

Minutes of the
GILLESPIE COUNTY AIRPORT ADVISORY BOARD
Monday, Jan 19, 2021
Zoom Meeting

MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
Mike Roberts	Tony Lombardi, Manager	Lucas Walker
David Smith	Dennis Neffendorf	Gwen Fullbrook
Gary Stehling	Bobby Watson	Ethan Crane
Bob Hickerson		Courtney Walker
Judie Mooney, EAA Rep		
Steve Allen		
Tim Lehmberg		
Absent		

CALL TO ORDER

The meeting was called to order at 1:34 PM by the Chairman, Mike Roberts

NEW BOARD MEMBER INTRODUCTION

Mike Roberts introduced Greg Snelgrove to the board, and Greg thanked the board members for selecting him.

APPROVAL OF MINUTES

Minutes of the regular Nov 16, 2020 meeting were approved.

- Mr. Smith mentioned a couple items that came up after the November board meeting. Mr. Smith addressed the resolution of the 10-8 property phase II presentation. The board tabled the discussion during the November Board meeting. Mr. Smith reviewed the email vote, and the unanimous recommendation to allow the 10-8 property to advance to phase III (lease development and Court approval). The other item Mr. Smith discussed was the Crosswind Aviation “letter of Interest” that was tabled at the board meeting. Crosswind sent the board a letter earlier in the day stating that she wished to put her LOI on hold until the new apron is constructed. Mr. Smith recommended that the board discuss it during the “old business” review later in the meeting.

AIRPORT MANAGER’S REPORT

- Upcoming Events/Court Actions – The AM reviewed the upcoming events for the airport and the recent commissioners court actions.
 - Event Update (*Italicized - Unconfirmed*)
 - *Air-Cooled Rally, 25-28 Feb*
 - *T-6 Formation Clinic, 22-25 Apr*
 - Grumman Owners & Pilots Association (GOPA) Fly-in, 10-13 May (formerly AYA)
 - July 4th Fireworks
 - *Birddog Flyin, 14-17 Sept*
 - Meyers Aircraft Owners Association Reunion, 22-26 Sept

- Court Action – The AM reviewed the following item - On 11/23, the Court approved the purchase of the FOD Boss sweeper; the reappointment of 2 board members; the appointment of the new board member & disapproved the Santa Fly-in. On 12/28, the Court approved a new t-hangar tenant (B-8). On Jan 11th, Court tabled consent and authorization to Blue Sky LLC/TacAero A&P. (this item is back on the Comm Court agenda for Jan 25th)
- Airport Status – the AM notified the board that the PAPIs on runway 32 are inoperable due to a power issue. The AM told the board that parts are ordered, and he expects that the PAPIs should return to service by the end of the month.
- T-hangars occupancy update. The AM stated that we are 100% full...waiting list is at 20.

NEW BUSINESS

- CIP (Planning Study/Action plan) – The AM reviewed his recent meeting with TXDOT. On Jan 15th, TXDOT held a Project Implementation Meeting (PIM). The timeline was discussed, and the forms that were required to be sent to TXDOT (the Resolution form, the Authorization Representative Form, the Certification of Funds form, and the Selection Committee Designation form).
 - The board recommended Greg Snelgrove replace Gary Stehling on the Selection board. Here is the recommended committee: Roberts, Lehmberg, Neffendorf, Smith, Snelgrove.
- Rhett Hawk Request to Sublease and the sublease tenant's authorization to conduct business. The AM reviewed the Rhett Hawk Lease requirement to get Court approval to sublease within their facility. Here is the excerpt from their lease: *"Without the prior written consent of Lessor, which consent shall not be unreasonably withheld, Lessee shall not sublease space within the facility."* In addition, the AM reviewed the requirement from the GC Airport Rules & Regulations that the tenants need to get authorization from the Court to conduct business at the airport. Courtney Walker and the AM reviewed the list of current tenants and their business description. Here is the list:
 - Crosswind Aviation – Gwen Fullbrook (Flight School & Pilot Shop)
 - TacAero – Tailwheel Academy
 - Paul Rothband – Aviation Attorney
 - Banoyi Consultant – Aviation Consultant – works with TacAero
 - WCRA – Aviation Marketing and Technologies
 - Jacobra Ventures - Aircraft Management, Charter Brokerage and Pilot Services

The AM requested that the board recommend approval, but Greg Snelgrove and David Smith suggested waiting until the Court make a ruling on the BlueSky LLC request, which is very similar to the Rhett Hawk request. With this suggestion, the board did not act on this item.

- Policy to conduct commercial activities (non-leaseholder activity & non-sublease tenant activity). This was a follow-up discussion to the Rhett Hawk tenant requirement.
 - GC Airport Rules & Regulations states, *"...Commercial Enterprise shall mean any activity at the Airport which involves the exchange of goods or services for consideration. The Commissioners Court shall regulate all commercial enterprises using the Airport as a place of operation, whether such operation is aeronautical or non-aeronautical in nature, in order to obtain appropriate revenues for the privilege of use of the Airport and secure proof of financial responsibility in relation to any liability of the County of Gillespie which might arise from commercial operations. No commercial operation of any kind or type shall be conducted on the Airport unless specifically authorized by the Commissioners Court."*

The AM mentioned that the Judge and Comm Schuch wanting the Board to develop a plan to address commercial activity by non-leaseholders or sublease tenants (i.e. Collin's Foundation; "Old Sport" Biplane rides; mobile CFIs; floating A&P services; aircraft rentals; plane washers; etc.) The Board understood the request from the Judge and requested that the AM present the board with a plan at the next board meeting.

- Lucas Walker's "Letter of Interest". Lucas Walker, following the November Board meeting, emailed the Board a letter of interest to build a t-hangar north of the Carruth's private hangar. Lucas announced to

the Board that he is withdrawing his letter. Greg Snelgrove requested that Mr. Walker send a letter formally requesting the withdraw of his LOI.

- Change to Feb AAB meeting date (15 Feb) - (President's Day (County Holiday)). The Board voted to move their meeting date to Feb 16th.

OLD BUSINESS.

- Crosswind LOI. Mr. Smith reviewed the letter sent to the Board by Gwen to request that her LOI be placed on hold. Mr. Smith did not support putting the LOI on hold, and the Board agreed. The Board motioned and approved the withdraw/termination of the LOI. It was recommended that Crosswind/Gwen re-submit her LOI when ready.
- CIP updates:
 - Phase II update. The AM reviewed the project's timeline and announced the upcoming predesign meeting that will be held on Jan 28th at 10am.
- Airport Zoning Ordinance/JAZB update – The AM gave a quick update on the JAZB. Greg Snelgrove was elected as Chair and the 5th member.
- RAMP/CARES ACT Projects. The AM reviewed several board approved projects. The Water Line/Fire Hydrant (Cares Act Project) project and the zero-turn mower purchase are still on hold. The AM also mentioned that he requested a quote to convert the PAPIs to LED.

REPORTS

EAA report – Mrs. Mooney stated that there is nothing to report from the EAA group. She also mentioned that the Scholarship winner is progressing nicely towards his private pilot license.

Dave Smith reviewed the fuel sales for the year, and Tim Lehmberg reviewed the sale tax reports for the City and County.


Crosswind Update – Gwen provided an update on her flight/ground school.

ADJOURNMENT (2:45 pm) and next our next meeting is Feb 16th.

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



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Agenda

1. Call to Order
2. Approval of Minutes
3. Airport Manager's Report
4. New Business
5. Old Business
6. EAA report/update/comments
7. Comments-FBO, EDC, Board, Crosswind, Visitors
8. Adjourn

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AAB

- New member introduction
- Nov's Minutes Approval – vote needed
- Airport Manager's Report
 - Event Update (*Italicized - Unconfirmed*)
 - Air-Cooled Rally, 25-28 Feb
 - T-6 Formation Clinic, 22-25 Apr
 - Grumman Owners & Pilots Association (GOPA) Fly-in, 10-13 May (formerly AYA)
 - July 4th Fireworks
 - BirdDog Flyin, 14-17 Sept
 - Meyers Aircraft Owners Association Reunion, 22-26 Sept

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AAB

- Airport Manager's Report
 - Court Review – On 11/23, the Court approved the purchase of the FOD Boss sweeper; the reappointment of 2 board members; the appointment of the new board member & disapproved the Santa Fly-in. On 12/28, the Court approved a new t-hangar tenant (B-8). On Jan 11th, Court tabled consent and authorization to Blue Sky LLC/TacAero A&P.
 - Airport Status

	Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) <small>Notes: PAPIs 32 OTS (Parts ordered)/NOTAM Posted/Est Date of Return to Service: Jan 29th</small>
	Communication (CTAF, GCO, AWOS)
	Weather Station
	Facilities
	Miscellaneous (Construction, Closures, etc)
 - T Hangar Occupancy – 100% (20)

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AAB

• New Business –

- CIP - Planning Study/Action plan
 - Project Implementation Meeting (PIM) Review (15 Jan @0900)

SCHEDULE SUMMARY for Federal/State funded projects	DATE DUE
Resolution and other forms must be submitted to Aviation Division	March 9, 2021
Public Hearing	March 26, 2021
Texas Transportation Commission Approval of Project	April 29, 2021
APPA sent to Sponsor for acceptance	May 2021
APPA returned to Aviation Division	May 2021
SCHEDULE FOR CONSULTANT SELECTION:	
Request for Qualifications (RFQs) sent out	May 2021
RFQ's submitted to Aviation Division	June 2021
RFQ's sent to Sponsor Consultant Committee	June 2021
Sponsor Consultant Selection Committee reviews qualifications to make selection or requests Aviation Division to set up interviews	July 2021
Interviews held if requested	July 2021
Aviation Division notifies consultants of results of selections and begins negotiations with selected consultant	July/ Aug 2021
Consultant contract sent for acceptance	Aug 2021

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AAB

• New Business –

- CIP - Planning Study/Action plan
 - Resolution & other forms
 - "DESIGNATION OF SPONSOR'S CONSULTANT SELECTION COMMITTEE"
 - Roberts
 - Lehmberg
 - Neffendorf
 - Smith
 - 5th member
 - "CERTIFICATION OF PROJECT FUNDS"
 - \$25,000
 - "DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE"
 - Tony Lombardi

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AAB

• New Business Con't–

- Rhett Hawk Request to Sublease (**recommendation for approval needed**)
 - From the Rhett Hawk lease - *"Without the prior written consent of Lessor, which consent shall not be unreasonably withheld, Lessee shall not sublease space within the facility."*
- The sublease tenants need authorization to conduct business (This is required by the GC Airport Rules & Regulations) (**recommendation for approval needed**)
 1. Crosswind Aviation – Gwen Fullbrook (Flight School & Pilot Shop)
 2. TacAero – Tailwheel Academy
 3. Paul Rothband – Aviation Attorney
 4. Banoyi Consultant – Aviation Consultant – works with TacAero
 5. WCRA – Aviation Marketing and Technologies
 6. Jacobra Ventures - Aircraft Management, Charter Brokerage and Pilot Services

How do we do this in a timely manner for tenants?

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AAB

• New Business –

- Policy to conduct commercial activities (non-leaseholder activity & non-sublease tenant activity)
 - From Rules & Regulations –

*"For purposes of this document, Commercial Enterprise shall mean any activity at the Airport which involves the exchange of goods or services for consideration. The Commissioners Court shall regulate all commercial enterprises using the Airport as a place of operation, whether such operation is aeronautical or non-aeronautical in nature, in order to obtain appropriate revenues for the privilege of use of the Airport and secure proof of financial responsibility in relation to any liability of the County of Gillespie which might arise from commercial operations. **No commercial operation of any kind or type shall be conducted on the Airport unless specifically authorized by the Commissioners Court.**"*

- Topics to think about:
 - Weekend/Daily Events (i.e. Collin's Foundation; "Old Sport" Biplane rides; etc.)
 - Contract/unaffiliated Services (i.e. CFIs; floating A&P services; aircraft rental; plane washers; etc.)

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AAB

- New Business Con't–
 - Lucas Walker “Letter of Interest”



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AAB

- New Business Con't–
 - Change to Feb AAB meeting date (15 Feb) - (President's Day (County Holiday))

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AAB

- Old Business:
 - CIP
 - Phase II
 - Pre-design meeting...Tentatively scheduled for Jan 28th @1000
 - [Updated Timeline](#)
 - Airport Zoning Ordinance/JAZB update
 - Chair selected
 - RAMP/CARES ACT Projects:
 - PAPIs repair
 - Water line installation
 - Zero turn purchase

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AAB

- EAA report/update/comments
- Comments-[FBO](#), [EDC](#), Crosswind, Board, Visitors

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Supporting Documents

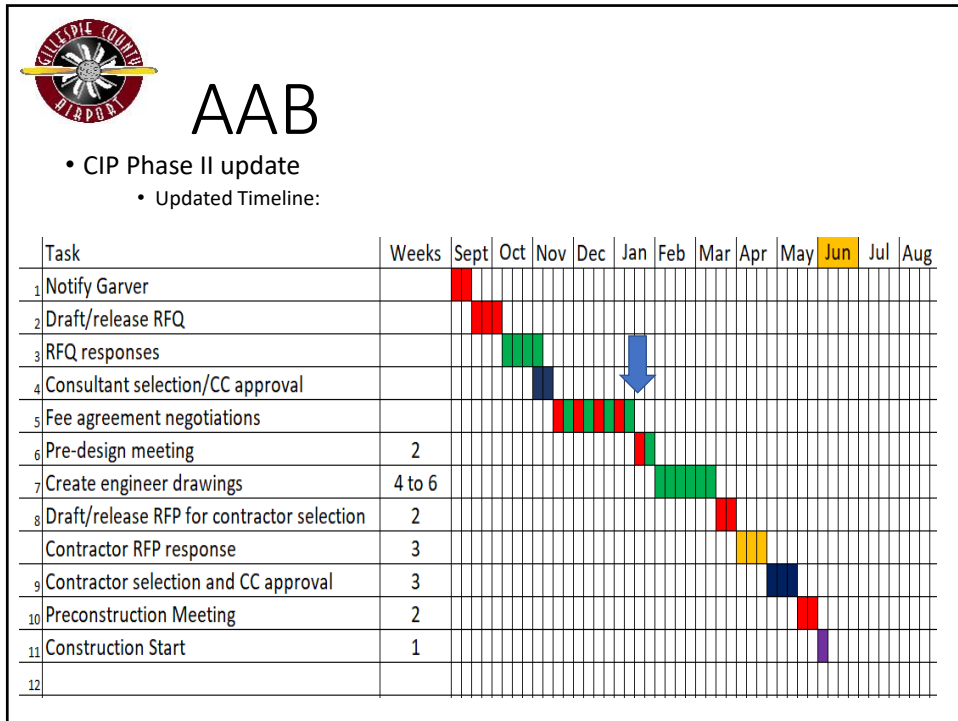
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T82 Fuel Market 2020													1/2/2021
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
AvGas - Gals													
Gillespie Air Services @ Retail	6,355	8,732	7,820	6,333	10,472	11,518	10,534	11,550	10,236	13,628	12,903	11,018	
Net total AvGas Market T82	6,355	8,732	7,820	6,333	10,472	11,518	10,534	11,550	10,236	13,628	12,903	11,018	121,198
Total Market, Same Month, Prior Yr	7,923	8,006	10,023	13,510	7,901	9,171	9,965	11,337	11,298	10,898	10,949	8,377	119,417
Percent Growth (Decline)	-20%	9%	-21%	-53%	33%	26%	3%	2%	-9%	25%	18%	32%	
Cumulative YTD - This Year	6,355	15,086	23,007	29,340	39,812	51,330	61,864	73,414	83,650	97,278	110,181	121,198	
Last Year	7,923	15,990	25,981	39,491	47,392	56,563	66,508	77,805	89,103	100,091	111,040	119,417	
Percent Growth (Decline)	-20%	-3%	-11%	-24%	-16%	-9%	-7%	-6%	-6%	-3%	-1%	1%	
% Total by Month	21.7%	27.6%	32.5%	44.9%	40.9%	29.2%	32.2%	25.9%	28.5%	32.4%	32.3%	25.1%	
Jet A - Gals													
Gillespie Air Services @ Retail	22,969	22,919	16,456	7,777	15,102	27,991	22,191	33,107	25,683	28,361	27,021	32,921	
Net total Jet A Market T82	22,969	22,919	16,456	7,777	15,102	27,991	22,191	33,107	25,683	28,361	27,021	32,921	282,519
Total Market, Same Month, Prior Yr	15,890	18,391	24,889	21,119	17,755	22,229	24,246	30,339	33,338	32,507	22,514	27,821	299,038
Percent Growth (Decline)	45%	23%	-34%	-63%	-13%	26%	-8%	-14%	-23%	-13%	20%	18%	
Cumulative YTD - This Year	22,969	45,888	62,335	70,112	85,214	113,205	135,396	168,504	194,187	222,577	249,598	282,519	
Last Year	15,890	34,281	50,199	60,288	68,043	120,272	144,518	182,857	216,195	248,702	271,217	299,038	
Percent Growth (Decline)	45%	34%	5%	-13%	-13%	-6%	-6%	-8%	-10%	-11%	-8%	-6%	
% Tot by Month	78.3%	72.4%	67.5%	55.1%	59.1%	70.8%	67.8%	74.1%	71.5%	67.6%	67.7%	74.9%	
Total Fuels													
Total Fuels Market T82 - Gals	29,324	31,642	24,316	14,110	25,573	39,509	32,725	44,657	35,919	42,018	39,924	43,939	403,717
Total Market, Same Month, Prior Yr	23,813	26,427	34,911	34,629	25,656	31,400	34,241	49,670	44,636	43,405	33,454	36,190	418,455
Percent Growth (Decline)	23%	20%	-30%	-59%	0%	26%	-4%	-10%	-20%	-5%	19%	21%	
Cumulative YTD - This Year	29,324	60,966	85,342	99,453	125,026	164,535	197,260	241,917	277,836	319,855	359,778	403,717	
Last Year	23,813	50,239	85,150	119,779	145,435	176,835	211,076	290,752	305,387	346,793	382,257	418,455	
Percent Growth (Decline)	23%	21%	0%	-37%	-14%	-7%	-7%	-7%	-9%	-4%	-4%	-4%	
Market Change by Quarter													
Market by Quarter			1st		2nd		3rd		4th				YTD Totals
Percent change 2019 to 2020			0%		14%		12%		11%				
Year 2020 Total Fuels by Quarter			85,342		79,183		113,301		125,861				403,717
Year 2019 Total Fuels by Quarter			85,150		79,183		113,301		125,861				418,455

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OCTOBER SALES RECEIPTS (ADJUSTED)													
December Sales Tax Report													
City of Fredericksburg													
	2020	2019	2018	2017	2016								
JAN	514,515	505,293	496,771	436,830	422,134								
FEB	655,881	627,467	560,001	537,375	559,247								
MAR	408,105	421,189	385,725	432,032	364,574								
APR	435,883	408,824	440,535	367,972	358,354								
MAY	481,535	574,201	558,505	520,404	515,856								
JUN	372,837	509,173	485,166	445,867	414,373								
JUL	520,025	495,559	500,310	441,043	419,804								
AUG	609,900	553,660	523,400	480,652	457,926								
SEP	526,817	534,729	479,047	428,188	416,583								
OCT	486,584	475,679	457,163	401,945	386,175								
NOV	596,279	506,459	494,866	459,809	464,350								
DEC	577,401	540,085	457,382	440,915	426,411								
Total	6,207,762	6,152,318	5,838,691	5,393,022	5,205,787								
						Dec 20	Dec 19	Change	YTD 2020	YTD 2019	Change		
Fredericksburg						577,401	540,085	6.91%	6,207,762	6,152,318	0.90%		
Gillespie County						291,575	262,289	11.17%	3,083,668	3,075,824	0.26%		
Combined						868,976	802,374	8.30%	9,291,430	9,228,142	0.69%		
Gillespie County													
	2020	2019	2018	2017	2016								
JAN	239,182	233,420	215,934	189,950	175,729								
FEB	306,965	272,365	255,748	242,586	252,063								
MAR	215,571	197,108	176,641	186,372	151,775								
APR	208,535	197,753	200,423	170,913	162,424								
MAY	241,779	259,601	240,584	233,000	237,360								
JUN	271,461	240,271	229,840	204,548	189,228								
JUL	257,144	240,222	223,282	195,868	181,451								
AUG	278,461	243,223	238,380	212,609	210,941								
SEP	237,145	235,060	218,784	194,622	181,154								
OCT	233,570	212,502	196,721	173,383	164,353								
NOV	302,280	482,010	223,264	209,493	201,635								
DEC	291,575	262,289	212,117	205,433	190,816								
Total	3,083,668	3,075,824	2,633,718	2,408,777	2,299,529								
Shaded numbers have been adjusted to reflect future period collections but not prior period collections.													

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