

Minutes of the  
GILLESPIE COUNTY AIRPORT ADVISORY BOARD  
Monday, May 20, 2019

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MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
Mike Roberts	Tony Lombardi, Manager	Ethan Crane
Gary Stehling	Dennis Neffendorf, County	Bev Smith
David Smith	Bobby Watson, City	Gwen Fullbrook
Steve Allen		John Robinson
Bob Hickerson		Tim Pierson
Tim Lehmberg		
Mark Cornett		
	Absent	
	Judie Mooney, EAA Rep	

### CALL TO ORDER

The meeting was called to order at 1:30 PM by Chairman Mike Roberts

### APPROVAL OF MINUTES

Minutes of the regular Apr 15, 2019 meeting were approved.

### AIRPORT MANAGER'S REPORT

- Upcoming Events –
  - July 4th – AM review the plans for the 4<sup>th</sup>.
  - Sept 12-15 – Single Engine Commander Fly-in
  - Sept 25-29 – King Air Fly-in
- The AM gave a recap of the firefighting training event at T82 on May 15th. ~80 firefighter and 9 static aircraft. It was a great success.
- The AM reviewed the following Commissioners Court actions:
  - New T-Hangar Tenant lease– The Court approved the new lease.
  - AIP approval (Land Re-imbursement)– The Court gave their approval for the Judge to sign the AIP certification form. This form gave TXDOT our guarantee that we will follow the grant assurance rules regarding the new land purchase.
- Recap TXDOT Aviation Conference (16-18 Apr) Galveston TX – The AM, Mr. Smith and Ethan Crane provided the board with their “BIG” takeaways from the conference.
- The County T hangars occupancy update. The AM stated that we are 100% full, and we have a new tenant in C-14. He also notified the board that he has 9 people on the County waiting list.
- Quarterly Update Meeting. The AM notified the board that the attendance has been extremely low for the last two meetings. The AM recommended holding these meeting every 6 months. The board agreed. Next meeting is Jun 18<sup>th</sup>.

### NEW BUSINESS

- Telecon/In person discussion with Mike Van Vliet (TXDOT). Mike was unavailable, so the AM summarized what has been discussed over the last month.

- Phase II timeline. FAA funds for this Fiscal Year were release in April, so TXDOT anticipates the funds becoming available within 2 months. The start to Phase II is dependent on the FAA funds, so the project could start in July.
  - Consultant Engineer Options. TXDOT notified the AM that our current consultant, Larry Caldwell (RPS Klotz), has retired. TXDOT is looking into options to replace RPS without effecting the phase II project
  - Pavement Questions. According to the FAA, the pavement within 50’ of a private hangar is considered non-eligible for federal grants. This means the maintenance cost of the pavement will be the responsibility of the airport sponsor (County) or the leasee. After this announcement, Mr. Smith presented the board with a historical document that gave the background on why the County helped build the aprons for the private t-hangars. It did not talk about the responsibility of pavement maintenance. This topic will need to be addressed during future Board meetings.
- Budget. The AM reviewed CIP plan. Currently, the airport entitlement funds are tied up until FY 26.

**AVIATION CAPITAL IMPROVEMENT PROGRAM - 2019 -- 2025**

Airport	Total Cost	Fed	State	Local	FY	Comments
GILLESPIE	2,221,400	1,999,260	0	222,140	2019	Phase II
GILLESPIE	150,000	135,000	0	15,000	2020	plng for pavement rehab
GILLESPIE	1,560,000	1,404,000	0	156,000	2021	pavement rehab execution
GILLESPIE	120,000	108,000	0	12,000	2021	Action Plan
GILLESPIE	680,000	612,000	0	68,000	22-25	Land reimbursement

- RAMP review. The AM reviewed the current and next year’s RAMP budget/projects.
  - Current year review

#	Item	Cost	Sponsor Cost	50000	executed/funded or planned
1	Misc (small mx expenses) Budget	\$5,000.00	\$2,500.00	\$47,500.00	tape \$360; tiedown rope \$340; LED hangar lights; AWOS repair \$120;
2	Fencing for new property	\$22,552.91	\$11,276.46	\$36,223.55	Currently under construction
3	Sweeper	\$6,500.00	\$3,250.00	\$32,973.55	Funded
4	AWOS Contract	\$6,000.00	\$3,000.00	\$29,973.55	Funded
	Airport Road ext	\$19,261.42	\$9,630.71	\$20,342.84	Funded
	Fire Hydrant	\$12,600.00	\$6,300.00	\$14,042.84	Project complete...Just received the Invoice
	Entry road	\$2,500.00	\$1,250.00	\$12,792.84	Currently under construction. Numbers might increase
Repairs needed					
	Small (32) wind sock repair	\$1,100.00	\$550.00		\$3,600 if unrepairable
	Airport Rd drainage work	?			

Black – already funded/Green – Funds set aside for minor maintenance/Blue – committed funds (projects under construction)/Red – priority project that need to be addressed ASAP

- Next Year's RAMP projects. The AM stated that we have several large ticket items next year, and we do not have enough RAMP funds available to cover it all.

#	Item	Cost	Sponsor Cost	50000
1	AWOS contract	\$6,000.00	\$3,000.00	\$47,000.00
2	Misc Mx cost (small mx, crack seal, etc)	\$20,000.00	\$10,000.00	\$37,000.00
3	Apron Reconstruction (Around Fritz' hangar)	\$67,000.00	\$33,500.00	\$3,500.00
4	Install 3 Hydrants (Fire code update)	Est \$40,000.00	\$20,000.00	-\$16,500.00
5	LED Runway/Taxi Info signs	\$26,800.00	\$13,400.00	-\$29,900.00
6	PAPI Light LED conversion	\$31,200.00	\$15,600.00	-\$45,500.00
7	Fire Hydrant loop w/2 hydrants	\$50,000.00	\$25,000.00	-\$70,500.00

- Proposed FY20 Budget. The AM developed the budget for next and review all line items with the board.

FUND ACCOUNT	ACCOUNT DESCRIPTION	ACTUAL 09-30-2019	ACTUAL 09-30-2018	ACTUAL 04-30-2019	FY19 REVISED BUDGET	FY19 ADOPTED	FY20 BUDGET REQUEST	Comments
71.611.5910	FEDERAL GRANT IMPROVEMENTS	945,814.72	.00	.00	2,221,400.00	2,221,400.00	.00	
71.611.7010	GENERAL FUND	.00	.00	.00	.00	.00	.00	
71.611.7072	AIRPORT OPERATING FUND	.00	.00	.00	.00	.00	.00	
72.611.4301	POSTAL EXPENSES	9.73	91.26	344.52	100.00	100.00	100.00	
72.611.4309	OTHER / OFC SUP	861.70	930.86	398.71	3,000.00	3,000.00	1,000.00	ink/paper, etc
72.611.4401	FUEL & OIL	1,138.58	895.08	396.03	2,000.00	2,000.00	1,500.00	
72.611.4403	CUSTODIAL	.00	.00	.00	.00	.00	.00	
72.611.4409	OTHER / OPER SUP	556.20	3,162.27	6,832.85	10,000.00	10,000.00	10,000.00	Non RAMP items
72.611.4501	BUILDINGS	.00	21.57	.00	5,000.00	5,000.00	5,000.00	Contingency for AC failure an other issues
72.611.4502	OFFICE EQUIPMENT	.00	.00	.00	500.00	500.00	2,000.00	Contingency for computer failure
72.611.4503	AUTOMOTIVE/ROAD EQUIPMENT	2,509.59	1,054.18	920.27	3,000.00	3,000.00	3,000.00	Truck and tractor, etc
72.611.4509	OTHER / R&M SUP	51,177.65	72,756.50	23,225.41	93,850.00	100,000.00	100,000.00	\$67K for Apron recon/\$40KHydrants
72.611.4601	SUBSCRIPTIONS	.00	.00	.00	.00	.00	.00	
72.611.4703	ENGINEERING/ARCHITECT SERV	.00	775.00	.00	15,000.00	15,000.00	15,000.00	Phase II and SWPPP re-eval
72.611.4709	OTHER / PROF SERV	1,062.50	3,750.00	4,067.00	.00	.00	2,500.00	Surveying
72.611.4711	LANDSCAPING	.00	.00	.00	.00	.00	.00	
72.611.4714	JANITORIAL	.00	.00	.00	.00	.00	.00	
72.611.4801	TELEPHONE	5,034.06	4,369.10	2,914.39	5,200.00	5,200.00	5,500.00	
72.611.4902	CONFERENCE/TRAVEL EXPENSES	511.74	1,709.23	200.00	1,000.00	1,000.00	1,500.00	TXDOT and local meetings
72.611.5001	ADS & LEGAL NOTICES	.00	177.75	.00	400.00	400.00	400.00	
72.611.5201	ELECTRICITY/WATER	7,584.59	8,201.93	4,216.70	9,000.00	9,000.00	9,000.00	
72.611.5403	OFFICE EQUIPMENT	.00	.00	.00	.00	.00	.00	
72.611.5409	OTHER / RENTALS	.00	.00	.00	.00	.00	.00	
72.611.5602	DUES	.00	.00	.00	.00	.00	.00	
72.611.5603	INSURANCE	1,090.00	1,145.00	.00	1,200.00	1,200.00	1,200.00	
72.611.5605	CONTRACT LABOR	.00	.00	.00	.00	.00	.00	
72.611.5609	OTHER / MISC SERV	4,053.93	4,236.50	4,255.07	5,100.00	5,100.00	6,375.00	25% increase in Property taxes
72.611.5709	OTHER	.00	674,433.37	.00	.00	.00	.00	
72.611.5808	AIRPORT BUILDINGS	.00	.00	.00	10,000.00	10,000.00	10,000.00	Repair north and south entries (Porch)
72.611.5809	OTHER / IMPROVEMENTS	.00	6,510.00	3,633.00	.00	.00	.00	
72.611.5909	OTHER	466,349.43	.00	.00	222,140.00	222,140.00	.00	Move the \$222K to this year
72.611.5910	FEDERAL GRANT IMPROVEMENTS	.00	.00	.00	.00	.00	.00	
72.611.6002	OFFICE EQUIPMENT	.00	.00	.00	.00	.00	.00	
72.611.6004	AUTOMOTIVE	.00	.00	.00	.00	.00	.00	
72.611.6009	OTHER / M&E	.00	.00	19,150.00	19,150.00	13,000.00	15,000.00	Utility vehicle (Quote - \$11K-\$13.5K)
72.611.7010	GENERAL FUND	.00	.00	.00	.00	.00	.00	
72.611.7071	AIRPORT CAPITAL PROJECT GR	.00	.00	.00	.00	.00	.00	
							189,075.00	
							139,075.00	Minus \$50 for RAMP Revenue

- Road Extension issues. The AM notified the board that the paving on the road extension and the existing Airport Road in on hold due to a drainage issue near the new area. The AM is working with Dennis Neffendorf, Pete Martinez (County Road Supervisor), Wayne Wells (County Engineer) and the Estenson Group to resolve this issue.
- SSBT inquiry. Mr. Smith notified the Board that he has received interest from the SSBT to expand their lease-holding in the Business Court. Mr. Smith stated that he is going to work with them to provide the Board with a LOI to lease the 2.55 acres next to their current location. The Board supported Mr. Smith's involvement with SSBT.

## **OLD BUSINESS**

- Minimum Operating Standards proposed change (Pavement definition) –The AM reviewed the recent edits from the Judge and the AM. Most of the edits were in appendix A and B. The draft MOS approval is on hold until we conduct a lease template review and we get a resolution on the pavement maintenance issue.
- Lease review/Pavement issues – The board recommended a lease template review/re-write. The AM will work with several Board Members to review the current templates and they will present the edits to the board once they are complete.

## **REPORTS**

EAA report – According to Steve Allen, “the Natives are not restless”.

Dave Smith reviewed the monthly fuel sales of FBO. He stated that the weather effected the monthly sales, but they are still positive for the year. Mr. Smith said that he is concerned that they will not reach the 400k mark, but he was not ready to give up on that prediction. Also, Mr. Smith review an article from “Aviation Business Journal, Spring 2019”. T82 has made the “Top 500” for Jet movement (#465).

Tim reviewed the City and County monthly sales tax report.

**ADJOURNMENT (3:04 pm) and next our next meeting is Jun 17<sup>th</sup>.**

**Note: all minutes are available on the airport website (<http://www.gillespiecounty.org/page/airport%20-%20AAB%20Minutes>)**