

**AGENDA MINUTES  
AIRPORT WORKSHOP  
CITY OF ARCADIA  
THURSDAY, FEBRUARY 12, 2015  
5:00 P.M.**

*The following minutes reflect action items of the City Council of the City of Arcadia. For a verbatim copy of the minutes, you may contact City Administration to obtain a copy of the recorded meeting.*

**CALL TO ORDER & ROLL CALL**

The Mayor called the meeting to order at approximately 5:10 p.m. with the following members and staff present:

**Arcadia City Council**

Mayor Judy Wertz-Strickland  
Deputy Mayor Frierson  
Councilmember Joseph E. Fink

Councilmember Susan Coker  
Councilmember S. Delshay Turner

**Arcadia City Staff**

Interim City Administrator Beth Carsten  
City Clerk Penny Delaney

**AGENDA ITEM – DISCUSSION REGARDING UPCOMING TRANSITION AT AIRPORT**

Mayor Wertz-Strickland stated that on October 7, 2014, the City established a decorum resolution and copies were available if anyone in the audience would like to read it and that Council would go by that so Ms. Carsten can present everything to them that she needed to.

The Interim City Administrator stated that staff and the advisory committee had compiled the information for the workshop that had been requested by Council. Ms. Carsten reviewed the Fact Sheet and the Hangar/Commercial Space Information. She advised that they had been unable to find measurements for all the different buildings so staff had gone out and measured them all. She then provided Council with the various hangars/commercial spaces, the square footage, the rental rates of each one, and how they compare to surrounding areas.

Ms. Carsten then referred to the Airport Revenues and Expenses. Regarding revenues, she pointed out that the 2015 adopted revenues budget was \$65,400.00 and stated that if the Butler Building and the Maintenance Hangar were to be rented out, along with fuel sales, there could be an increase of \$46,736.58, based on the low end. Regarding expenses, Ms. Carsten stated that the 2015 adopted expenses budget was \$65,400.00 and the potential additions, right now, which included the utility bills, repairs and promotions fees totaled \$6,252.00.

The discussion then moved to Airport Insurance. Ms. Carsten referred to all the insurance premiums that the City has at the airport right now. She stated if the City were paying 100% of it, the figure would be \$14,652.24. She advised the current FBO pays a portion of the liability, the maintenance hangar and Butler Building rents. She pointed out the difference of what it was when the City shared some of the expenses with the FBO with it being \$2400.00. Councilmember Fink asked if the people who had the contract with the City was up to date regarding the reimbursement and Ms. Carsten stated they were not and she was in the process of getting that caught up and that they owed for a couple of months of insurance.

Ms. Carsten then addressed the Fuel Farm by stating that an inspection had been done on the fuel farm and some of the information presented comes from said inspection. She stated the fuel farm can be used as it is, but it doesn't have credit card activity to it. She advised it could be an option as is, but an employee would need to be out there to turn on the pump and take payment. She stated it was over twenty (20) years old and didn't know what the lifespan would be without it being refurbished. She then stated that option two (2) would be to refurbish it and add a card reader and the bid included is for \$33,600.00. Councilmember Fink inquired as to a warranty and no one knew. Ms. Carsten moved on to option three (3) which would be to install a new tank, card reader, etc. for \$97,000.00. She advised they had priced out a five thousand (5,000.00) gallon and it came in \$10,000.00 less. Discussion was made regarding the price per gallon and whether it fluctuated. Deputy Mayor Frierson stated they probably should not project revenue on the fuel.

Ms. Carsten stated the Council had asked for staff to compile a punch list and she stated staff and the advisory committee had identified issues that needed to be addressed. She advised that they have a quote for resurfacing and grinding of the maintenance hangar floor in the amount of \$900.00. She then reviewed items that were basic general housekeeping. Regarding the hangars and buildings, Councilmember Fink asked if there was any deterioration to any great extent that needed to be addressed and no one knew of any.

The discussion turned to the responses received regarding the airport RFP. Ms. Carsten advised that they had received three: one (1) for the FBO and the other two (2) were resumes. She asked for clarification regarding whether everything needed to go before the advisory committee for their approval or recommendations. She advised she had spoken to the City Attorney and he stated that it was at the direction of City Council. She asked if the RFP needed to be reviewed by the advisory committee for recommendation to Council, if Council wanted to discuss it together or if Council wanted staff to bring it back. Mayor Wertz-Strickland stated that her personal opinion was that Ms. Carsten needed to grade it and then bring it back to Council at a regular meeting and then they would address it. Councilmember Fink asked if she wanted to cut the board out totally. Mayor Wertz-Strickland stated that at this point in time, she didn't see any reason for using them. Deputy Mayor Frierson stated that the advisory committee has years of experience with airports and that most of them are pilots. She felt their input was very valuable and did not want to cut them out. Councilmember Fink stated that he felt the Council could have the advisory committee look over the proposals. He stated Council could have the advisory committee's recommendation and Council could agree or disagree with their recommendation. He felt it should be sent to the advisory committee and to make sure they

came back with their best recommendation for Council. Mayor Wertz-Strickland asked each Councilmember what they thought and they all agreed. Councilmember Fink felt the committee should look at all the options that had been presented and wanted to ensure the committee knew it had to be done in a timely manner. Ron Watson, the chairman of the committee was in attendance and after much discussion, it was decided that the committee would meet on the 19<sup>th</sup> as long as the Clerk confirmed there were no scheduling conflicts. The chairman stated that if they needed a subsequent meeting before the Council meeting, he suggested a caveat that an additional meeting may be needed on a special basis. Mr. Watson reminded Council that they were always invited to the advisory committee meetings. Councilmember Fink asked if they could deal with the fuel farm as well. There was a general consensus to do so and Ms. Carsten stated that they would add it to the agenda. Councilmember Fink stated that using the advisory committee will be better for everything in that if they believe it should go out for more proposals, they will tell Council that. He further stated if they don't see applicants that they want or if there are applicants that are sufficient, they will tell Council that too.

The Air-Cadia Airport Agreement was mentioned briefly and comments were made regarding how lengthy the agreement was. No in depth discussion or decisions were made.

### PUBLIC

The chairman of the airport advisory committee confirmed that there was nothing pending in the name of the airport advisory committee and stated that anyone who speaks, other than himself, is speaking for themselves and not for the board. Greg Smith, a member of the airport advisory board, spoke regarding rental per square footage. He shared what Sebring and Charlotte County charges and how they come up with the rates. He also addressed the fuel issue and stated that you can't forecast the cost of fuel, but you can forecast the revenue because that doesn't change. He stated that he felt the City should control the fuel farm.

Rick Martin of 5411 10<sup>th</sup> Avenue Drive West, Bradenton, Florida 34209 stated that he was a pilot and tenant at Wauchula for about ten (10) years. He stated that he had been contemplating a move to the Arcadia Airport and was extremely excited that the Council was willing to consider all options. He stated that the most important thing to increase activity would be to have a credit card reader and also a strategy of fuel pricing. Councilmember Coker asked why he was willing to relocate and he stated it was because he and others were dismayed at the way their airport manager was fired. Due to that, he and others were concerned about vengeance from the City Manager. Regarding the Arcadia Airport, he stated he and others were shocked that construction of a new set of t-hangars were so far in the future because he knows of at least ten (10) people that would consider moving if there were space available.

John Nappier of 620 N. Pine, Fort Meade, Florida 33841 stated that he rents a hangar at the Wauchula Airport and Mr. Martin summed up his feelings. He felt Arcadia had a nice airport and with proper management, he felt it could exceed anything in this area. He pointed out fuel availability, pricing and reasonable rent for hangar space were very important and he recommended keeping the airport under City management.

Councilmember Coker asked if there were more than one type of fuel because one of the proposals mentioned two (2) different types of tanks. Mr. Martin advised that there is avgas which is 100 octane low led, jet fuel and also automobile gas.

Beverly Berry of 446 Hendricks Field Way, Hangar C-4, Sebring, Florida 33870 stated that the City's airport is supporting a lot of agricultural planes and they use jet fuel. They currently cart their fuel in. She advised that they had been contacted and they would be willing to buy the fuel if it was supplied and it was revenue walking out the door because it's not here for them.

Mayor Wertz-Strickland asked about grants and Ms. Carsten advised that they were waiting to see what comes with the FBO. Councilmember Fink stated that he felt grant money was involved in the construction of the smaller hangars and with that in mind, he felt they needed to look at all avenues. Mr. Watson stated that the master plan was to be unveiled to the Council in March and a lot of what had just been discussed is addressed in the plan. He stated a lot of it needed to be addressed and in place in order to get a lot of the FAA grant money that is out there. The discussion then led to the runway and extension of same. Mr. Watson advised that Hanson Professional Services would address it in the presentation.

Mayor Wertz-Strickland if Council had any comments and there were none.

**ADJOURN**

Having no further business at this time, the meeting was adjourned at approximately 6:40



ADOPTED THIS 3<sup>rd</sup> DAY OF March, 2015.

By:

Judy Wertz Strickland  
Judy Wertz-Strickland, Mayor

Penny Delaney  
Penny Delaney, City Clerk