

CITY OF DEFUNIAK SPRINGS
AIRPORT ADVISORY BOARD MINUTES
COUNCIL CHAMBERS
November 19, 2019
9:00 a.m.

The regular meeting of the Airport Advisory Board was called to order at 9:00 a.m. by Chairman Terry Dawkins.

The following Board members were present: Chairman Terry Dawkins, Board members: Bill Imfeld, Tom Baker, and Tommy Ayers. Also, in attendance were City Manager Mell Smigielski, Public Works Assistant Jim Gierlinski, Airport Director Matthew Overton and City Clerk Maryanne Schrader. Jack Owen was excused. Council member H. Ennis was also present.

Motion by Board Member B. Imfeld and seconded by Board Member T. Baker to approve the minutes of July 16, 2019. All ayes. Motion carried.

Motion by Board Member Tommy Ayers and seconded by Board Member B. Imfeld to approve the minutes of October 15, 2019. All ayes. Motion carried.

CITIZEN COMMENTS - Chair Dawkins asked for any comments from the floor. Robin Ford emcee for Marvel of Flight asked if the city was still going to host the event. Airport Director M. Overton responded that it is on and the dates are set for March 27 – March 28, 2020 with rides and warbirds. He added Kristy is working on the event. Mr. R. Ford also asked if the city would approve a three-day concert to benefit “Healing Tools for Warriors” for November of 2020. He added that Penny Pinkham, Executive Director, said she has several singers and she is working with a sponsor. Mr. M. Overton was concerned it would shut down the airport, and he voiced his concern about security. He added Police Chief Hurley said it was a matter of manpower and support.

Chair T. Dawkins also said it was not a good venue. Mr. R. Ford said he has talked to Mayor Campbell and has addressed the parking issue. Discussion ensued about the feasibility of asking the County to use the golf course. They addressed the need for port-a-potties. Board member B. Imfeld said he will ask Mr. Jones who will return next week if he would like to partner with the city. He thought it would be a good idea to showcase the airport and the golf course. The Board talked about the possibility the concert could attract up to 10, 000 or more people. Board member B. Imfeld mentioned the Tourist Development Board may possibly provide funding, as they have 40 million in reserves.

Approval for Courtesy Car Memo Rewrite – Airport Director M. Overton asked for approval of the policy. Board member B. Imfeld said he would like the clause that the five-mile radius may be waived at the Airport Director’s discretion added to the policy.

Motion by Board member B. Imfeld and seconded by Board member T. Ayers to approve the policy with the clause that the five-mile radius may be waived at the Airport Director’s discretion added in the third paragraph. All ayes. Motion carried.

Board member T. Baker asked about the tip being added for the courtesy car, and Board member B. Imfeld said he was fine with the addition of a tip.

Airport upgrades beginning: trees and land clearing; repainting for the airport - Going out for Bids - about mid-January - Airport Director M. Overton said he has spoken to John Collins and they plan to limit the scope and vision and start clearing the trees and start painting the runways, as FDOT will be satisfied with that progress.

Input for Hanger Design revisions Due - Submission to AVCON – Airport Director M. Overton said he was able to shave off 560 square feet on the floor plan. He said he did not like the design of the 2nd floor of the terminal, as it would not be very usable and wasted space. He prefers a larger first floor design.

Discussion ensued about the feasibility of adding a second floor in the future as the airport expands. Airport Director M. Overton mentioned the large hangar next to it and stated it could be converted. He will discuss the idea with John and report back. The Board discussed moving forward with the design.

Motion by Board member B. Imfeld and seconded by Board member T. Ayers to adopt recommendations for a single-story terminal with appropriate consideration for possible future expansion. All ayes. Motion carried.

Board member T. Baker asked about a timeline and Airport Director M. Overton replied that there is no definite date for groundbreaking. Chair T. Dawkins said the surveyor has been out and the environmental impact is complete. Airport Director M. Overton added the architect has been hired.

In response to Board member T. Baker, Airport Director M. Overton said they have three grants, so he is working on the grant for the painting job first. He added that the timeline for the groundbreaking of the terminal is November 2020. Board member B. Imfeld said that the groundbreaking would fit in nicely with the concert. He added the Triumph contract has been signed which will allow for the development. Chair T. Dawkins asked Airport Director M. Overton to report back at the next meeting.

Advisory and Discussion on new hanger, ramp, and car park fee schedule, and general utilities distribution

Airport Director M. Overton announced he has researched area hangar costs and said the norm is \$1 a square foot. When he attended the last Tallahassee meeting, he was told DeFuniak Springs is considered a reliever airport. He said we are getting spillover business, so our waiting list is long. He added that indicates our prices are too low.

He suggested charging \$325 as a reasonable number and \$1000 for the larger hangers, \$1250 for a hangar with the bathroom, \$1100 for a hangar with the small office space. He suggested that Carl of Monarch should remain at \$1000 because of his upgrades. Board member B. Imfeld asked what the criteria for a waiver would be and suggested he add it in the policy, as the exception or waiver needs to be clearly defined to ensure there is no bias.

Discussion ensued on long term tenants and their additions. Chair T. Dawkins added the improvements must be approved by the city, and when the tenant leaves, the improvements stay.

Airport Director M. Overton said he wants to establish set rates, as everyone is paying a different price. Chair T. Dawkins said \$75 is a big increase and suggested 10 or 15% is a better option. Board member B. Imfeld agreed that a standard should be set. Board member B. Imfeld asked M. Overton to bring back criteria with details for deviations.

Board member T. Baker suggested that a 60-day notice be sent. Airport Director M. Overton replied that he will provide at least that much notice. The Board talked about charging 6.8% for sales tax at the airport. Board member B. Imfeld stated that the County standard is 7%. Airport Director M. Overton will confirm with the Finance Director.

Airport Director M. Overton said he would like to raise the car parking service to \$30 a month and \$50 for storage behind the fence line. He added the front parking lot is a rotation lot.

Motion by Board member B. Imfeld and seconded by Board member T. Baker to recommend the to the parking adjustment to the City Council. All ayes. Motion carried.

Airport Director M. Overton stated he would like to eventually break the utilities down and apply them to the hangars that are using them, as he has eight different electric bills. Chair T. Dawkins said the larger hangars have their own meter. Airport Director M. Overton suggested they be billed directly or rolled into the price of the rent. Chair T. Dawkins said the power should be in the renters' name, as the city should not be paying for it.

Airport Director M. Overton went over the infrastructure needs and said that the grant money will be used to bring sewer in. In response to Board member B. Imfeld, City Manager M. Smigielski said when they met with the Veterans Lodge representatives, they said they were going to connect with an existing sewer site with a small pump. He added for our needs we may need a grinder pump. Airport Director M. Overton added there is sewer infrastructure at Gene Hurley Park.

In response to Airport Director M. Overton, Chair T. Dawkins replied there is five acres of land available. Board member T. Ayers said the Board passed an approved ground lease agreement that was passed by the city, and he will follow up on whether a policy was set for the length or cost of the lease. Airport Director M. Overton said water and electric is there but no sewer.

100LL Fuel Truck Purchase – Airport Director M. Overton said the fuel truck will help to relieve liability when we move the aircraft, and the pushing and pulling of the aircraft should be done by the owner. The purchase of the truck will allow for fueling after the owner pulls the plane out of the hangar. It will also be used as a buffer when the main tank goes down, as we can run the tank dry which will allow for cheaper fuel costs.

Chair T. Dawkins agreed it would be a great service. He will check some websites for national bidding. In reply to Chair T. Dawkins, Airport Director M. Overton said it will cost about \$15,000 for a used truck.

Motion by Board member B. Imfeld and seconded by Board member T. Ayers to recommend to the Council to consider using up to \$15,000 to purchase a fuel truck new or used from our budget. All ayes except for Board member T. Baker who had stepped out (returned at 10:15 a.m.).

Advisement on "Pop Corn with Pilots" special event – Airport Director M. Overton announced the kids had a great time and they had good participation. Chair T. Dawkins mentioned many pilots brought their aircraft to show the kids.

Advisement on need for rebuild of 100LL pump – Airport Director M. Overton advised the pump went down. He found a new vendor out of Atlanta who can service the pump, but it will need to be rebuilt eventually.

Advisement on ONVOI leaving airpark – Airport Director M. Overton announced Mr. Santani is leaving the airport effective no later than January 1st.

Advisement on Jack Tyler (Hanger 45) and other concerns – Airport Director M. Overton related issues at the airport. Jack Taylor is late paying and has been dropping glass on the runway. MOJO Sports, Jeff Pappas of Hanger 41 is late paying his bills. Danny Taylor of Hangar #2 is two months late on his bill. Terry Anderson is parking at the airport but does not have an aircraft. Todd Adkinson, Hangar #16, does not have a plane and is storing a truck. William Standifer of Hanger #5 passed away, and his widow has been trying to clear up the estate. He added there is a partially built plane in the hangar, as well as tools without any progress in cleaning up the hangar. He has also spoken to the man in Hangar B with the helicopter and was told he will leave if the rent is raised.

Chair T. Dawkins said the contract has a statement that we have a right to terminate, so we could give them a 30-day notice to vacate.

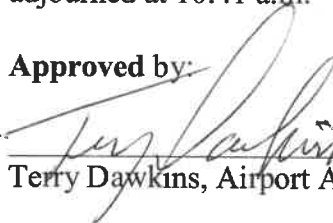
Airport Director M. Overton said there are problems with insurance expiring and some clean up issues. Board member T. Baker said since we have a waiting list, give them notice and move them out.

Motion by Board member T. Ayers and seconded by Board member B. Imfeld stating the Airport Director has the authority to ensure the tenants comply with the operations of the airport and he can take whatever action is necessary to enforce them. All ayes. Motion carried.

Chair T. Dawkins thanked everyone for their input.

Motion by Board member T. Ayers and seconded by Board member T. Baker to adjourn. Meeting was adjourned at 10:41 a.m.

Approved by:


Terry Dawkins, Airport Advisory Board Chairperson

Minutes submitted by,


Maryanne Schrader, City Clerk

