Most cases don’t need to contact 911. But if do need emergency, call 911 and get the first responders out, get on radio if needed to wave off incoming traffic, set up some joint Airpark + First Responder mtgs/training, accessing a plane, etc.

**Old Business**

- Discuss vendor for charging landing fees. Name, basic structure of a deal, potential benefits - tabled
- Committee Chair Progress Updates
  - Each committee to outline the areas or actions they are working on as well as provide the committee members for our records – Tabled except for Capital plan, Mike gave an update.

- 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) // The board spent about 20 mins discussing how to fairly allocate the capital and maintenance costs of the landscaping maintenance, water, asphalt, etc. around the quad hangar area. // It was discussed that we may want to form a committee to discuss new hangar plan in the next few months.

The update from the capital committee which Mike verbally provided at the meeting was that Mike had to reschedule his meeting with Alpha Paving from August as he had contracted COVID. That meeting was rescheduled from August to Sep 13th. Mike invited anyone who was interested to join him in that meeting.

Mike also said: As everyone is aware, asphalt maintenance is by far the largest component of the airparks costs. I did meet with Alpha paving on the 13th for about 1 and a half hours at 3R9. I explained to them and we discussed the airpark needs. They were going to prepare budgetary estimates but have not yet provided them.

Mike also said: Some may recall that in 2008/2009 I did a study projecting 3R9 asphalt costs. Those numbers in 2022 dollars are approximately \$30,000/year for overlay reserve at end of life and \$15,000/year for seal coating/crack filling. These numbers likely have moved a bit since we are 14 years on from the date of that work. Obviously once Alpha comes back with their budgetary, we will have a more accurate read on current costs and how they have deviated from my projections.

- Revenue enhancement Committee – Chair: Erik Mulloy / Members: Scott Epley, Haitham Dailet 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) , other
- Condo hangar lease review Committee – Chair: Neils Olufsen / Members: Jeff Klaas and Jesse Beckett  
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 Henderson and Chuck Scott, Erik Mulloy.  
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

#### **New Business**

None

**Meeting Adjourned at 10:45am**