

Minutes of the
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD
 Monday, Nov 16, 2020
 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		Dick Estenson
Steve Allen		Mark Cornett
Tim Lehmborg		Jacob Grant
	Absent	Barry Wagner

CALL TO ORDER

The meeting was called to order at 1:32 PM by the Chairman, Mike Roberts

APPROVAL OF MINUTES

Minutes of the regular Oct 19, 2020 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.
 - Events:
 - Santa Fly-in, sponsored by Crosswind – 19 Dec
 - Court Action – The AM reviewed the following item - On 11/09, Court approved the selection committee’s selection
- Mishap Report – The AM gave a quick summary of the mid-air on Nov 6th, which lead to a fatality northwest of the airport
- T82 History – The AM mentioned that he has started writing the history of the airport.
- T-hangars occupancy update. The AM stated that we are 100% full...waiting list is at 22

NEW BUSINESS

- 10-8 Phase II Presentation. Mark Cornett and Jacob Grant presented their phase II presentation to the board. (See attached slides). After the presentation, the Estenson group, led by Lucas Walker provided their objections to the proposal. They were mainly concerned about the usage of the property and the possible noise pollution produced by the tenants of the warehouse. Mr. Smith motioned, and the board voted to table the vote until the board could discuss it further.
- Crosswind Aviation’s LOI for an aircraft storage hangar – Gwen presented the board with a LOI to build an aircraft storage hangar north of the Carruth’s private hangar. This LOI was a last minute add to the agenda, so the board had not had time to thoroughly review it. The board was also concerned about the size of the hangar. The Airport’s “Minimum Operating Standards” require aircraft storage hangars to be

10K sqft, and Gwen was purposing 8K sqft. Mr. Smith motioned, and the board voted to table the vote until the board could discuss it further.

- New Sweeper – The AM presented the board with a quote to purchase a new “Fod Boss” sweeper for the airport. The new sweeper will double the size of the current one, which will reduce the required time to sweep the airport. This purchase will use RAMP funds, and the board approved (unanimously)
- Board’s Recommendation for Gary’s replacement – Mike Roberts announced the board’s recommendation of Greg Snelgrove to replace Gary Stehling (vote was conducted via email).
- Board Member Reappointment
 - The board unanimously recommended re-appointment of Steve Allen and Bob Hickerson
- Vote on Cancelling December’s Meeting – The board voted to cancel their December meeting
- Move January’s Meeting (MLK Day) – The board moved their January meeting to Tuesday, Jan 19th @1:30
- Vice Chairman selection – Tim Lehmborg volunteered to replace Gary Stehling as Vice Chairman, and the board approved (unanimously)
- Santa Fly-in Discussion – The AM reviewed Comm Donnie Schuch’s concerns and directions in regard to holding public events during the pandemic. Gwen provided the board with her COVID mitigation plan for the event, and the board approved (unanimously). Gwen plans to present her plan to Commissioners Court.

OLD BUSINESS.

- CIP updates:
 - Phase II update. David Smith announced the selection of Garver as the consultant engineering firm, and the AM reviewed the project’s timeline.
 - Planning Study/Action plan – The AM provided an update...the project will go before the February TXDOT commissioners’ board for approval.
- Airport Zoning Ordinance/JAZB update – The AM gave a quick update on the JAZB. The City is going to replace Gary Neffendorf on the board. It will be announced at the next City council meeting.
- Water Line/Fire Hydrant (Cares Act Project) project and the zero-turn mower purchase update – The AM told the board that both projects remain on hold.

REPORTS

EAA report – Mrs. Mooney stated that there is nothing to report from the EAA group. Steve Allen mentioned that their group is meet monthly.

Dave Smith reviewed the fuel sales and Tim Lehmborg reviewed the sale tax reports for the City and County. David Smith told the board that the north fuel tank is operational.


Crosswind Update – Gwen provided an update to her flight/ground school. She stated that they currently have 15 active students. She also mentioned that her veteran’s rides on Nov 7th, and her sponsored flyover on Veteran’s Day were a success.

ADJOURNMENT (3:10 pm) and next our next meeting is Jan 19th.

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

- Oct's Minutes Approval – vote needed
- Airport Manager's Report
 - Event Update
 - Santa Fly-in, sponsored by Crosswind – 19 Dec (?????)
 - Court Review – On 11/09, Court approved the selection committee's selection
 - Mishap report
 - Airport History
 - T Hangar Occupancy – 100% (22)

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AAB

- New Business –
 - 10-8 Phase II Presentation



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Cover Letter

Mr. Lombardi and AAB,

Thank you for taking time to review and act on this project in Phase I. This submittal is for Phase II approval. The purpose of this project is to provide GT Development and related companies an enclosed warehouse and office to operate. Currently, these companies are utilizing space at the Tivydale Business park and temporary offices at a construction site.

There are two proposed buildings on this site. The west (rear) building will be for the GT Development and related companies to do business. Initially, the west building will be adequate to accommodate the GT development related companies. If further space is necessary, they will move into the east building. The east (front) building will have lease flexibility by providing (4) office spaces along Business Court (600 square feet each) or warehouse space with offices in the (4) remaining 30' x 85' bays. These will be plumbed for restrooms and have north entry walk through doors and south facing overhead doors as shown in the architectural plans. Initially, the large bays will be unfinished to wait for specific tenant needs.

This project will provide necessary lease space to serve the needs of Gillespie County businesses who need quality space in an accessible location. The lease space can accommodate light manufacturing, building contractors who need an office / warehouse space, or professional office space. The completed project will provide property tax revenue to local entities on the improvements, sales tax revenue through the small businesses that occupy the space, and revenue to the Airport for the ground lease. The Phase II Guidelines requires that the applicant address in reasonable detail issues related to engineering of the site, building specifications, budget, and finance plan. These are addressed in the attached plans with additional comments provided by each subject area below.

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Engineering:

- a. A topographic survey and boundary of the lease limits, along with field notes to be used in Phase III lease documents is provided. Survey data shows the utility locations.
- b. A dimension control plan provides firelane and parking dimensions for the site along with surface materials. Includes a pavement and sidewalk cross section.
- c. Grading Plan / Drainage Plan. Site is relatively flat and will drain to both the Business Court street, a rear drainage swale, and southward directly into the storm water detention pond that will be constructed by the Gillespie County Airport. The design challenge is to have a narrow site with buildings along with the necessary ADA access requirements for parking and the sidewalk cross slopes at each possible entry door. The site has curb and gutter to help efficiently carry the storm water runoff to the designated swale or street.
- d. Utility Plan. Water, wastewater, and underground electric are shown.
- e. The foundation design as per geotechnical report will likely be a post tension system. This will be required for City building permit approval as the size of buildings require foundation design. Preliminary reports are to have a select fill building pad along with a post tension slab on the building pad. Detailed plans will be developed once selection of building package and related loads are provided. The geotechnical report from Rock Engineering is included.

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Building specifications:

- a. The building specifications are shown on architectural sheets.
- b. The overhead doors will be 12' wide by 14' tall in each of the designated bays. The metal building will have R-Panel roof and siding, along with added masonry accents. The metal building will be insulated. Walkthrough doors and windows are shown on the elevation plans. Electric service will be to each of the 30' bays in the west building. Common water and wastewater will be provided through one meter.

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Budget

- a. The project budget for design and construction is approximately \$1,488,000. A breakdown of the budget is as follows:
 - i. Design \$ 43,000
 - ii. Site Work \$ 280,000
 - iii. Building and slab \$1,030,000
 - iv. Contingency \$ 135,000

Currently, the site work package is being reviewed by Allen Keller Company. The building package is being reviewed by DR Welding. Both have provided construction services on other sites at the Gillespie County Airport. Finish out will be by GT Development subcontractors.

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Finance Plan

- a. The project will be financed with 20% equity / 80% debt. 10-8 Properties, LLC is in discussions with local lender who has experience lending to other projects on the airport with the ground lease terms.
- b. The timeline for the project is as follows:
 - i. Phase I – approved
 - ii. Phase II – approval November 2020
 - iii. Phase III – lease agreement through County by early January 2021
 - iv. Construction – February 2021- Summer 2021
 - v. Certificate of Occupancy by fall of 2021.

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Project Highlights: 10-8 Properties, LLC Business Park Project

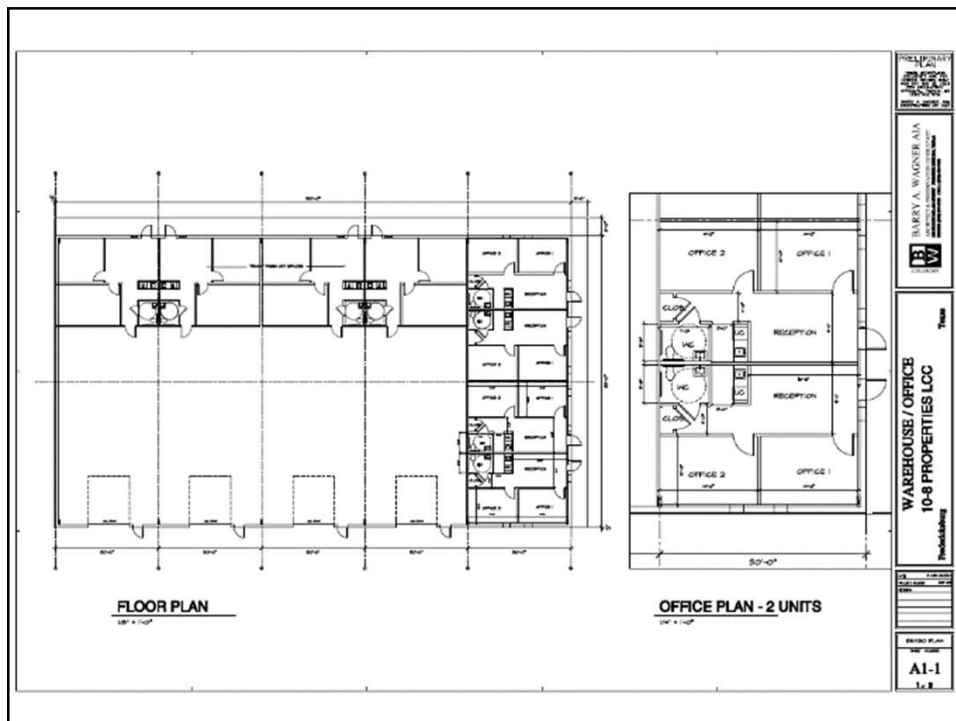
- East building (85'x150') will be lease space
 - (4) finished out 600 s.f. office spaces facing Business Court
 - Each office space includes (2) offices, reception, and restroom
 - Ideal for small professional office needs
 - (4) unfinished (85'x30') bays. These will be rough plumbed for combined office/warehouse space. Depends on users needs for finish out.
 - North facing walkthrough doors and south facing overhead & walk-through doors
 - See Architectural A1-1 and A1-2
- West building (85'x60') will be owner occupied for GT Development and related companies. Warehouse space to be used for staging home construction items (fixtures, doors, windows, cabinets, etc.)
 - See Architectural A1-3

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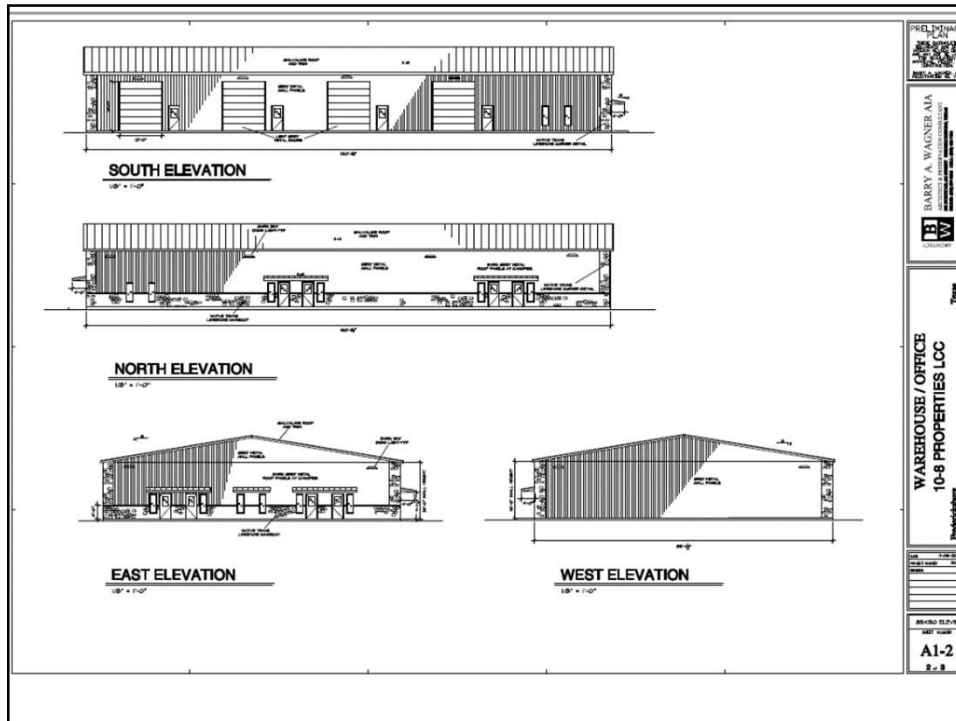
Project Benefits:

- Proper utilization of Airport Business Park land
- Generates lease revenue, sales tax revenue, and property tax revenue
- Compatible use - architecturally matches other airport facilities
- Provides small office spaces for lease – currently in short supply
- Provides office / warehouse space for lease – currently in short supply
- Space provides up to 10 small businesses a place to call home
- Infrastructure in place to support traffic, utilities, drainage

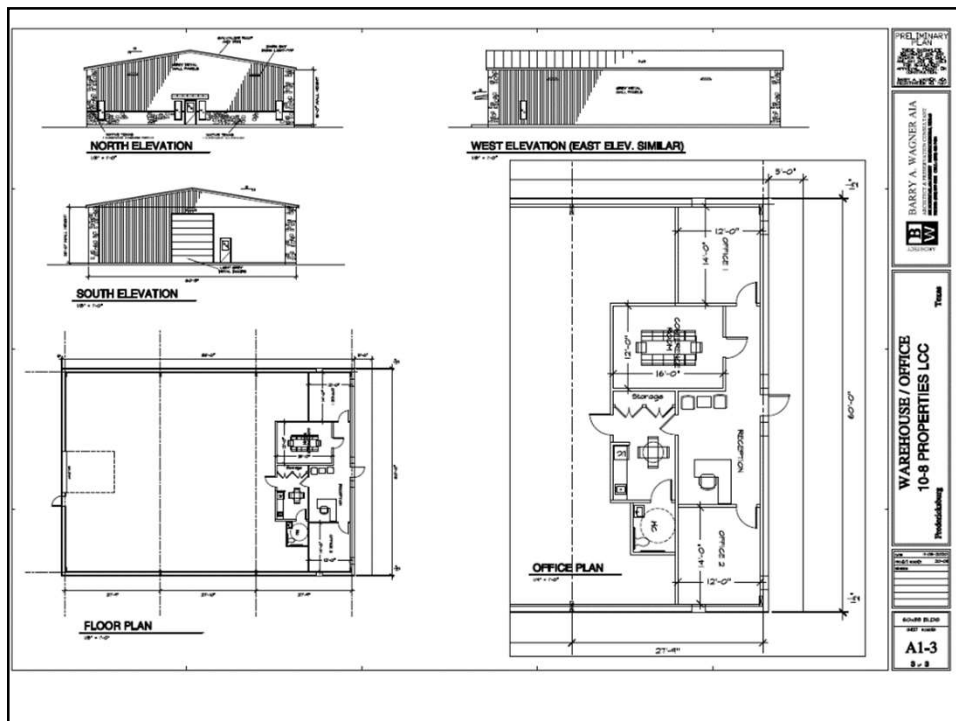
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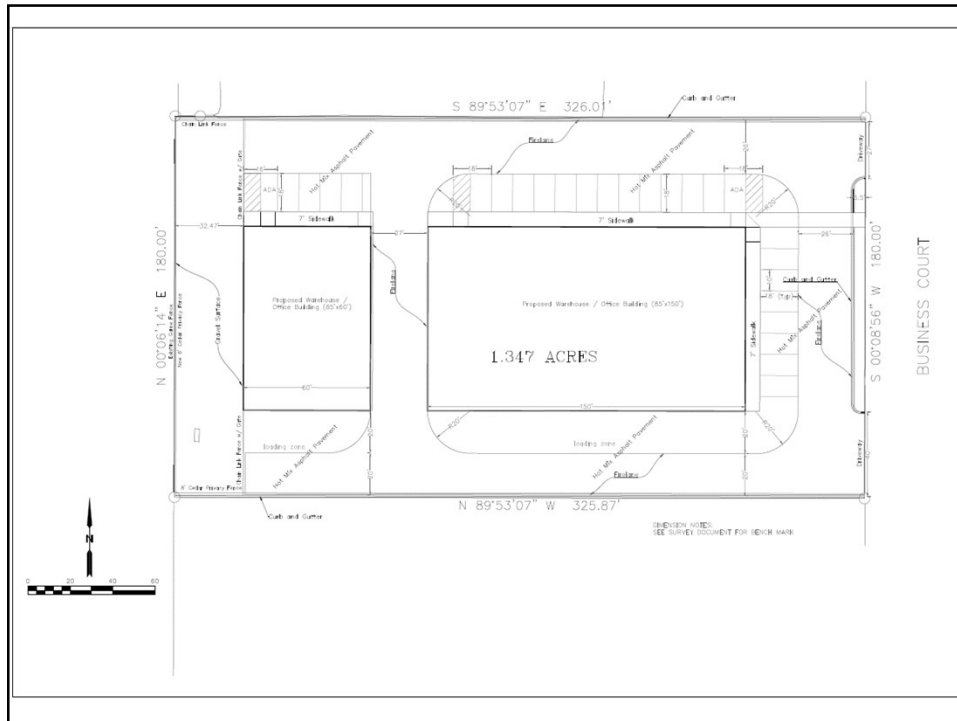
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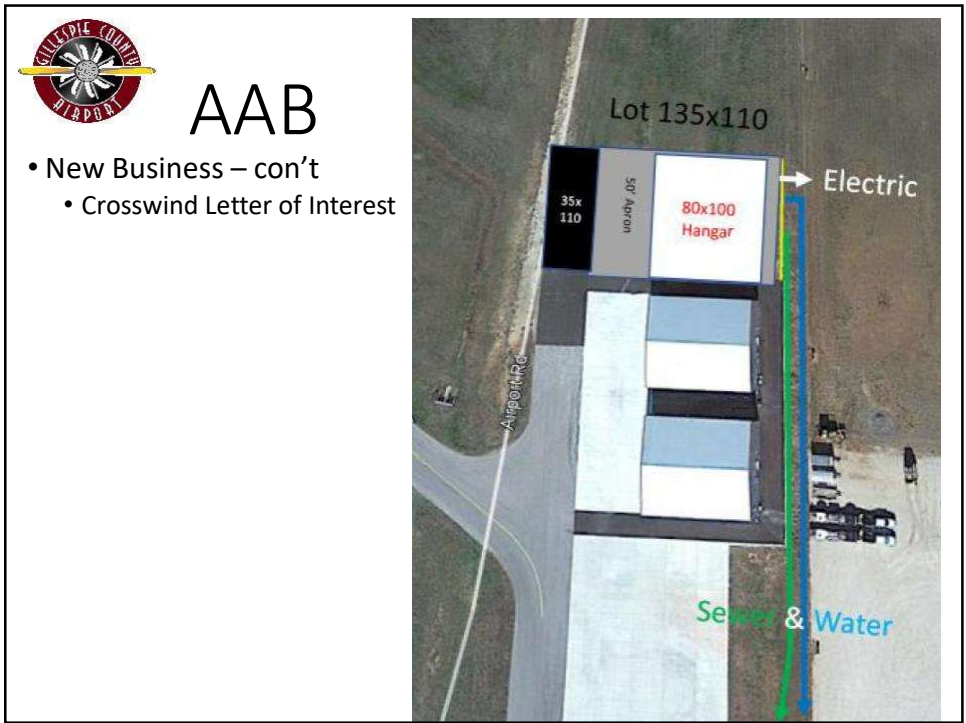


AAB Action

- Questions
- Motions/Vote needed to move to phase III (Lease development and Court approval)




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 **AAB**

- New Business – con't
- Crosswind Letter of Interest

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LETTER OF INTENT

This is my Letter of Intent to start the process for building a hangar at Gillespie County Airport. This will be under the Category in the Gillespie County Airport Development Policy of Aircraft Storage Facilities. It will be for the benefit of Crosswind aircraft but also for other aircraft that might need temporary storage until they are able to obtain long term storage.


The location of the proposed hangar will be next to the Carruth Hangar. The building foot-print will be 100' x 80'. I understand that the minimum for Aircraft Storage Facilities is 10,000' but it is not possible at this site. There will be 5' between the existing hangar and the required access at the back side of the hangar. We will also build the required 50' asphalt apron.

The services required will be electric, water, and sewer. The hangar will have a bathroom and small kitchen. We will pay for these services.

Once again I understand that the minimum building size is 10,000' but am requesting 8,000' to accommodate the size lot available. The hangar construction will be to Airport Standards and match current hangars next to it.


This project is a joint venture of Gwen Fullbrook, Crosswind and Bryan Bierschwale. Financing of the project is in place and a contractor is under consideration. A final cost has not been determined. The lease requested is the required 30 year ground lease with 3% of gross revenues of rental.

Thank you for your consideration.


 Gwen Fullbrook
 Crosswind
 75 Airport Road
 Fredericksburg, TX 78624s


Gwen Fullbrook

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AAB

- New Business – con't
- New Sweeper (RAMP)



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Quote

Ph. 303-697-9692 Fax: 303-697-9693 Customer ID: Gillespie Co. AP

Quotation valid until: 12/31/2020
Prepared by: Steve Clark


Quotation For: Tony Lombardi
Gillespie County Airport
tlombardi@gillespiecounty.org
(830) 990-5764

SALESPERSON	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
SC		14-21 Days ARO	Truck	Fredericksburg, TX	30 Days Net

ITEM NUMBER	DESCRIPTION	Price ea.	Qty	Ext Price	
1	FB-8GF Ultimate FOD'BOSS ASSEMBLY	\$6,159.00	1	\$6,159.00	
2	FB-57 Duplex Hitch Bar	\$550.00	1	\$550.00	
3	FB-99 Duplex Tow Ball Adaptor	\$235.00	1	\$235.00	
4	FB-46 Roller Storage Dug (optional)	\$412.00	1	\$412.00	
5	Freight Expense Included	\$0.00		\$0.00	
				TOTAL	\$7,356.00

Please add 3% processing fee if using credit card for purchase.

Should you have any questions regarding this quotation please contact me.
Thank you very much for the opportunity,
Sincerely,
Steve J. Clark
Phone: 702-695-6656
Cell: 480-286-4242
Fax: 702-396-6065
Email: sclark@mystikinc.com



THE FOD'BOSS
Ultimate Airfield Sweeper
U.S. Patent # 8,639,878 B2

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AAB

- New Business – con't
 - Board's Recommendation for Gary's replacement
 - Board Member Reappointment
 - Steve Allen and Bob Hickerson
 - Vote on Cancelling December's Meeting
 - Move January's Meeting (MLK Day)
 - Tuesday, Jan 19th @1:30
 - Vice Chairman selection
 - Santa Fly-in Discussion

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AAB

- Old Business Continue
 - CIP
 - Phase II
 - RFQ was released (Oct 5th)
 - Responses are due - Tuesday, Nov 3rd by midnight
 - Selection board Results (Sent to TXDOT on 11/10)
 - [Updated Timeline](#)
 - Planning Study/Action plan
 - RFQ details inputted in EGrants
 - Pending approval (February TXDOT Commissioner's Board)
 - Airport Zoning Ordinance/JAZB update
 - On hold until the City replaces Neffendorf on the board (Nov 16th)
 - Water Line/Fire Hydrant (Cares Act Project) – Update
 - Placed on hold on Oct 13th, due to FAA renegeing on policy
 - Zero-Turn mower purchase is on hold – Buy American issue

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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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Fuel Market Oct 20.xlsx T82 Fuel Market 2020 11/3/2020

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
AvGas - Gals													
Gilaspie Air Services @ Retail	6,355	8,732	7,920	6,333	10,472	11,518	10,534	11,550	10,236	13,628			
Net total AvGas Market T82	6,355	8,732	7,920	6,333	10,472	11,518	10,534	11,550	10,236	13,628			
Total Market, Same Month, Prior Yr	7,923	8,036	10,023	13,510	7,901	9,171	9,995	11,337	11,298	10,898	10,949	8,377	119,417
Percent Growth (Decline)	-20%	9%	-21%	-53%	33%	26%	5%	-2%	-9%	23%			
Cumulative YTD - This Year	6,355	15,086	23,007	29,340	39,812	51,330	61,864	73,414	83,650	97,278			
Last Year	7,923	15,959	25,981	39,491	47,392	56,563	66,558	77,895	89,193	100,091	111,040	119,417	
Percent Growth (Decline)	-20%	-5%	-11%	-26%	-16%	-9%	-7%	-6%	-6%	-3%			
% Total by Month	21.7%	27.6%	32.5%	44.9%	40.9%	29.2%	32.2%	25.9%	28.5%	32.4%	#DIV/0!	#DIV/0!	
Jet A - Gals													
Gilaspie Air Services @ Retail	22,969	22,910	18,456	7,777	15,102	27,991	22,191	33,107	25,683	28,391			
Net Total Jet A Market T82	22,969	22,910	18,456	7,777	15,102	27,991	22,191	33,107	25,683	28,391			
Total Market, Same Month, Prior Yr	15,890	18,391	24,898	21,119	17,755	22,229	24,246	38,339	33,338	32,507	22,514	27,821	299,038
Percent Growth (Decline)	45%	25%	-34%	-63%	-15%	26%	-8%	-14%	-23%	-13%			
Cumulative YTD - This Year	22,969	45,880	62,335	70,112	85,214	113,205	135,396	168,504	194,187	222,577			
Last Year	15,890	34,281	59,169	80,288	98,043	120,272	144,518	182,857	216,195	248,702	271,217	299,038	
Percent Growth (Decline)	45%	30%	5%	-13%	-13%	-6%	-8%	-8%	-10%	-11%			
% Totl by Month	78.3%	72.4%	67.5%	55.1%	59.1%	70.8%	67.8%	74.1%	71.5%	67.6%	#DIV/0!	#DIV/0!	
Total Fuels													
Total Fuels Market T82 - Gals	29,324	31,642	24,376	14,110	25,573	39,509	32,725	44,657	35,919	42,018			
Total Market, Same Month, Prior Yr	23,813	26,427	34,911	34,629	25,956	31,400	34,241	49,676	44,636	43,406	33,464	36,199	418,455
Percent Growth (Decline)	23%	20%	-30%	-59%	0%	26%	-8%	-10%	-20%	-3%			
Cumulative YTD - This Year	29,324	60,966	85,342	99,453	125,026	164,535	197,260	241,917	277,836	319,855			
Last Year	23,813	50,219	65,150	110,779	145,435	176,835	211,076	260,752	305,987	348,793	382,257	418,455	
Percent Growth (Decline)	23%	23%	0%	-17%	-14%	7%	-7%	-7%	-9%	-8%			
Market Change by Quarter													
Market by Quarter			1st		2nd		3rd		4th	YTD Totals			
Percent change 2019 to 2020			0%		-14%		-12%						
Year 2020 Total Fuels by Quarter			65,342		70,193		113,301			277,836			
Year 2019 Total Fuels by Quarter			65,150		91,685		128,952			418,455			

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SEPTEMBER SALES RECEIPTS (ADJUSTED)

November 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	491,535	574,201	558,505	520,494	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	498,584	475,679	457,183	401,845	386,175
NOV	596,279	506,459	494,666	459,809	464,350
DEC		540,085	457,382	440,915	426,411
Total	5,630,361	6,152,318	5,838,691	5,393,022	5,205,787

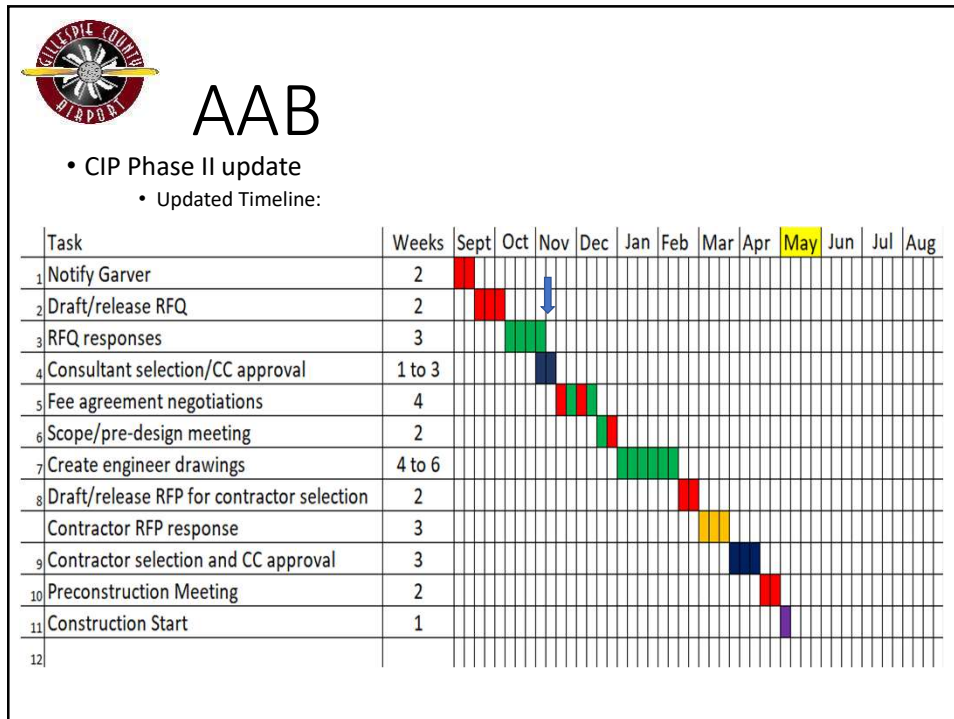
	Nov 20	Nov 19	Change	YTD 2020	YTD 2019	Change
Fredericksburg	596,279	506,459	17.73%	5,630,361	5,612,233	0.32%
Gillespie County	302,280	482,010	-37.29%	2,792,093	2,813,535	-0.76%
Combined	898,559	988,469	-9.10%	8,422,454	8,425,768	-0.04%

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	242,596	252,663
MAR	215,571	197,108	178,841	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	184,622	181,154
OCT	233,570	212,502	196,721	173,353	164,353
NOV	302,280	482,010	223,264	208,493	201,635
DEC		262,289	212,117	205,433	190,816
Total	2,792,093	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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