

DeFuniak Springs Airport Advisory Committee  
Regular Meeting  
August 16, 2016

The following members were present: Chairman Terry Dawkins, Vice-Chair Carl Everitt, Committee members: John Hall, Tommy Ayers, Airport Services Supervisor Ryan Adams, Interim City Manager Tilman Mears and City Clerk Loretta Laird. Committee member Keith Rowland and Assistant Public Works Director Craig Drake were absent from the meeting.

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

#### **Meeting Minutes**

##### June 21, 2016 regular meeting minutes

The June 21, 2016 regular meeting minutes were presented for approval.

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

#### **Citizen Comments**

There were no citizen comments.

#### **Airport Services Supervisor Ryan Adams**

##### Airport Logos

Airport Services Supervisor Ryan Adams presented five different suggestive logos for the committee to recommend. Discussion occurred relating to the five different logos with option "D" having the consensus of the committee. No action was taken at this time.

Interim City Manager Tilman Mears and Airport Engineer John Collins arrived at the meeting at 9:02 a.m.

##### Airport Tenant Residential Demographic Pie Chart

Airport Services Supervisor Ryan Adams presented a demographic chart representing the current airport's tenants residency locations. The majority of the tenants currently reside in south Walton County with a 43%. No action was taken at this time.

##### Airport Rules and Regulations

Airport Services Supervisor Ryan Adams presented the final draft copy of the DeFuniak Springs Airport Rules and Regulations as prepared by Avcon, Inc. Dawkins requested any recommendations and comments be submitted to John Collins with Avcon, Inc. regarding the document. Adams requested consensus of the committee to recommend the airport rules and regulations be adopted by the DeFuniak Springs City Council at the September 12, 2016, regular meeting.

**Committee member Hall made a motion to recommend the airport rules and regulations be adopted by the DeFuniak Springs City Council at the September 12, 2016, regular meeting, seconded by Committee member Ayers. Ayers Aye; Hall Aye; Everitt: Aye Motion carried 3-0.**

##### Airport Services Supervisor job title and description

Airport Services Supervisor Ryan Adams presented the current job description and title for the Airport Services Supervisor and a proposed job title of Airport Director with an updated job description. Discussion occurred relating to changing the FLSA status of non-exempt to exempt.

**Committee member Hall made a motion to recommend changing the airport services supervisor job title and description to airport director, seconded by Committee member Everitt. Ayers Aye; Hall Aye; Everitt: Aye Motion carried 3-0.**

Discussion occurred relating to the "Silver Wings" project.

##### Airport Supervisor Report

Airport Services Supervisor Ryan Adams provided an update relating to airport activities. Those activities included a site visit from Fuel Tech on July 18, 2016, relating to the 100LL storage tank, the CSX railway obstruction easement removal project is tentatively schedule to begin in November 2016, the Jet-A truck delivery date is in October 2016, the Environmental Assessment for runways 9/27 expansion is within budget and on schedule, aviation fuel sales have increased for a combined total of 20 percent, the current t-hangar

occupancy rate is 90 percent with the box hangar occupancy rate at 72 percent, with a new tenant, Air Methods Corporation. Adams further discussed the council approving an agreement between the city and Kennedy Forest Products for the sale and removal of airport timber, the council also adopted the Disadvantaged Business Enterprise (DBE) program, and authorized FY2017 FDOT project change for work project number 42563529401.

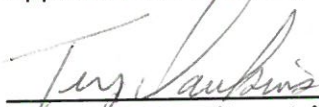
Adams further discussed the Red Horse Squadron wanting to use runway 18/36 for military training test.

Airport Community Event

Airport Services Supervisor Ryan Adams inquired to a possible local general aviation cook out during the fall time frame. Discussion occurred about planning the event at the next regular committee meeting on September 20, 2016.

There being no further comments from staff or committee members, the meeting adjourned at 10:01 a.m.

Approved this <sup>18th</sup> 20th day of <sup>October</sup> September, 2016.



Terry Dawkins, Airport Advisory Committee Chairman

ATTEST:



Loretta A Laird, City Clerk