

Minutes of the  
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD  
 Monday, Jan 18, 2022  
 @ County AgriLife Building

| MEMBERS PRESENT:      | STAFF PRESENT:         | GUESTS PRESENT:   |
|-----------------------|------------------------|-------------------|
| David Smith           | Tony Lombardi, Manager | Ethan Crane       |
| Steve Allen           | Keith Kramer, County   | Gwen Fullbrook    |
| Paul Hannemann        | Bobby Watson, City     | Hailey Estenson   |
| Keith Keller          |                        | Rosemary Estenson |
| Judie Mooney, EAA Rep |                        | Neil Gabrielson   |
| Chad Ellebracht       |                        |                   |
| Greg Snelgrove        |                        |                   |
| Absent                |                        |                   |
|                       |                        |                   |
|                       |                        |                   |

**PRE-MEETING ACTIONS**

Mr. Smith introduced Paul Hannemann and Chad Ellebracht (new board members), Commissioner Kramer (new County liaison). Following the introductions, the board nominated and approved David Smith (Chairman) and Steve Allen (Vice Chairman).

**CALL TO ORDER**

The meeting was called to order at 1:35 PM by the Chairman, David Smith

**APPROVAL OF MINUTES**

Minutes of the regular Nov 15, 2021, meeting were approved.

**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
    - Aviation Career Day, 12 Apr 2022 - **Cancelled**
    - T-6 Fly-in, 28-30 April
    - Grumman Owners & Pilots Association Fly-in, May 9-13, 2022 (50-60 aircraft)
  - Court Action – On 12/13, the Court approved the reappointment of David Smith and the appointment Paul Hannemann & Chad Ellebracht. They also approved the t-hangar lease for (A1) Kraig Turpin and gave approval to request ARPA funds. On 1/10, the Court tabled the ARPA agreement paperwork.
- T-hangars occupancy update. The AM stated that we are 100% full...waiting list is at 28 (new tenant in A-1/C-13).
- Airport Status – the AM notified the board that everything is in the “green”, except that one of the leading-edge lights for runway 32 is out, and the existing lights (and associated parts) are no longer manufacture/supported. Therefore, we might have to start changing out our lights to the new version.



Current Lights



New Lights

|  |  |
|--|--|
|  | Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) |
|  | Communication (CTAF, GCO, AWOS)                  |
|  | Weather Station                                  |
|  | Facilities                                       |
|  | Miscellaneous (Construction, Closures, etc)      |

**OPEN FLOOR**

- Crosswind Update – Gwen reviewed the Santa Fly-in event. She said she believes that we had approximately 1500 people attend the event. She also gave an explanation on why she cancelled the “Aviation Career Day”. Gwen also mentioned that the 99s will start holding their quarterly meetings at Gillespie County. Finally, she mentioned that Crosswind has 24 students and 2 damaged aircraft.
- Texas Forest Service – Mr. Smith and Mr. Hannemann updated the board on the growing concern about wildfires. Mr. Smith mentioned that the TFS is basically on alert and could deploy air assets to T82 at any time. Mr. Hannemann summarized the current deployment of the TFS airborne assets in TX.

**NEW BUSINESS**

- Estenson/Walker’s LOI. Courtney Walker (the Estenson’s Group point of contact at the airport) provided the board with a “letter on interest” to expand their lease area on Dec 28<sup>th</sup>. In summary, the Estensons would like to lease and develop approximately +/- three (3) acres of land southeast of and contiguous to the existing Rhett Hawk LLC leasehold. Their plan is to construct a facility similar to the existing Rhett Hawk facility. After a discussion that included timeframe for more details and “master plan” requirements, the board accepted the LOI with a year deadline for addition information (phase II). They also agreed to allow an additional year extension, if requested.
- Falcon Aero Lease renew. The AM mentioned that while auditing the airport leases for the County Auditor, he discovered an issue with the Falcon Aero lease. Falcon Aero is one of the companies Dick Estenson owns. The AM stated the Falcon Aero lease has expired and needs to be renewed. He mentioned that the Judge agrees, but the Judge wants the board to relook at the lease rate for the facility. The County owns the facility and rents it to Falcon Aero. The AM reviewed the current rent with the board:

| Current Falcon Aero Rent Information | Monthly  |
|--------------------------------------|----------|
| Current Rent                         | \$584.09 |

|   |          |
|---|----------|
| Land Rent only (5000sqft)<br>(At the current tier II rate (\$.22 per sqft)) | \$91.67  |
| Building Rent only (2,400 sqft)   | \$492.42 |
| Price per sqft  | \$0.21   |

The AM also reviewed changes he made to the land leased around the building. The amount of land associated with the lease shrunk from 5,000 sqft to 4,750 sqft to account for the extension of Airport Road that was completed two years ago. After reviewing the “comps” on and off the airport; taking into consideration the quality of the facility; and the amount of upgrades Falcon Aero has already put into the building, the board recommended increasing the rent for the building to \$.25 per sqft monthly. Here is the breakdown of the recommended rent:

| Proposed Falcon Aero rent information                     |          |
|---|----------|
| New Rent  | \$687.08 |
| Land only ((4750sqft x \$.22 (Tier II rate))/(12 months)) | \$87.08  |
| Building only (2,400 sqft)                                | \$600.00 |
| Proposed Price per sqft                                   | \$0.25   |

Note: The Estenson representatives (Hailey and Rosemary Estenson) did not object to the increase. Hailey did ask if the duration of the lease and the extension were going to stay the same (i.e. 5-year lease with a 1-year extension). The answer was “yes”.

- Airport Rescue Plan Act (ARPA) review and recommendation. On Jan 10<sup>th</sup>, Commissioners Court reviewed the grant agreement associated with the Airport Rescue Plan Act (ARPA) (3<sup>rd</sup> round of the COVID 19 relief acts). If the County accepted the grant, the airport would receive \$59K. During the review, the Judge identified several concerns with the wording of the grant agreement. The main concern was related to the requirement to implement a “face covering policy” in accordance with the CDC and TSA guidelines. Due to these concerns, the Court tabled the agreement and requested that the AM contact TXDOT for clarification, and in addition, the court wanted to know what other airports in the area were doing. The Court also wanted the opinion of the AAB on ARPA. Tasked by the Court, the AAB reviewed and discussed the ARPA agreement. The consensus of the board was that they do not support the federal requirement to implement a “face covering policy”. The AM mentioned that the airport/County has already accepted the first 2 rounds of grants (CARES Act (\$69K + the CIP phase II sponsor’s share (~\$200K) and CRRSAA(\$23K)). The AM also mentioned that he contacted TXDOT last week and according to comments he received, TXDOT was unaware of the face covering policy until the AM mentioned it. TXDOT also mentioned that their legal team is investigating/researching this requirement. In addition, as for the request to contact similar airports in the area, the AM summarized their responses...“No mask mandates by any of them”. Finally, the AM pointed out that a decision to accept the agreement was not required until June 30, 2025, so we have time to see if things change in the near future. After the discussion concluded, Mr. Smith gave the board 3 options to decide on:
  - Recommending accepting the agreement
  - Table the topic for 6 months
  - Outright recommend not to accept the agreement

The board unanimously recommended to table it for 6 months.

- Pavement Report by HVJ– The AM reviewed the recent pavement report done by HVJ. The report basically concluded that the terminal ramp needs work. HVJ stated that it is recommended to limit the weight on aircraft on the ramp to 23K pounds for single wheel aircraft and they DON'T recommend dual wheel aircraft of any weight. Aircraft with dual wheels are the main customer of the FBO. The AM mentioned that Ethan and he attended a ZOOM meeting with TXDOT and Garver to discuss options. The consensus of the meeting was to conduct more test. Garver was going to ask HVJ for a quote to conduct boring test on the apron from the “bravo” taxiway to the helipad. Right prior to the meeting, the AM received an estimated cost of the test (\$30K). The board expressed their concern, and will standby until we get a final recommendation from Garver and TXDOT.
- Admin stuff:
  - The board approved moving the Feb meeting to Feb 22<sup>nd</sup> (Tuesday) because of President’s Day (County Holiday).

## **OLD BUSINESS.**

- CIP updates:
  - Phase II update. The AM gave an update on the phase II project. On Dec 14<sup>th</sup>, the airport received bids for contractors and after evaluating the bids, a contractor was selected (Cox Commercial). The AM gave the board a schedule of upcoming milestones (i.e. TXDOT and Cox are required to finalize their contract by Feb14, and the AM expects to have a pre-construction meeting within 2 weeks after the contract is signed).
  - Planning Study Update. Garver provided an update during the executive session.
- SSBT update – The AM mentioned that he had no update on the progress of this item. We are still waiting on the Judge’s review.
- Project Updates
  - PAPI installation – The equipment should be delivered by the end of the month. After the equipment is inspected by F&W, they will coordinate an installation date.
  - The Crack seal and restriping project – This project is complete.

## **REPORTS**

EAA report – Mrs. Mooney mentioned that the EAA will conduct a “Young Eagles” event in Feb. She also mentioned that their scholarship winner just solo’ed and anticipate his checkride in March.

David Smith reviewed the fuel sales for last year (530K gallon sold), and Tim Lehmborg reviewed the sale tax reports for the City and County.


**ADJOURNMENT** (the open meeting concluded at 2:50pm). Our next meeting is Feb 22nd.

**Executive Session:** Garver presented the board with a facility presentation, as part of the on-going planning study.

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



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# Agenda

- New members introduction
- Chairman and Vice elections
- 1. Call to Order
- 2. Approval of Minutes
- 3. Airport Manager's Report
- 4. Open floor (Crosswind, TFS, Tac Aero, and guest)
- 5. New Business
- 5. Old Business
- 6. EAA report/update/comments
- 7. Comments-FBO, EDC, and Board Members
- 8. Adjourn

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# AAB

- Nov's Minutes Approval – vote needed
- Airport Manager's Report
  - Event Update (*Italicized - Unconfirmed*)
    - Aviation Career Day, 12 Apr 2022 - **Cancelled**
    - T-6 Fly-in, 28-30 April
    - Grumman Owners & Pilots Association Fly-in, May 9-13, 2022 (50-60 aircraft)

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# AAB

- Airport Manager's Report
  - Court Review – On 12/13, the Court approved the reappointment of David Smith and the appointment Paul Hannemann & Chad Ellebracht. They also approved the t-hangar lease for (A1) Kraig Turpin and gave approval to request ARPA funds. On 1/10, the Court tabled the ARPA agreement paperwork.
  - T-Hangar Occupancy – 100% (28) (new tenant in A-1/C-13)
  - Airport Status:

|  |  |
|--|--|
|  | Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) |
|  | Communication (CTAF, GCO, AWOS)                  |
|  | Weather Station                                  |
|  | Facilities<br>-Security Cameras installed        |
|  | Miscellaneous (Construction, Closures, etc)      |

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# AAB

- Open Floor
  - Crosswind
  - TFS
  - Rhett Hawk
  - Tac Aero
  - Guest

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# AAB

- New Business–
  - Estenson/Walker’s LOI

RHETT HAWK LLC – T82

December 28, 2021

Gillespie County Airport Advisory Board  
101 West Main Street, Unit #9  
Fredericksburg, TX 78624

Cc: Mr. Tony Lombardi

Subject: Letter of Intent

Dear Airport Advisory Board:

Rhett Hawk LLC proposes to lease and develop approximately +/- three (3) acres of land southeast of and contiguous to the existing Rhett Hawk LLC leasehold. Our plan is to construct a facility similar to the existing Rhett Hawk facility.

Our organization and allied companies have a track record of proven successes at Gillespie County Airport, and we intend to continue that tradition.

Upon approval of this letter of intent by the Gillespie County Airport Advisory Board, we will begin concept development for the project. At this time it is not feasible to estimate total project cost or a construction start date.

I am available, with reasonable notice, to answer questions concerning this proposed project.

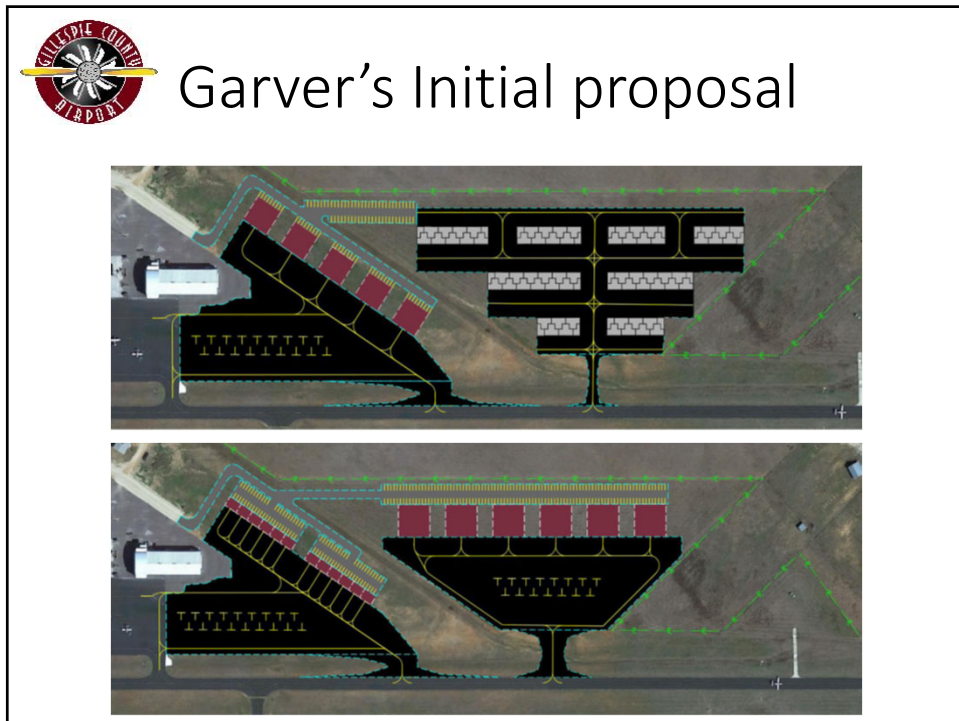
Sincerely,

Courtney E. Walker

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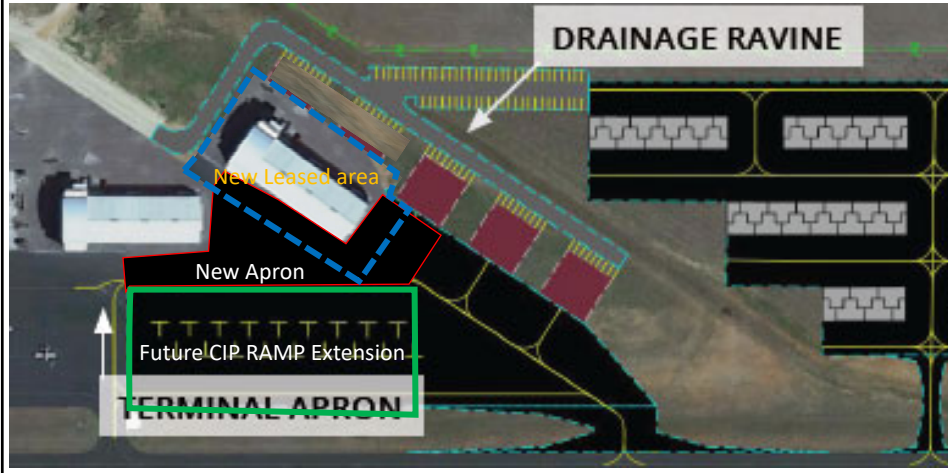


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# Initial design example



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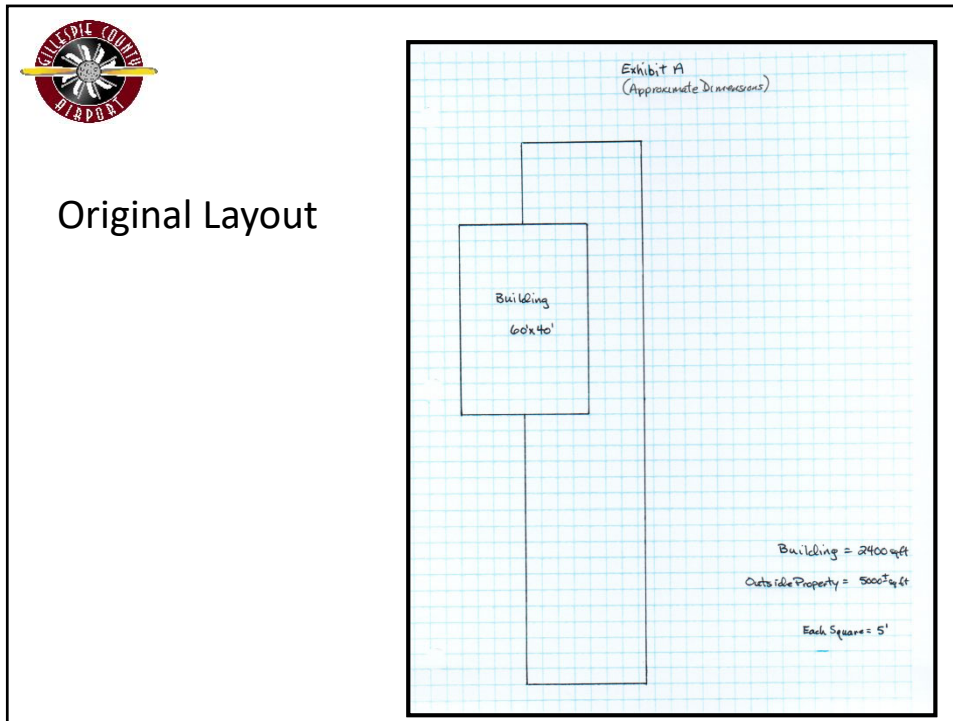


# AAB

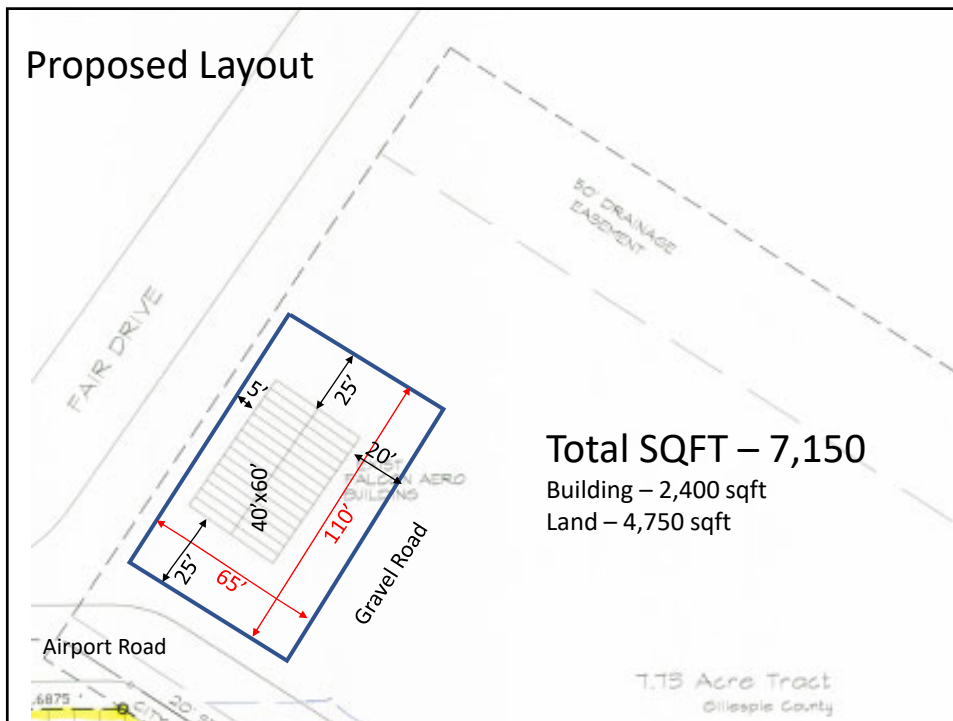
- New Business Con't–
  - Falcon Aero Lease renew (Originally signed in 2015)

| <b>Current Falcon Aero Rent Information</b>                                 | Monthly  |
|---|----------|
| Current Rent  | \$584.09 |
| Land Rent only (5000sqft)<br>(At the current tier II rate (\$.22 per sqft)) | \$91.67  |
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| Price per sqft  | \$0.21   |

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## Task - Relook at Rent

|   | <b>Description of COMPs</b>             | <b>Price per sqft</b> |
|---|---|-----------------------|
| 1 | Aircraft Storage - FBO                  | \$0.55                |
| 2 | County T-hangars                        | \$0.20                |
| 3 | Private T-hangars (estimate)            | \$0.25                |
| 4 | Another Closet Self Storage             | \$0.51                |
| 5 | TivyDale Business Park - old buildings  | \$1.00                |
| 6 | TivyDale Business Park - new building   | \$1.25                |
| 7 | Josh Kramer's Storage (on Hwy 290 west) | \$1.25                |
| 8 | 224 Business Court                      | \$1.20                |
| 9 | Rhett Hawk                              | \$0.80                |
|   | Average                                 | \$0.78                |

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## New Proposed Rent

| Proposed Falcon Aero rent information                     |          |
|---|----------|
| New Rent  | \$687.08 |
| Land only ((4750sqft x \$.22 (Tier II rate))/(12 months)) | \$87.08  |
| Building only (2,400 sqft)                                | \$600.00 |
| Proposed Price per sqft                                   | \$0.25   |

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# AAB

- New Business Con't–
  - Airport Rescue Plan Act (ARPA) review and recommendation
    - ARPA - \$59K (3<sup>rd</sup> round of COVID relief)
    - Offer Expiration Date: Accepted by the Sponsor on or before June 30, 2025
    - Use By: August 19, 2025
    - Court's concerns relate to paragraph 21

*"21. **Face Coverings Policy.** The Sponsor agrees to implement a face-covering (mask) policy to combat the spread of pathogens. This policy must include a requirement that all persons wear a mask, in accordance with Centers for Disease Control (CDC) guidelines and Transportation Security Administration (TSA) requirements, as applicable, at all times while in all public areas of the Airport property, except to the extent exempted under those requirements. This special condition requires the airport Sponsor continue to require masks until Executive Order 13998, Promoting COVID-19 Safety in Domestic and International Travel, is no longer effective."*

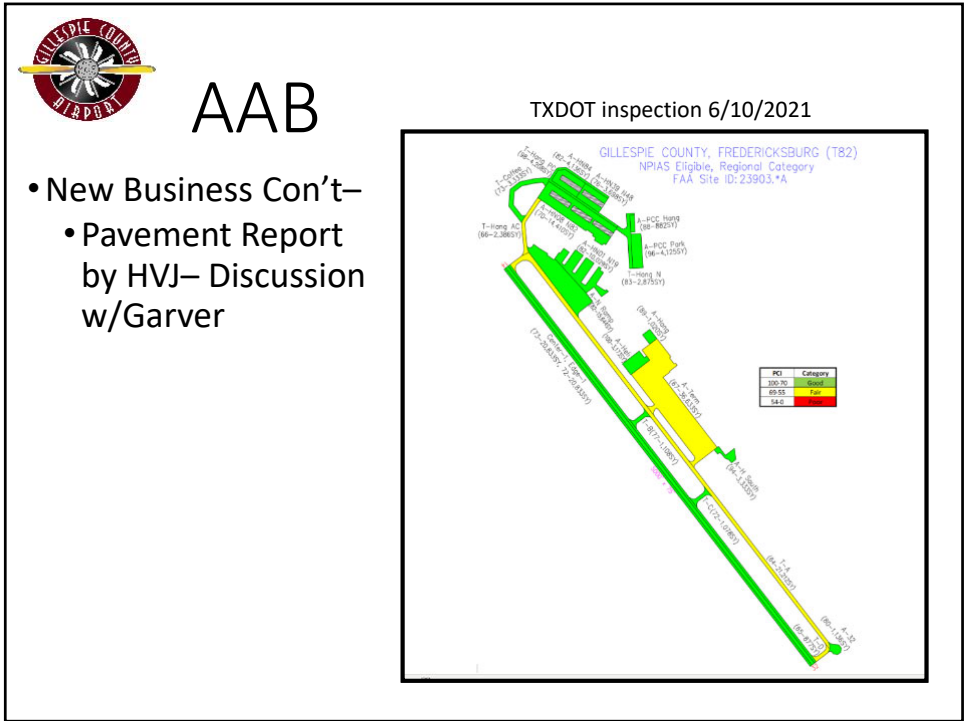
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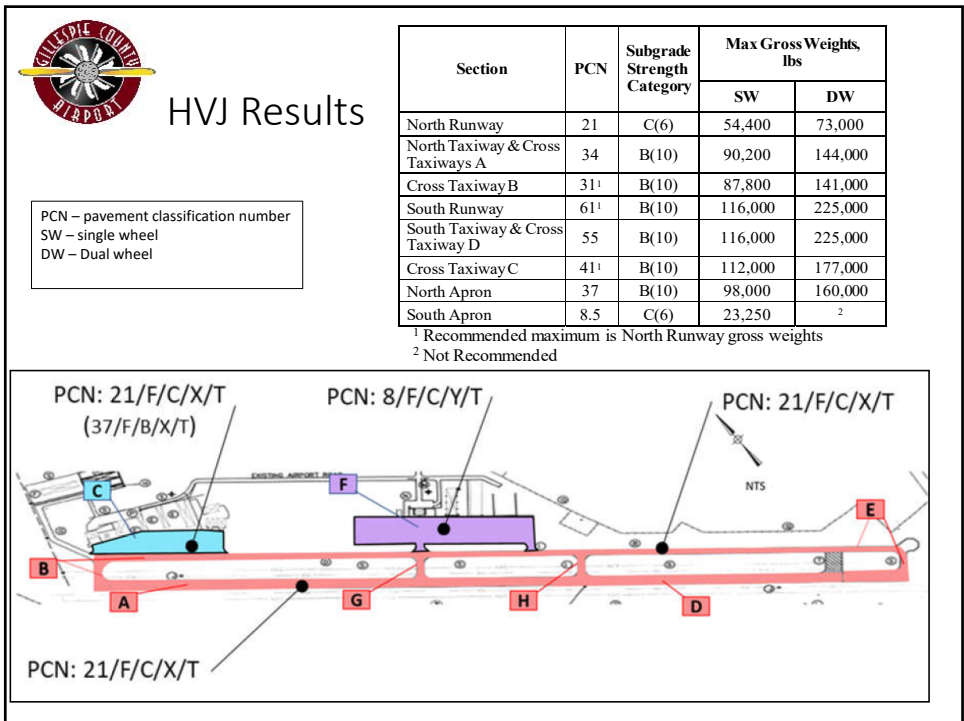
## Other Similar Airports

| Airport   | Accepted CRRSAA | Accepted ARPA | Comments from Airport Managers  |
|---|-----------------|---------------|---|
| Hondo (South Texas Regional Airport (KHDO))               |                 | Pending       | Unaware of the requirement...We have put signs on all city office doors that Masks are "recommended"  |
| Cleburne Airport (President of the Texas Airport Council) | Yes             | Yes           | We also recommend face coverings and have it posted on all city facilities. We do not mandate it  |
| Brady (Curtis Field Airport)                              | Pending         | Pending       | Saw the requirement and initiated the conversation with City administration.  |
| Pleasanton Airport  | Yes             | Yes           | We have signs that recommend the wearing of a mask but is not mandated  |
| Rockport Airport  | Yes             | Yes           | I saw this too and felt like it would be easier to ask for forgiveness than go against the rest of the state, county, and city mask policies. |
| Kerrville   | Yes             | Pending       | They have not changed their face covering policies at their airport...No mask mandate   |
| Uvalde Airport  | Pending         | Pending       |   |

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## Pavement Discussion

- Terminal Ramp (PCN 8 with no dual wheel)
  - 20+ years old
  - Garver is recommended boring test from (Bravo to Helipad)
- Statewide Program
  - Rehab vs reconstruction


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## AAB

- New Business Con't–
  - February's Meeting Date – County Holiday (Feb 21st)

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# AAB

- Old Business:
  - Capital Improvement Projects (CIP)
    - Phase II update T82
      - Contractor selected – Cox Commercial
        - Deadline for Contract - Feb 14<sup>th</sup>
        - Pre-Construction meeting (within 2 weeks of contract)

|                | Base Bid       | Alt 1 (relocating the north entrance to the terminal ramp) | Alt 2 (installing ramp lights) | Total Bid      | Contingency (10%) | Garver's fees (this price could go down) | Design Services | Total Cost     |
|----------------|----------------|--|--------------------------------|----------------|-------------------|--|-----------------|----------------|
| Cox Comm       | \$1,895,765.00 | \$355,700.00   | \$41,500.00                    | \$2,292,965.00 | \$229,296.50      | \$215,000.00                             | \$204,300.00    | \$2,941,561.50 |
| Don Jackson    | \$2,041,472.50 | \$323,464.33   | \$62,956.50                    | \$2,427,893.33 | \$242,789.33      | \$215,000.00                             | \$204,300.00    | \$3,089,982.66 |
| Diamond X      | \$2,097,520.30 | \$415,187.48   | \$67,713.26                    | \$2,580,421.04 | \$258,042.10      | \$215,000.00                             | \$204,300.00    | \$3,257,763.14 |
| Kwest Group    | \$2,149,254.62 | \$456,586.50   | \$37,910.00                    | \$2,643,751.12 | \$264,375.11      | \$215,000.00                             | \$204,300.00    | \$3,327,426.23 |
| AKCO           | \$2,820,185.00 | \$606,625.00   | \$78,875.00                    | \$3,505,685.00 | \$350,568.50      | \$215,000.00                             | \$204,300.00    | \$4,275,553.50 |
| Garver (EEOPC) | \$2,241,000.00 | \$302,000.00   | \$43,000.00                    | \$2,586,000.00 | \$258,600.00      | \$215,000.00                             | \$204,300.00    | \$3,263,900.00 |

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# AAB

- Old Business:
  - Capital Improvement Projects (CIP) – con't
    - Planning Study Update – During executive session
  - SSBT Expansion – No update
  - Projects
    - PAPI installation (estimated shipping date 01/28/22)
    - Crack seal – Completed (T's and taxi lines restriped on 1/10/22)

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# AAB

- EAA report/update/comments
- Comments-FBO, EDC, and Board Members

## Executive Session

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