

DeFuniak Springs Airport Advisory Committee  
Regular Meeting  
December 15, 2015

The following members were present: Chairman Terry Dawkins, Vice-Chair Carl Everitt, Committee members: John Hall and Tommy Ayers, Airport Services Supervisor Ryan Adams, City Manager Sara Bowers, and City Clerk Loretta Laird. Committee member Keith Rowland was absent from the meeting.

Chairman Dawkins called the meeting to order at 9 a.m.

**Citizen Comments**

There were no citizen comments.

**Meeting Minutes**

**November 17, 2015 regular meeting minutes**

The November 17, 2015 regular meeting minutes were presented for approval.

***Committee member Ayers made a motion to approve the minutes as presented, seconded by Committee member Everitt. Motion carried 3-0.***

**Terry Dawkins, Chairman**

**Municipal Airport Video update**

Chairman Dawkins discussed the changes suggested to the municipal airport video that was presented at the last regular meeting. Dawkins stated the video will take some additional time to make all the suggested changes including moving the information about the terminal and all the services provided at the airport to the beginning of the video, removing the helicopter, including the industrial certified site information and shortening the video.

Lee Lewis, Avcon representative arrived at the meeting and stated the contract was approved in November 2015 for general airport engineering services for the DeFuniak Springs Municipal Airport.

**Airport Services Supervisor Ryan Adams**

**Wildlife Eradication**

Airport Services Supervisor Ryan Adams discussed the wildlife eradication efforts at the municipal airport. Adams stated the Florida Wildlife Commission permit indicates the carcass of the approved wildlife, which are deer, coyotes, and turkeys can be donated to a non-profit charity. Discussion occurred relating to the liability concerns for city employees, and if an employee would be paid wages for their time during the hunt. City Manager Bowers stated city employees would not be paid for their time during the hunt, but would be compensated with flex time. Adams discussed the policy and procedures for city employees to hunt the wildlife on the airport property. Various suggestions were requested to be added to the policy and procedures such as an employee being pre-approved by the city manager or airport services supervisor prior to a hunt, the employee is allowed to hunt only if they have a copy of the approved permit, no private hunting will be allowed, the individual is also required to have a Florida issued hunting license along with proof that they have attended a Florida hunters safety course. It was also requested that no baiting of wildlife occur. Adams noted the changes and stated he would revise the draft policy and procedures and bring it back to the committee at their next regular meeting on January 19, 2016.

**Jet Re-fueler Specifications**

Airport Services Supervisor Ryan Adams discussed the city purchasing a Jet-A re-fueler with city and Florida Department of Transportation (FDOT) funding. Adams provided specifications for the re-fueler and requested the committee's comments relating to the equipment. Adams indicated the proposed equipment will hold 2,000 gallons of fuel for future needs and be placed on a 2016 Ford F-650 chassis. Discussion occurred relating to the different vendors that have provided specifications for the re-fueler equipment.

Adams stated he estimates the re-fueler to cost between \$120,000 and \$130,000. No action was taken at this time.

Applied Research Associates Inc. proposal

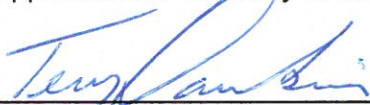
Airport Services Supervisor Ryan Adams discussed a request from Applied Research Associates Inc. to perform an Airport Emergency Response Operations Simulation training at the DeFuniak Springs Municipal Airport. The exercise would involve DeFuniak Springs and Walton County Emergency Management Services personnel. Consensus of the committee was to have additional information prior to making any recommendation to the city council.

Airport Supervisor's Report

Airport Services Supervisor Ryan Adams discussed the various projects at the airport. Those projects include: three competitive bids being received for the replacement of security gate four, AWOS thunderstorm sensor upgrade complete, a five-year agreement with Avcon for general consulting services, the wildlife eradication policy and procedure for city employees to hunt hazardous wildlife on airport property, the Runway Safety Area (RSA) Improvements being completed, the new 100 low lead Avgas storage tank being rescheduled for December 18, 2015 – December 23, 2015, the Disadvantaged Business Enterprise (DBE) program, which would allow for federal and state funded airport improvement projects being awarded for future years. Adams also discussed that fuel sales are at a record high, the airport hangar occupancy rate, and the Marvel of Flight planning meeting.

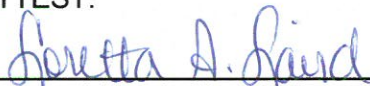
There being no further comments from staff or committee members, the meeting adjourned at 10:05 a.m.

Approved this 19th day of January, 2016.



Terry Dawkins, Airport Advisory Committee Chairman

ATTEST:



Loretta A Laird, City Clerk