

CITY OF LAKE CITY
Airport Committee
May 14, 2007 12:00 P.M.

MINUTES

There was an Airport Committee Meeting held on May 14, 2007 on the second floor Council Chambers, located at the City of Lake City, City Hall, and beginning at 12:00 P.M.

Committee Members:

George Ward- Councilman/Chairman
Stephen M. Witt- Mayor/Councilman
David Kraus- City Manager
D. Tom Sawyer- Assistant City Manager

Others in Attendance:

Audrey Sikes - City Clerk
Michele Greene- Deputy City Clerk
Dorothy Tyre – City Finance Director
Chief David Allbritton- Lake City Police Department
Debbie Garbett- Purchasing Director
William Schretzmann- Wing Work LLC
Brad Dicks- Dicks Realty
Donny Steele- Lake City Municipal Airport

With a quorum present, Chairman Ward called the meeting to order at 12:00 P.M.

INFORMATION /DISCUSSION TOPICS

1. Approval of Agenda

Mayor Witt made a motion to accept the agenda as presented. Mr. Sawyer seconded the motion. Members concurred by general consent for the approval of the agenda as presented.

2. Approval of December 1, 2006 Minutes

Mr. Sawyer made a motion to accept the December 1, 2006 minutes as published. Mayor Witt seconded the motion. Members concurred by general consent.

3. Airport Staffing Update

Mr. Sawyer provided an update on airport staffing, adding Donny Steele has worked thirty-one days straight due to the wild fires.

4. Air Show Support

Mr. Sawyer presented a letter from Judge Vernon Douglas expressing his appreciation to the staff of the airport for their assistance and hard work during the Rotary Air Show.

5. **Forestry Base Support**

Mr. Sawyer provided an update on the seven day a week operation for forestry base support. He added that staff is staying overnight as well. Mr. Sawyer presented a spreadsheet outlining amount of fuel sold increasing to the US Forestry. Mr. Sawyer stated Sandra Caslow has been working overtime to assist in refueling aircraft. This overtime is being paid by the Forestry Department. Mr. Sawyer stated the City will be invoicing Forestry for the refueling, off tanker base space parking, and after hour operations. Finance Director Dorothy Tyre stated she will provide Mr. Sawyer a project code.

6. **Enterprise Rental Car**

Mr. Sawyer advised Enterprise Rental Car would like the airport to take over writing car rental contracts. Mr. Sawyer would not recommend the committee to consider taking over this function. Members discussed the rental process at the airport. Mayor Witt suggested providing rental information on the airport website, publications, and directories. Mr. Ward suggested tracking to see how many cars were rented each month.

7. **Aerobatic Box (Jim Leroy)**

In Jim Leroy's absence, Mr. Sawyer stated Mr. Leroy has requested to apply for an aerobatic box over the main runway for the purpose of practicing aerobatic maneuvers. Members discussed concerns with possible increase in noise and traffic and non-compatibility. Members concurred to have Mr. Sawyer contact Mr. Leroy and invite provide him an opportunity to discuss his request with the committee at the next meeting.

8. **CHC Lab's Lease**

Mr. Sawyer stated Ron Robinson and Mike Meyers are requesting a five year extension on their lease. Members recommended asking for a written proposal and inviting them to attend the next meeting.

9. **FAA-FDOT Projects (funds not finalized)**

1. **FAA funding available FY06 \$60,610.00, FY07 \$150,000.00,**

Mr. Sawyer stated a grant application has been filed for runway 10/28 taxiway design in the amount of \$190,400.00.

2. **FDOT funding available: Terminal building: FY08: \$475,000.00
FY09: \$400,000.00
Hangars: FY11: \$350,000.00
FY12: \$450,000.00**

Mr. Sawyer stated he has met with Roland and is still working on a six year plan, hoping for 100% funding for a terminal building and hangars. Mr. Sawyer added monies may not be available in the future.

NEW BUSINESS/APPROVAL ITEMS

1. **Reclassification of staff positions**

Mr. Sawyer requested for committee recommendation to place on City Council agenda for approval for a \$2.00 an hour increase for line employees. Mayor Witt made a motion to recommend to City Council a \$2.00 an hour increase for line employees. Mr. Sawyer seconded the motion. Members concurred by general consent.

2. **FBO Security System Quotes**

Purchasing Director Debbie Garbett advised she was contacted by Emergency Systems Friday morning regarding their wishes to issue a quote of \$2950.00. She stated Emergency Systems had until 4 P.M. Friday to turn a quote, but did not provide the quote until Monday. Mr. Sawyer recommended awarding the bid to Security Safe, who turned their bid in on a timely manner. Mayor Witt made a motion recommend to Council awarding the bid to Security Safe, who filed in a timely manner. Members concurred by general consent.

3. Mower Quotes

Mr. Sawyer stated the airport was in need of a 48 inch cut, zero turn radius mower for mowing around signs. Mr. Sawyer recommended purchasing a mower in the amount of \$5268.75 (state contract price). Mr. Sawyer added \$6200.00 is in the budget. Mr. Ward stated the purchase would not need committee approval since it is a budgeted item and to make the purchase.

4. Tank Gauging System Quotes

Mr. Sawyer discussed the current manual method of taking an inventory count of fuel and recommended the purchase of an electronic system that would provide digital readouts. He added the advantage of an electronic system includes employee safety, more simplified inventory system, and would cut down on the stress of the linemen with inventory controls. Finance Director Dorothy Tyre stated inventory controls are a hang up every year for external auditors. Ms. Tyre asked about license agreements and her concern with having a way to read or download the report information for financial purposes. Mr. Ward suggested conducting more research on the system.

5. Appraisal Quotes- Lake City Community College adjacent acres

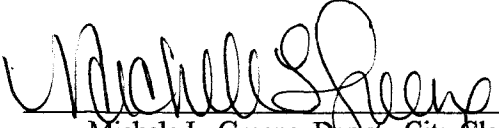
Mr. Sawyer stated two quotes for appraisal services were received: \$3500.00 from Hale Appraisals and \$3000.00 from Chris Chandler and Associate. Mr. Ward suggested recommending to Council the awarding of the quote to the lowest bidder, Chris Chandler and Associates.

6. RFQ for aviation services

Mr. Sawyer suggested going out for quotes via RFQ for engineering services due to staff changes at Earth Tech. Mr. Ward suggested to proceed with the RFQ and bring back the results to the committee.

ADJOURNMENT

There being no further business, the meeting adjourned at 3:30 P.M.


Michele L. Greene, Deputy City Clerk