

**Mt. Royal Airpark Property Owners' Association**  
**Capital Expenditure Committee Meeting**  
**110 Airport Drive**  
**Mount Royal Airpark**  
**4:30 p.m.**

**Minutes**

**July 14, 2022**

**Discussion**

**I. Opening Remarks / Call to Order**

The meeting was called to order at 4:30 p.m. by Jason Sheffield, Chairman. The meeting notice was posted in a prominent location (at the mail stop) within the subdivision, and a quorum was present to conduct business. Members in attendance included Jason Sheffield, Ed Connell, Lindy Farmer, Dave Johnston, Joe Miller, and Rebecca Poston. Guests included Kevin Poston and Mike Stamp. Ms. Poston read the meeting minutes from May 17, 2022. There was a motion by Farmer and a second by Miller to approve the minutes. Motion carried.

**II. Old Business- Jason Sheffield**

See below.

**III. New Business- Jason Sheffield**

**A. Committee Tasks-** The Committee members provided the following updates on assigned tasks.

**1. Roadways, Taxiways, and Runways- Jason Sheffield**

Jason reported the cost for a 1.5-inch overlay will be approximately \$20 per square yard (\$330K) for the runway and \$740K to resurface 2.6 to 3 miles of roadway-taxiways. It is recommended to do the resurfacing in phases. Jason will quantify everything by square yards, and identify the original install date of the asphalt. The asphalt should have an appropriate 25-year life. Joe stressed the importance to fix the drainage first in the area repair. In the past, MRAP POA has applied for loans to cover maintenance and repair costs.

## 2. Entrance Gate- Joe Miller

Joe has been working with Mike Stamp and provided an update on the entrance gate, maintenance, reserves, and upgrades. See attached *Mt. Royal Airpark- Entrance Gate- Maintenance, Reserves, Upgrades Report*. Joe and Mike recommended the following.

- (a) Entry controller- repair or replace front case (have spare); realign on the pole; reset pole vertically.
- (b) Welcome notice- repair, repaint case; remount vertically; check light is working.
- (c) Protection Poles-clean, reset vertically; replace with more substantial structure.
- (d) Gatehouse exterior- pressure wash.
- (e) Gate actuators- test, replace batteries, 12V 7Ah with F1 terminals; repaint actuator levers. The cost to replace actuators for the gates is approximately \$10K.
- (f) Gates- pressure wash.
- (g) Lane dividers (north and south)- repaint. Joe suggested removing the curb stops between the two gates so that both gates can be opened simultaneously.
- (h) Roadway passing entry controller- repair sunken and broken sections.
- (i) Mount Royal Sign- pressure wash; touch-up paint.
- (j) Gatehouse interior- remove garbage and unused items; sort out draws, documents, filing cabinets contents; remove security system and panel; sort out cabling mess, especially cameras; gate control box- new labels, pouch, and instruction for notices; test / replace 12V 55Ah battery. Jason suggested all documents should be scanned and cataloged. The Committee suggested the guardhouse be on a routine maintenance schedule.

Jason will work on the guardhouse and gates and will provide cost estimates for any repairs associated with them. Mike will do more work on the barcode interface for IA-400. The Committee suggested looking into a license plate reader which may cost approximately \$7,000. Mike will look into a barcode reader and license plate reader. The keypad will still be available for use.

## 3. Clubhouse / Pavilion- Jason Sheffield

Jason reported funding has been secured through anonymous sources to complete the flooring, HVAC, and drywall ceiling at the Pavilion. The flooring price is \$6 per square foot. The HVAC will be a traditional system allowing for better coverage with a ducted system. All work should be done in September. Due to the newness of the structure and contents, the Committee did not expect any repair or maintenance costs for the first five years.

**4. Land / Property- Lindy Farmer**

The Committee discussed whether it would be beneficial to make an offer to purchase the east dock from the Estates, Tom Miller's lot next to the east boat ramp or sell any of the utility lots within MRAP.

**5. Stormwater / Retention Ponds- Ed Connell**

Ed reported he needed the drawings to complete the assessment to see how much depth and total cubic yards need to be removed in the drainage ditches and retention ponds. Jason will work with Ed to get a copy of the plans from the St. Johns River Water Management District if the original plans are not located. Joe pointed out that several culverts are clogged restricting water flow. To his recollection, the culverts have never been cleaned. Joe will help Ed to identify the culverts needing to be dredged. All drainage in phase I, phase II, and phase III are maintained in the ditches. Currently, in phase III adjacent to the pond, water flow is restricted by the temporary driveways. To alleviate drainage issues, the Committee agreed to recommend all culverts be established within a certain elevation.

**6. Signage- Becki Poston**

Becki reported there are 23 roadway signs identifying streets within the community and 11 need some type of repair. Primarily the lettering is peeling up on the edges due to the heat. The original company that completed the signs Bentley Sign Company has closed. The stop signs, runway signs, and speed limit signs are in good condition. She will continue to get costs associated with the repair and/or replacement of the roadway signs.

**7. Docks- Dave Johnston**

Dave provided a quote from Jac Newport, President, All About Docks Marine Construction, LLC (CCBX1264128). The proposal included the cost associated with removal and proper off-site disposal of all debris associated with the scope of work. The scope of work included cleaning and sealing the dock (\$5,200); inspecting the dock (\$2,500); covering the dock slips (\$65/sqft).

Dave reviewed the scope of work with the Committee. The Committee recommended creating a work crew to replace the planks and seal the dock ourselves. The Committee recommended All About Docks Marine Construction inspect each dock piling above and below the surface and submit a detailed drawing of the dock outlining each piling and submit a written report on the dock piling conditions for a cost of \$2,500. Jason will check when the dock was installed. The service life for the pilings should be around 30 years. The last report provided to Bill Bentley was good. All About Docks provided an estimate on covering the dock slip at \$65 per square foot. This installation price includes:

- Appropriate number of butt pilings to support roof framing
- Marine grade pressure treated roof bands, roof framing; purlins, and fascia trim
- 26 gauge, three rib metal roofing, secured with gasketed screws
- All hardware will be stainless steel.

Dave suggested we need to get back on track and include maintenance costs into the budget.

**8. Streetlights, Runway Lights- Jason Sheffield**

Joe reported Clay Electric is responsible for the streetlights and will replace any outages incurred. Becki will work with the Estates to identify all streetlights that need to be repaired, place a ribbon around the light and then notify Clay Electric. Clay Electric will repair at no cost. Regarding the runway lights, Jason will get with Jeff Levine when he returns to discuss the runway lights and any cost associated with maintaining them.

**9. Internet / Connectivity and Communication- Ed Connell**

Betsy Connell has contacted Kat Cammack's office and they are looking into the Federal Communication Commission (FCC) distributing \$2 billion to Internet Service Providers in rural areas, particularly Mt. Royal. Ed reported Starlink is active in our area even though on the fringe of its coverage area. Joe reported he is completing an equipment upgrade over the next several days which should improve download and upload speeds.

**B. Association Reserve Study- Becki Poston**

Natalie Stamp provided information from Association Reserve. The Committee recommended Becki work with Jason and reach out to Association Reserve to get pricing for them to complete the study.

**C. Capital Expenditure Plan- Jason Sheffield**

Jason recommended the Committee wrap things up by the September 24 Board of Directors' meeting. Tasks have been given to formulate a document similar to the Association Reserve Study Template. He and Becki will work on preparing a formal report, including budget recommendations for the Committee's review in the next month. The goal will be to send out the report and get edits from the Committee members.

**D. Tree Obstruction- Ed Connell**

The trees at the end of runway 26 are getting tall. Ed suggested the trees need to be trimmed. Becki reported Bob Welsh brought the subject up at the Board of Directors' meeting. Jason is getting a price from Tuttle Dozier Works, who is the site contractor that performed maintenance in the approach area nearly 10-12 years ago. The Board has added it to their September 21, 2022 meeting agenda.

**IV. Adjournment- Jason Sheffield**

There was no further business. Jason Sheffield adjourned the meeting at 5:30 p.m.

DRAFT