PROPOSAL TO THE BOARD OF DIRECTORS

Adopt Our Airpark as our airpark's portal

MEETING _____ ITEM # _____
ACTION ☐ Discussion ☐ Vote ☐ Both

TO Board of Directors, _____ (association name) **FAA ID** _____

FROM _____ (your name) **LOT** _____ **DATE** _____ **PHONE / EMAIL** _____

RE **Adopting Our Airpark**, HOA software built for airparks: a free 30-day trial, then a subscription decision.

1 SUMMARY

I propose that _____ adopt **Our Airpark** as one portal for our board, our airfield and our homeowners, starting with a **free 30-day trial** (no card) on _____. If the trial meets the criteria in section 3, we would subscribe for **$** _____ **a year**: about **$** _____ per lot, or _____ % of our annual dues revenue (section 4).

WHY NOW ☐ Budget season: free until Jan 1 ☐ Runway project ahead ☐ Officer turnover ☐ Insurance renewal ☐ _____

2 THE PROBLEMS WE FACE

Tick all that apply; bring one recent example of each.

- ☐ **Dues** by check and Zelle, chased by hand — DUES
- ☐ **Insurance certificates** tracked by hand — INSURANCE
- ☐ **Guest pilots** OK'd by phone and paper waiver — RAMP
- ☐ **Lights, gates, mowing:** requests get lost — SQUAWKS
- ☐ **Non-pilot owners** feel left out of decisions — COMMON TRAFFIC
- ☐ **Hangar plans** reviewed ad hoc — ARC
- ☐ **Runway reserve** lives in a spreadsheet — RESERVES
- ☐ **Closures:** no sure way to reach every pilot[1] — NOTAMS
- ☐ **Records** leave when the board turns over — LOGBOOK
- ☐ **Paper ballots** and proxies; quorum is hard — E-VOTES
- ☐ **Title-company** resale requests eat time — PREFLIGHT
- ☐ **Website** depends on one volunteer — PILOT INFO
- ☐ OTHER _____
- ☐ OTHER _____

3 PROPOSAL

Trial first. Nothing is spent unless the board votes again.

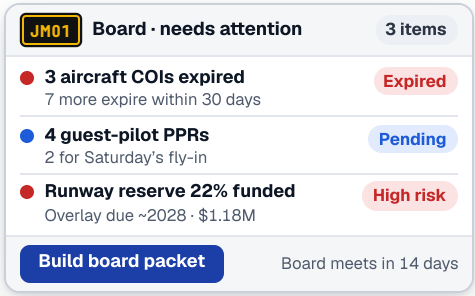
1 **Free 30-day trial**, no card. Starts _____ Lead _____

2 **Board review** at the _____ meeting, against these criteria:

- ☐ _____% of owners have logged in
- ☐ COIs requested for all based aircraft
- ☐ A dues notice sent through Our Airpark
- ☐ Airport manager posting field status

3 **Decide** and record the vote (section 9).

- ☐ **Annual:** 2 months free, onboarding included
- ☐ **Monthly:** cancel any month
- ☐ **Stop:** export our records, owe nothing



The board's daily queue, from the live demo (fictional Juniper Mesa Airpark, JM01).

4 COST FOR OUR AIRPARK

Example column: the fictional 62-lot demo airpark.

	LINE	HOW	EXAMPLE	OURS
A	Lots in the association	built and vacant	62	lots
	First 50 lots × $2.50	up to 50 lots	$125.00	$
	Lots 51–150 × $1.75	up to 100 lots	$21.00	$
	Lots 151 and up × $1.00	the rest	$0.00	$
B	**Monthly price**	sum; $69 minimum	**$146.00**	$ /mo
C	**Annual price**	B × 10 (2 months free)	**$1,460**	$ /yr
D	Founding Squadron price	C × 0.70, if a seat is open	$1,022	$ /yr
E	Cost per lot per year	C (or D) ÷ A	$23.55	$ /lot
F	Annual dues & assessments	from our budget	$164,400	$ /yr
G	**Share of dues revenue**	C (or D) ÷ F × 100	**1.3%**	%

EXAMPLES BY SIZE

LOTS	MONTHLY	ANNUAL
12 Grass Strip	$69	$690
30 Pattern	$75	$750
62 Crosswind	$146	$1,460
150 Crosswind	$300	$3,000
300 Cross-Country	$450	$4,500

Every feature in every plan. Unlimited users and e-votes, no setup fees. Up to 95 lots: $3,000 a year or less, billed annually.

Dues payments are separate: ACH 0.8% (max $5), board decides who pays; cards 2.9% + 30¢ + 0.5%, usually paid by the payer where allowed; checks free.

5 BENEFITS

Add what each one means for us.

LIABILITY & INSURANCE

- A certificate for every based aircraft, with reminders.
- Guest pilots sign a waiver and attest insurance.
- A dated record for our broker.

FOR US _____

RESERVES & THE RUNWAY

- A 30-year reserve plan that warns early.
- Inspections and squawks become work orders.
- FAA: upkeep costs 4–5× less than rehab.[2]

FOR US _____

VOLUNTEER TIME SAVED

- Billing runs, online dues, autopay and reminders.
- One-click board packet; e-votes count quorum.
- The **Logbook** outlasts board turnover.

HOURS / MONTH _____

RESIDENT EXPERIENCE

- One login to pay, vote and host a guest.
- **Common Traffic** alerts by email and text.
- Plain English for non-pilots; **Preflight** for buyers.

FOR US _____

6 RISKS & SAFEGUARDS

Verify each one during the trial.

CONCERN	SAFEGUARD	VERIFIED
"We lose our records if we leave."	The association owns its data. Export all of it, CSV plus original files, anytime; no exit fee.	☐
"Our data and money aren't safe."	Row-level security walls off each airpark; data is encrypted in transit and at rest. Dues go to our own Stripe account; Our Airpark never holds funds or stores card or bank numbers.	☐
"We're locked into a contract."	No card for the trial. Monthly billing cancels any month; annual (2 months free) is optional.	☐
"The board loses control."	The board assigns roles, sets fees and picks who pays processing. Every change is logged.	☐
"Some neighbors aren't online."	Checks are still recorded free; paper notices can continue alongside email and text.	☐
"Our Airpark is a new company."	True: it is pre-launch. The free trial, monthly option and full export limit our exposure.	☐
OTHER _____	_____	☐

7 IMPLEMENTATION PLAN & OWNERS

Onboarding usually takes 2–4 weeks.

	STEP	SUGGESTED	OWNER	TARGET DATE
1	**Approve the trial** (motion below)	This meeting	Board	
2	**Claim our airpark** from FAA data; send roster, lots, aircraft and documents	Week 1		
3	**Invite owners**, request insurance certificates, set up dues and payments	Weeks 2–3		
4	**Review the trial** against section 3; vote to subscribe or stop	Day 30	Board	
5	**Go live** after 30+ days' notice; run one billing cycle in parallel	Next dues cycle		

8 SUGGESTED MOTION

Read into the minutes as written, or amend.

"Moved that the Board of Directors of _____ authorize a free 30-day Our Airpark trial starting _____ with _____ as trial lead; and, if it meets this memo's criteria, authorize the _____ (officer) to subscribe on **annual / monthly** billing for up to $ _____ a year from the _____ (budget line) budget, provided the Association keeps ownership of its data."

☐ **Trial only (no spending):** end the motion after "trial lead" and add the subscription decision to the agenda of the _____ meeting.

9 VOTE RECORD

For the secretary.

MOVED BY _____

SECONDED BY _____

QUORUM PRESENT ☐ Yes ☐ No

FOR	AGAINST	ABSTAIN	ABSENT

RESULT ☐ Carried ☐ Failed ☐ Tabled

SECRETARY _____ DATE _____

PRESIDENT _____ DATE _____

NOTES _____

A template, not legal advice: check your governing documents and state law for spending authority, notice and quorum. Prices in USD from ourairpark.com/pricing, Sep 2026; payment processing is separate. Our Airpark is pre-launch; no customers are implied. Juniper Mesa Airpark (JM01) is fictional demo data. **Sources:** [1] FAA AC 150/5200-28G; FAA NASR, 1 Oct 2026: NOTAM (D) service covers public-use airports, and none of the 315 private-use, association-owned airports has it. [2] FAA AC 150/5380-7B, Airport Pavement Management, §2.0. Both at faa.gov.

BEFORE THE MEETING

Let the board see it first.

Questions: **fly@ourairpark.com**

DEMO → **Try the live demo**
Pick any role. No signup.
ourairpark.com/login

BRIEF → **Book a walkthrough**
30 minutes, whole board, on video.
ourairpark.com/demo

FREE → **Claim our airpark**
Free Pilot Info page and PPR form.
ourairpark.com/airparks