

CITY OF LAKE CITY
Airport Committee
July 2, 2007 1:00 P.M.

MINUTES

There was an Airport Committee Meeting held on July 2, 2007 on the second floor Council Chambers, located at the City of Lake City, City Hall, and beginning at 1:00 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
Veronica James- Enterprise Rental Car

With a quorum present, Chairman Ward called the meeting to order at 1:02 P.M.

INFORMATION /DISCUSSION TOPICS

- 1. Approval of Agenda**
Mr. Sawyer requested to add Enterprise Car rental with Veronica James as item 10 under New Business.
Mayor Witt made a motion to accept the agenda as amended. Mr. Sawyer seconded the motion. Members concurred by general consent.
- 2. Approval of May 14, 2007 Minutes**
Mr. Sawyer made a motion to accept the May 14, 2007 minutes as published. Mayor Witt seconded the motion. Members concurred by general consent.
- 3. Airport Staffing Update**
Mr. Sawyer advised there were no staffing changes; however staffing needed for fire coverage had decreased.
Mr. Sawyer updated the committee on the purchase of a mower and the installation of the security system.
- 4. Storm Water Pollution Prevention Permit (SWPPP) Update**
Mr. Sawyer stated the City would be going out for bid on the SWPPP, and the topic would be discussed more under item 7 under New Business.
- 5. Fuel Sales Update**
Mr. Sawyer provided members with a spreadsheet outlining fuel sales.

6. **FAA-FDOT Projects- Taxiway Design Project start October 2007**
Mr. Sawyer updated members on the design project to begin October 1, 2007.

NEW BUSINESS/APPROVAL ITEMS

1. **RFQ for Professional Services**
Mr. Sawyer advised a RFQ for professional services was sent out (RFQ 019-2007) and suggested the committee submit the top three candidates for a master contract as general engineering consultants. **Mayor Witt made a motion to recommend to City Council the engagement of the three top three ranked responders; Passero Associates, LLC., URS Corporation, and Earth Tech Consulting, in a master contract as general engineering consultants to the airport. Mr. Kraus seconded the motion and the motion carried unanimously on a voice vote.**
2. **Purchase Tank Gauging System**
Mr. Sawyer made a recommendation to authorize Fuel Tech Inc. to install a fuel tank gauging system at the airport fuel farm for both the Avgas and Jet-A tanks. Mr. Sawyer stated this project could be funded from unspent airport capital improvement funds. Ms. Tyre voiced concerns regarding the ability to download the information for the production of reports. Mr. Sawyer stated the system would simplify the process on how fuel is tracked, providing more accurate information. **Mayor Witt made a motion to recommend to City Council to authorize Fuel Tech Inc. to install a fuel tank gauging system at an installation cost of \$10,785.00 (\$10,635.00 for the system and \$150.00 for an additional license) to be funded from unspent airport capital improvement funds. Mr. Sawyer seconded the motion and the motion carried unanimously on a voice vote.**
3. **Spill Prevention Control Plan (SPCC) Plan Quote**
Mr. Sawyer recommended engaging The Colinas Group, Inc to prepare SPCC plan for the airport fueling facilities. **Mr. Kraus made a motion to engage with The Colinas Group, Inc to prepare a SPCC plan for the airport fueling facilities at a cost of \$2,100.00 with professional services funds. Mayor Witt seconded the motion and the motion carried unanimously on a voice vote.**
4. **Brame and Associates (Hangar review)**
Members concurred to have Mr. Sawyer meet with Brame and Associates to determine if it would be worthwhile to pursue converting the existing hangars into maintenance hangars, and to authorize Mr. Sawyer not to exceed \$500.00 to cover expenses in meeting with Brame and Associates.
5. **Purchase of Golf Cart**
Mr. Sawyer stated he was currently looking to purchase a golf cart under \$4000.00 for the lineman. Mr. Sawyer added there are funds available from not purchasing a GPU.
6. **Carpet FBO building and pilots lounge rehab (funded by Ascent)**
Mr. Sawyer discussed the availability of \$5,000.00 grant funds from Ascent fuel supply contract to be used for facility upgrades. Mr. Sawyer advised of the need to re-carpet the FBO and the pilot's lounge, along with wallpapering and furnishing a couch, chair, and ottoman for the pilot's lounge. Ms. Debbie Adams discussed the process for submitting quotes to Ascent for approval. **Mr. Kraus made a motion to accept the grant from Ascent in the amount of \$5,000.00 to be used for re-carpeting first then to use any remaining funds to wallpaper and to purchase furniture (a couch, ottoman, and a chair) for the pilot's lounge. Mayor Witt seconded the motion and the motion carried unanimously on a voice vote.**

Mr. Kraus made a motion to recommend to City Council to authorize Mr. Sawyer to use funds from capital outlay should the cost to carpet and rehab the lounge exceed \$5,000.00. Mayor Witt seconded

the motion and the motion carried unanimously on a voice vote.

7. Storm Water Pollution Prevention Permit (SWPPP)/SWM plan update

Mr. Sawyer advised quotes for a plan will be requested once a consultant is engaged.

8. Wash Rack

Mr. Sawyer advised he would like to research and obtain quotes for the wash racks for next year's budget. Mr. Ward suggested Mr. Sawyer involve Mr. Dave Clanton and follow appropriate procedures for wastewater.

9. Fuel tank cleaning

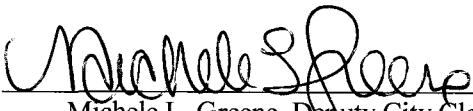
Mr. Sawyer stated he would like to obtain quotes for fuel tank cleaning, which are generally done every one to two years. He added the filters are changed every year.

10. Enterprise Rental Car

Veronica James from Enterprise Rental Car presented the idea of the City receiving commissions on rentals and discussed the rental process should the City handle that function. Mr. Sawyer stated he was not in favor of taking over the rental function. Members discussed other options such as a kiosk and phones at the FBO. Mr. Ward asked about the availability of a hyperlink on the airport website. Ms. James stated she will contact Mr. Sawyer regarding a hyperlink.

ADJOURNMENT

There being no further business, the meeting adjourned at 1:33 P.M.


Michele L. Greene, Deputy City Clerk