

Minutes of the
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD
 Wednesday, Feb 22, 2023
 @ County AgriLife Building

MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
David Smith	Tony Lombardi, Manager	Ethan Crane
Keith Keller	Bobby Watson, City	Bev Smith
Judie Mooney, EAA Rep		Chandler Bartley
Steve Allen		Dawn Duley
Paul Hannemann		Gwen Fullbrook
Chad Ellebracht		
Tim Lehmborg		
Absent		
	Keith Kramer, County	

CALL TO ORDER

The meeting was called to order at 1:30 PM by the Chairman, Steve Allen

APPROVAL OF MINUTES

Minutes of the regular Jan 18, 2023 meeting were approved.

AIRPORT MANAGER’S REPORT

- Upcoming Events/Court Actions – The Manager reviewed the upcoming events for the airport and the recent commissioners court actions.
 - Event Update –
 - TXDOT Avn Conference – Apr 12th -14th
 - Tac Aero Fly-in – Apr 22nd
 - T-6 Formation Clinic – Apr 26th -30th
 - EAA “Young Eagles” Flight – May 13th
 - Airport Day (75th Anniversary) - May 20th
 - Cessnas 2 Oshkosh Formation Clinic – May 21st
 - Court Actions – On Feb 13th, the Commissioners approved the exterior mod of Gray’s hanger, the ARPA Grant agreement, and the “Letter of Interest” for our next CIP project.
- T-hangars occupancy update. The Manager stated that we are 100% full...waiting list is at 27.
- Airport Status – the Manager reviewed the current status of the airport.

	Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs)
	Communication (CTAF, GCO, AWOS)
	Weather Station

Facilities
Miscellaneous (Construction, Closures, etc)

- Airport Development Update:
 - Active Private Projects

#	Developer	LOI Date Rcv'd	Status	Comments
1	Rhett Hawk Expansion	12/28/21	II	Expired
2	FBO Expansion	02/02/22	IV	
3	Darren Flores (Private Hangar)	02/18/22	IV	
4	224 Bus Crt LLC (2.55 acs south of SSBT)	6/22/22	II	LOI update received and accepted 01/18/23

OPEN FLOOR

- Crosswind Aviation. Gwen Fullbrook announced that in celebration of Women’s History Month, Crosswind Aviation is sponsoring the WASP exhibit. It will be displayed at the terminal building from Mar 6th through Mar 9th. After that date, the exhibit will be moved to the Nimitz Museum.
- Dawn Duley gave a quick update on Tac Aero Maintenance, the Tailwheel Academy and Rhett Hawk.

NEW BUSINESS

- 2024 Eclipse OPLAN review and Discussion. The airport manager reviewed the eclipse planning team’s proposed plan to support the total eclipse in 2024. The planning team consisted of the airport manager, Steve Allen, Judie Mooney, Chad Ellebracht, Ethan Crane and his staff, and Courtney Walker and her event planner. During the discussion phase, Mr. Smith stated his disapproval with the plan and stated that he would not support it. After further discussion, a motion was put forth and seconded to recommend sending the OPLAN to Comm Court for their approval. The vote was 4 to 2 (Smith and Keller were opposed).
- Airport Development discussion. The Manager started off the discussion asking for the board’s stance on available land at the airport. Do we honor the newly signed Airport Layout Plan (ALP) as the guide to development or do we allow modifications? The board recommended using the ALP. The Manager stated that he will update the airport website to reflect the current available land options. Following that discussion, the Manager presented a modification to the airport development process. This included a new “letter of intent” template and a new “development agreement” document. The creation of the development agreement was recommended at the January board meeting. The board unanimously recommended approval. The Manager will present these documents and the development process to Comm Court for their approval.
- The 75th Anniversary/Open house. The Manager presented the board with the plan for the May 20th Open House and the Celebration party. The Manager mentioned that Gwen Fullbrook is helping with the planning. The board supported the plan.

- Engineer of Record (EOR) for airport development. The Manger mentioned that he has drafted an RFQ for engineering help but is delayed in releasing it. He is waiting for assistance from the County Auditor. This action was requested by the board in January.
- Updating the Minimum Operating Standards. The Manager stated that he has sent his initial edits to the board for review. He also stated that he has put a halt on the update process because he needs to finalize the development process before any further edits are done on the MOS.

OLD BUSINESS.

- CIP updates:
 - Phase II update. The Manager gave a quick update on the construction. The Manager stated that we held the final walk-through and there are still a few punch-list items remaining.
 - Lease Review – The Manager notified the board that he drafted a lease amendment for the Rhett Hawk lease and gave it to the Judge for review.

REPORTS

David Smith gave a quick update of their construction project and reviewed the fuel sales for Jan. He stated that they believe the fuel sales will be below last year's pace for the first 2 quarters but should recovery after that. Mr. Smith is still forecasting fuel sales to be above 500K gallons. Tim Lehmborg reviewed the sale tax reports for the City and County.


ADJOURNMENT (3:15). The board was adjourned. The next meeting is scheduled for Mar 20th

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

Attachment



1



Agenda

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

2



AAB

- Minutes Approval – vote needed

- Jan 18th

- Airport Manager's Report

- Event Update (*Italicized - Unconfirmed*)

- TXDOT Avn Conference – Apr 12th -14th
 - Tac Aero Fly-in– Apr 22nd
 - T-6 Formation Clinic – Apr 26th -30th
 - EAA “Young Eagles” Flight – May 13th
 - Airport Day (75th Anniversary) - May 20th
 - Cessnas 2 Oshkosh Formation Clinic – May 21st

3

TAC AERO
INAUGURAL FLY-IN

We will be hosting a dinner and party at the Hangar Hotel Conference Center.
We have rooms available at the Hangar Hotel for any guests spending the night.
THERE WILL BE LIVE MUSIC AND A BAR

DATE
AIRCRAFT ARRIVAL **APRIL 22** FREDERICKSBURG
FLYING 4PM 2PM T82 SUNSET FLIGHT 6PM

4



AAB

• Airport Manager's Report

- Court Review – On Feb 13th, the Commissioners approved the exterior mod of Gray's hanger, the ARPA Grant agreement, and the "Letter of Interest" for our next CIP project.
- T-Hangar Occupancy – 100% (27)
- Airport Status:

	Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) <ul style="list-style-type: none"> • Runway lights - PIC only
	Communication (CTAF, GCO, AWOS)
	Weather Station
	Facilities
	Miscellaneous (Construction, Closures, etc)

5



AAB

• Airport Development Update:

- Active Private Projects:

#	Developer	LOI Date Rcv'd	Status	Comments
1	Rhett Hawk Expansion	12/28/21	II	Expired
2	FBO Expansion	02/02/22	IV	
3	Darren Flores (Private Hangar)	02/18/22	IV	
4	224 Bus Crt LLC (2.55 acs south of SSBT)	6/22/22	II	Update letter was approved on 01/18/23

6



AAB

- AM comments

- Eclipse Planning – this will be briefed at during new business

7



AAB

- Open Floor

- Crosswind
- Texas Forest Service
- Rhett Hawk
- Tac Aero Tailwheel Academy
- Tac Aero MX
- Guest

8



9

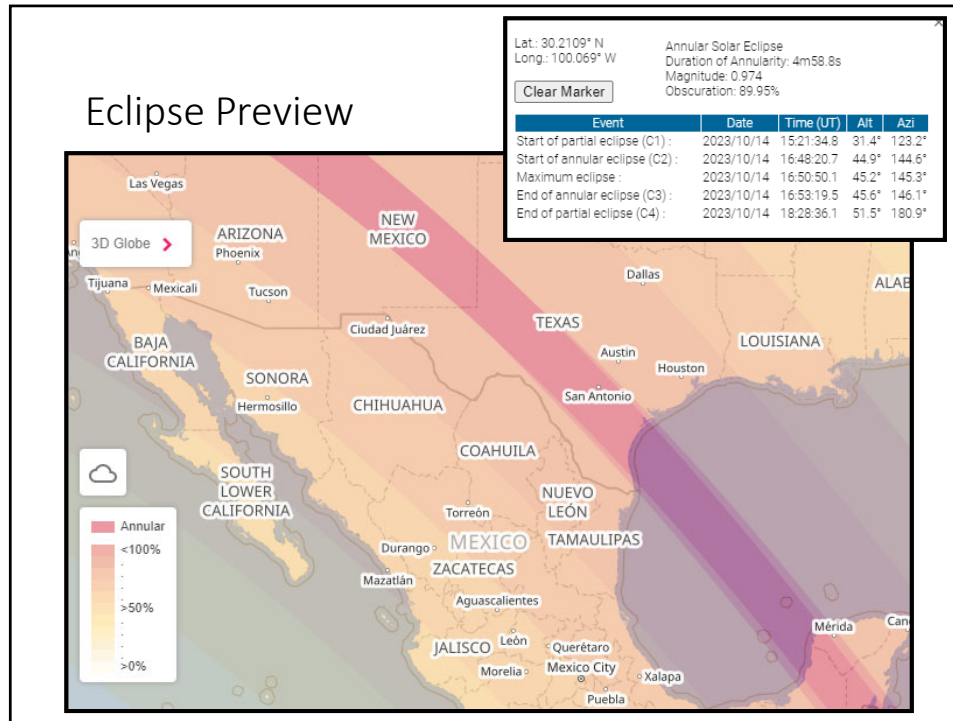
2024 Eclipse (Apr 8th) (1:35pm, Monday)

Lat.: 30.3156° N
Long.: 98.9484° W

Total Solar Eclipse
Duration of Totality: 4m25.5s
Magnitude: 1.028
Obscuration: 100.00%


Event	Date	Time (UT)	Alt	Azi
Start of partial eclipse (C1)	2024/04/08	17:15:31.2	60.2°	135.7°
Start of total eclipse (C2)	2024/04/08	18:32:51.3	67.3°	177.1°
Maximum eclipse	2024/04/08	18:35:04.0	67.3°	178.5°
End of total eclipse (C3)	2024/04/08	18:37:16.7	67.3°	179.9°
End of partial eclipse (C4)	2024/04/08	19:56:10.4	60.7°	223.1°

10



11

Assumptions



1. According to feedback from airport managers following the 2017 eclipse in the NW US, we can expect up to 200% of our capability to park aircraft. **+250** aircraft.
2. Most of the aircraft will arrive on Sunday, with a second wave Monday morning. (75% arrives on Sun (~188 aircraft))
3. We don't expect people to visit the airport to view the eclipse.
4. The Helipad will be used for EMS only (Closed to the public)
5. The Hanger Hotel is full, and the Conference Center/Diner is closed
6. Number of Pilots and families (2 per aircraft) - **+500** people
7. The motorcycle rallies will be at the Fairground (6th -8th of April). Therefore, food and entertainment will be available at that location.
8. The FBO will have 2 aprons to allow for drop off/pick up for large aircraft.
9. No deployed fire fighting aircraft at T82 (SEATs or Helicopters) during the event

12



13

Pre-Planning and Preparation



- Planning Staff - Airport Manager (Tony Lombardi), AAB Member Rep (Steve Allen), EAA Rep (Judie Mooney), FBO Rep (Ethan Crane), Hotel Rep (Courtney Walker and Mandy)
 - Meetings will be conducted Monthly starting in February 2023
- OPLAN Creation and Approval needed
- Website deployment

14



Tasks/Questions/Concerns

- FAA NOTAM to close runway (+/- 2 hours of event)
- Use AWOS recording to pass info
- Welcome Package
- Open Reservations
 - Parking
- Payment Option
 - Option 1 work with County bank
 - Option 2 use a payment app (i.e. VENMO)

15



16



Staff Needs

- Positions:
 - Event Leader - Tony
 - Assistant -
 - Ramp Boss – Primary (Steve Allen)
 - Secondary -
 - Marshalling Team - 6-8 people
 - Crew Transport - 2-4 people
 - Admin/Registration Team - 2-4 people
 - Runners/Gophers - 1-2 people
 - Security Team (Contract Services) (Sat & Sun Night only)
 - 1900-0700

17



Tasks/Questions/ Concerns

- Need Volunteers
- Publish Work Schedule
- The airport staff will work Saturday and Sunday (0700-1600)
- Determine if the volunteers fall under the County Insurance Policy for injury and property damage
 - TAC covers injuries to employees and volunteers
 - Still need property damage coverage (hanger keeping insurance) (up to \$500K)

18

Equipment Needed



- Vehicles for volunteers
 - Golf Carts
 - Airport has a gator and a truck
- Safety Vest for all outdoor volunteers
- Handheld Radios
- Food/drinks for volunteers

19



20



Flying Operations

- The runway will be closed 2 hours prior to the start of the eclipse (10:15 local) and reopened 2 hours after the eclipse (1700 local)
- Arrival Windows
 - Sunday – 1200L-2000L (Sunset)
 - Monday – 0700L-1000L
- Departure Window
 - After 1700 L
- The Helipad will be closed for EMS only on April 8th

21



Tasks/Questions/Concerns

- Determine if an additional radio frequency is required.
- Determine if a temporary control tower is needed (FAA/TXDOT)
 - The FAA has been contacted
- Determine if arrival/departure slot times are required
- Develop a departure plan

22



23

Parking Capabilities

- T's – 89
 - Ropes provided
- Grass Parking - ~108
 - Must bring anchors and tiedowns, if desired.
- “Day of” - ~112
 - No tiedown capability
- Fees
 - \$100 for the T's
 - \$50 for grass overnight (or ramp overnight)
 - \$25 “day of”
- Reservations (for tees only)

Total - ~309

24

 Parking Plan (89 T's)




9 Spots (no markings)

40 Spots (N1-N40)

40 Spots (T1-T40)

Large Aircraft Drop-off/pick-up only

25

 Grass Parking Options
108 spots



8

8

3

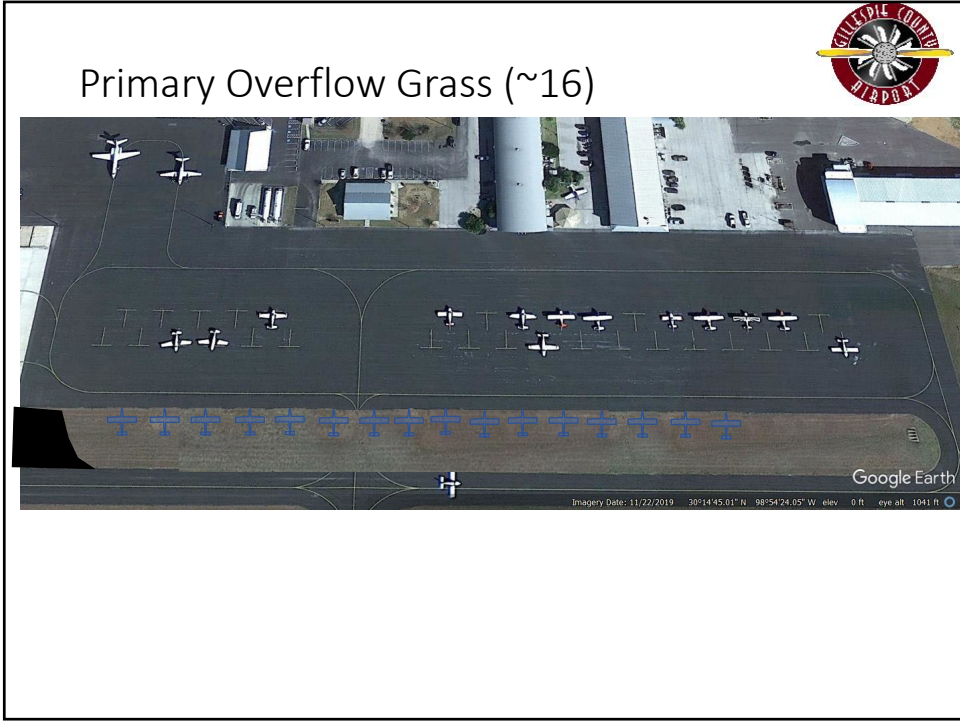
8

16

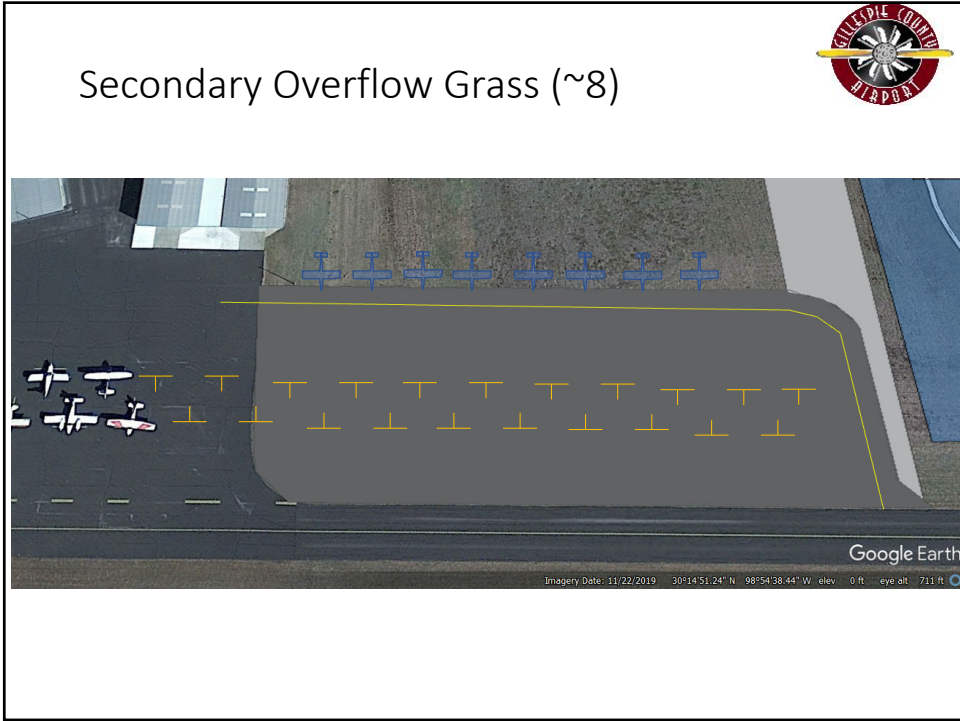
65

Aircraft must bring the own tiedowns and anchors

26



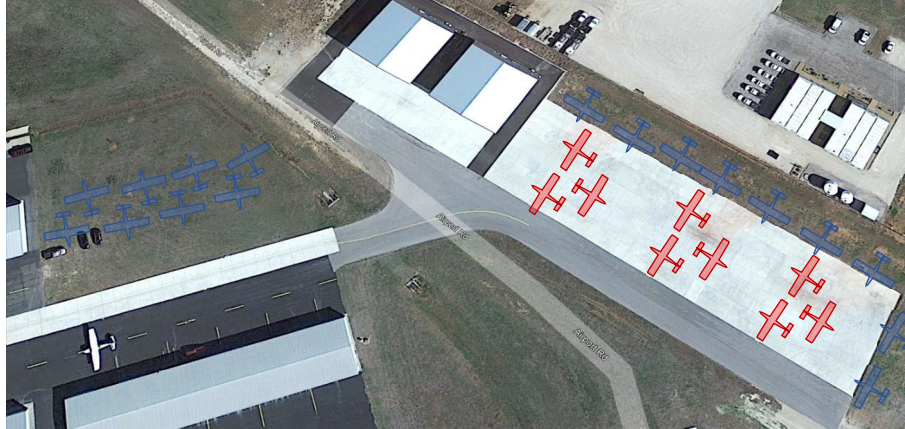
27



28



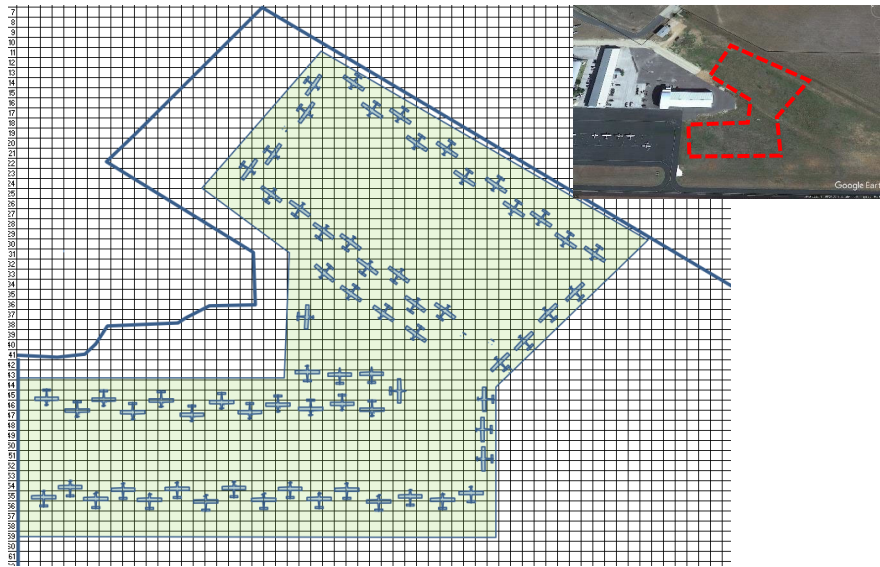
Tertiary Overflow Grass (~17)



29



South Terminal Ramp Area ~65 aircraft



30

“Day of” Parking
North T-Hanger area (~67 spots)
(chalks only)



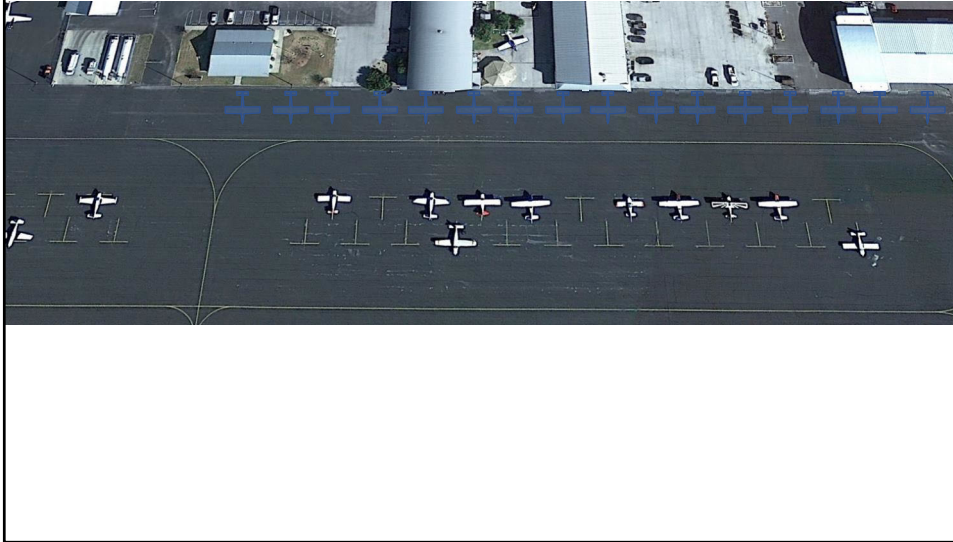
31

“Day of” Parking
North Ramp (Chalks only)
29 spots



32

“Day of” Parking Terminal Ramp (16 spots)



33

Tasks/Questions/Concerns



- Questions and concerns about the T’s:
 - Numbering:
 - Terminal Ramp T1-T40
 - North Ramp N1-N40
 - What do we do with the long-term ramp tenants and local customers?
 - Move into open county t-hangars for the event
 - How to prevent early arrivers from taking T’s
 - Close Terminal & North ramp
- For Grass parking / “day of” Parking – All aircraft will be marshalled in.
- Verify “parking plan” with local tenants
 - Airport Manager will present the OPLAN to the EEA group and local pilots. He will also send out update emails as the event get closer.

34



35

Misc. Topics

- **Airport to purchase Eclipse Glasses –Free to visitors**
- **Food – Food options will be limited.**
 - Fairgrounds are looking into expanding their capability (also extending to Monday) and looking into HEB refrigeration truck for extra food.
 - The Airport Diner will be open on Sunday for lunch.
 - Can the diner support adding dinner on Sunday and Breakfast and Lunch on Monday? Do they have enough food and staff?
- **Transportation “to and from” town will not be provided. Visitors will have to use our local taxi/Ubbers to travel to town.**
 - Determine if it is possible to have a shuttle service on Sunday only
 - Airport to & from Courthouse
- **Determine if the FBO has enough fuel on site. (extra fuel tanker trucks onsite)**
- **Portable toilets – 4 to 8**
- **Weather cancelation policy? (all reservation fees are non-refundable) & remove NOTAM**

36



Summary

- Total number of volunteers – ~20 people
- Total Cost – current estimate - \$7-8K
 - Note: This cost estimate is the worst-case scenario. We hope to ask around to use existing equipment from the County, City and friends of the airport to reduce cost. Additionally, some items can be purchased during FY23 to spread the cost over 2 Fiscal years.
- Projected Revenue - \$15,900
 - Reserved Parking T's (89 @\$100) – \$8,900
 - Grass Parking (100 @ \$50) - \$5000
 - "Day of" parking (80 @ \$25) – \$2000

37



38



Airport Development Discussion

(New Business)

39

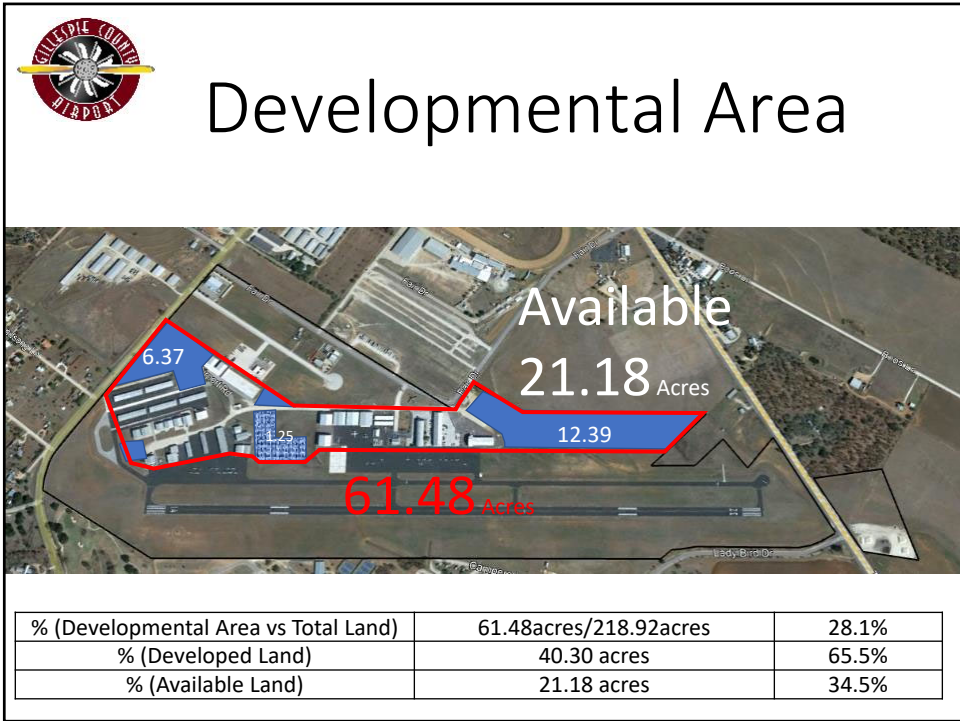


Airport Development

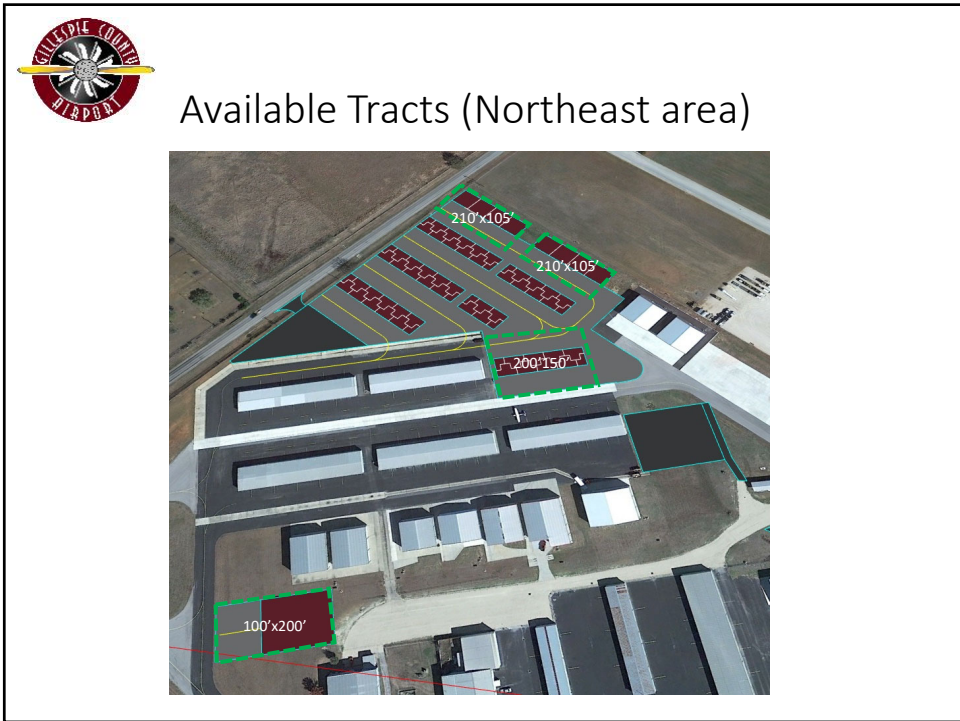
- Available Land versus ALP (Master plan)



40



41



42



Available Tracts (Midfield area) (Non-surveyed)




43



Available Land/Tasks

- What is the opinion of the AAB towards ALP (master plan) versus open development?
- Who is responsible for the infrastructure?
 - Utilities?
 - Auto access?
 - Airside access?
- What is available?
 - Do we Advertise on Airport Website
 - Do we survey the tracts?


44



Airport Development Process

- Phase I
 - The developer will submit a "Letter of Intent", using the airport's approved template/guidelines
 - LOI received, reviewed and recommended approval by the AAB
 - The Developer will work with the Airport Manager to draft/complete the "Development Agreement"
 - The Airport Manager will present the Agreement/LOI to Comm Court for approval/execution
- Phase II
 - Developer hires an engineer to create a detailed Engineering Proposal
 - Developer starts working with the City's DRC process
 - Once the engineering is complete, with City approval, the Developer will present the project to the AAB
- Phase III
 - Once the AAB recommends approval of the phase II presentation, The Airport Manager will work with the Developer to draft the Lease agreement. Note: if the lease agreement template is used and no substantial modification are made, the AAB does not need to review & approve it.
 - Once the lease is agreed upon by all parties, the Airport Manager will present the project/Lease agreement to Comm Court for approval/execution
- Phase IV
 - Once the lease is executed, the developer/Lessee may start the construction phase.
 - Prior to moving beyond the groundwork phase, the lessee must have an approved airspace study (FAA Form 7460-1). Note: this form should be submitted at least 45 days prior to erecting the building.
- Phase V
 - Once the Lessee receives a "Certificate of Occupancy", the airport manager and a board representative will inspect the final project to ensure it falls in line with the lease agreement.

45



Airport Development Key Documents

- "Letter of Intent" template

**AIRCRAFT HANGER/FACILITY PROPOSAL
FOR
GILLESPIE COUNTY AIRPORT**

Presented
Name
Address

Date: _____

Objective

Provide a "letter of Intent" for the construction of an aeronautical facility at Gillespie County Airport.

Purpose of the Facility:

The facility will be used for an Type

Other-explain:

If the proposed facility is for an aeronautical service business, then add the following:

1. What products or services will the business offer:

Outline of Proposal

The general description of the location of the proposed site:

(a map with a sketch/drawing of the site is attached)

The proposed site is ' x ' (square feet), and it will include (Note - this square footage will be used in the creation of the "Development Agreement"):

1. Hangar building of ' x '
2. If applicable, a dedicated aircraft apron of 50' x '
3. In addition, the proposer agrees to lease a minimum of 5 feet on both sides and the back of the hangar.

1

46



Pg2 LOI

- 4. Other requested land (i.e. parking area (IAW City requirements), driveway, additional aprons, etc.):
- 5. Other Considerations? Will office space and/or work-shop facilities be constructed inside the hangar? Clarify:
- 6. Infrastructure Consideration: auto access, airside access and utilities (Minimum services provided in the hangar should include Electric, Water and Sanitary Sewer. Toilets) should be provided in the hangar (except for aircraft storage hangars). Explain:

Terms of the proposed lease are as follows:

- 1. Term 30 years maximum, with option of renewal for an additional 10 year term on such conditions as may then be agreed upon by the parties.
- 2. Approximately \$ _____ per sq. ft. of land area, per year, subject to annual Adjustment by Consumer Price Index.
- 3. The lease agreement shall consider all responsibilities for, and costs of, the contemplated improvements, and assign them as may be agreed by the parties to the agreement, including but not limited to the following items:
 - A. Once the tract has been identified, surveying work to establish boundaries and legal description is the responsibility of the Lessee.
 - B. Provision of utility services as may be necessary to serve the purposes of the improvements is the responsibility of the Lessee.
 - C. Site preparation to rough grade is the responsibility of the Lessee.
 - D. Detail specifications of buildings, which should be consistent with Airport Rules and Regulations and Airport Minimum Operating Standards are the responsibility of the Lessee.
- 4. Insurance for the risk of Gillespie County to be provided by the Developer/Lessee.
- 5. Taxes on improvements are for account of Lessee.
- 6. The lease and leasehold interests may be transferred or assigned only by approval of the Commissioners Court.

47



Pg3 LOI

Note: A sketch or drawing will be attached

- 7. Upon termination of the lease by whatever reason, all improvements revert to ownership of Gillespie County.
- 8. Lessor and Lessee agree that the lease is non-exclusive, and that Lessor shall have the right to lease other portions of the airport for other similar operations.
- 9. Lessee agrees that he will not operate any non-aviation related business or activity on/in the Land/Building site, except that which is expressly approved herein, without the express written consent of Lessor.
- 10. Even though subleasing is discouraged and requires Commissioners Court approval, if the Lessee purues to sublease, the Lessee will be required to pay a percentage of the gross rent generated by the sublease agreement.
- 11. Lease agreement to be executed upon all parties' approval.

Once this "letter of intent" is received, reviewed and recommended for approval to proceed by the Airport Advisory Board, the Developer and the County will enter into a Development Agreement, and this LOI will be attached to that Agreement.

Finally, in signing this "letter of intent", the Developer has acknowledged he/she has reviewed the "Minimum Operating Standards" and "Rules and Regulations".

Signature

Date

48



Airport Development Key Documents

- Development Agreement
 - Key Points:
 - The LOI will be attached
 - If the land is not defined by a survey or plot at the time of the agreement, the Developer and Sponsor will agree to use the Minimum Operating Standards minimum lot size related to the proposed hanger size. The developer is not locked into that size of lot.
 - 50% of the ground lease rate for the land (upfront and non-refundable).
 - 6 months time frame, with an auto renewal for an additional 6-month...Contingent on meeting certain items
 - Termination guidelines...from the Developer and Sponsor

49



Road Map Forward

- Once supported by the AAB, I will present it to the Comm Court
- Once approved by Comm Court, I will update the MOS and publish the updated documents on the website

50



75th Anniversary/Open House

(New Business) May 20th
(Saturday)



51

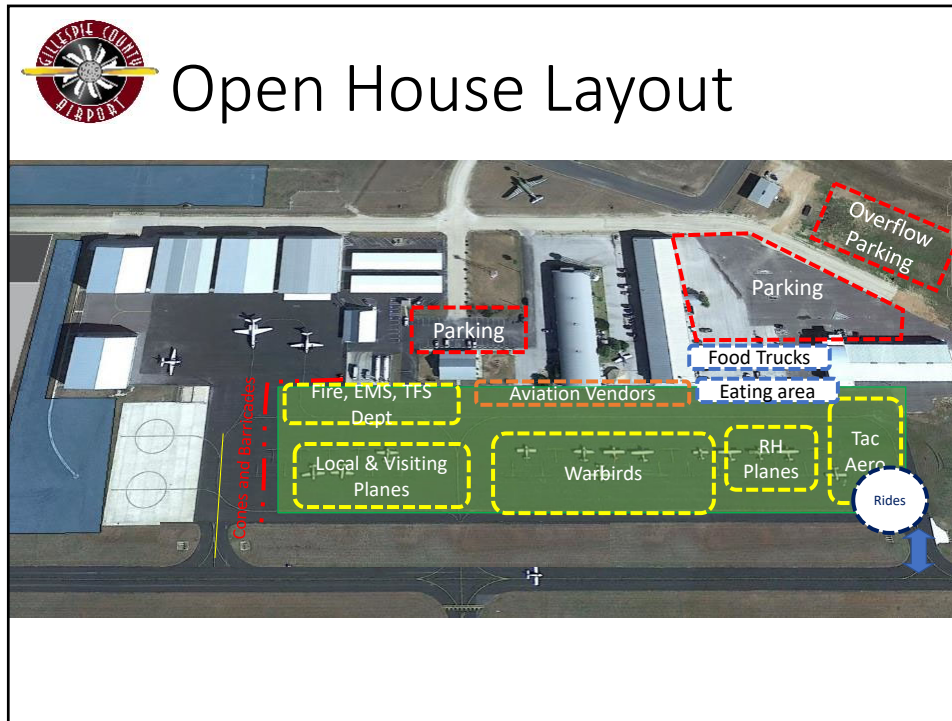
Open House

- Time 1000-1600
- Event includes:
 - Static Displays:
 - Warbirds
 - Local and visiting aircraft
 - Fire Dept
 - Aviation career vendors (like career day)
 - Food Trucks
 - Possible airplane rides

Sponsors and Volunteers needed

Note: we are planning to provide lunch for volunteers and event participants

52



53

Celebration Party

- Time- 1730-2000
- Location- Snowden's Hanger
- MC duties, Music & Sound system- Provided by Gasmire
- Food & Drinks Provided
- Alcohol Beverages – AAB Provided????
- Honoring our Modern day “Founding Fathers”

Plan is for the County (via the airport fund) to pay for the party
(Estimated cost \$3K)

54



55



AAB

- New Business Continue:
 - Engineer of Record (EOR) for Airport Development
 - Minimum Operating Standards update/comments

56



AAB

- Old Business:
 - Capital Improvement Projects (CIP)
 - Phase II update T82
 - Lease Review


57



AAB

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


58



FBO Fuel Sales

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD Total
AvGas - Gals													
Gillespie Air Services @ Retail	8,965												8,965
Net total AvGas Market T82	8,965												8,965
Total Market, Same Month, Prior Yr	9,307		11,910	12,850	12,664	9,721	10,286	9,858	12,063	11,521	7,064	6,549	122,509
Percent Growth (Decline)	3%												
Cumulative YTD - This Year	8,965												
Last Year	6,665	17,972	29,882	42,732	55,426	65,147	75,433	85,291	97,375	108,895	115,960	122,509	
Percent Growth (Decline)	3%												
% Total by Month	28.6%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Jet A - Gals													
Gillespie Air Services @ Retail	22,374												22,374
Net Total Jet A Market T82	22,374												22,374
Total Market, Same Month, Prior Yr	27,790	26,870	46,538	38,290	40,875	49,716	49,794	27,866	30,155	29,086	29,985	18,180	414,015
Percent Growth (Decline)	23%												
Cumulative YTD - This Year	22,374												
Last Year	28,532	47,963	79,181	110,466	137,016	182,210	214,057	242,949	278,220	322,244	365,559	403,868	
Percent Growth (Decline)	-22%												
% Total by Month	71.4%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	
Total Fuels													
Total Fuels Market T82 - Gals	31,340												31,340
Total Market, Same Month, Prior Yr	36,455	36,177	58,448	51,140	53,369	59,437	60,051	37,724	42,238	40,607	37,049	24,729	537,424
Percent Growth (Decline)	-14%												
Cumulative YTD - This Year	31,340	31,340	31,340	31,340	31,340	31,340	31,340	31,340	31,340	31,340	31,340	31,340	
Last Year	36,455	72,632	131,080	182,220	235,589	295,026	355,078	392,801	435,039	478,649	512,695	537,424	
Percent Growth (Decline)	-14%												
Market Change by Quarter													
Market by Quarter			1st			2nd			3rd			4th	YTD Totals
Percent change 2021 to 2022													
Year 2022 Total Fuels by Quarter			31,340			163,046			140,013			102,385	537,424
Year 2021 Total Fuels by Quarter			131,080										

59



Questions

Next Meeting: May 1st
@ Airport Terminal

(April's and May's meetings will be at the Airport Terminal)

60