

Minutes of the
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD
 Monday, Mar 20, 2023
 @ Airport Terminal Building

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

CALL TO ORDER

The meeting was called to order at 1:29 PM by the Chairman, Steve Allen

APPROVAL OF MINUTES

Minutes of the regular Feb 22, 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 Mar 13th, the Commissioners approved the updates to the airport development process and the 2024 eclipse operational plan.
- 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	FBO Expansion	02/02/22	IV	
2	Darren Flores (Private Hangar)	02/18/22	IV	
3	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 summarized the WASP exhibit...VERY successful. She also mentioned that the WASP finally event at the Nimitz Museum was Live Streamed to 15 states and 235 kids.
- TFS update – Paul Hannemann gave a quick weather update for the TFS
- Dawn Duley gave a quick update on Tac Aero Maintenance...we are very busy
- George Studor addressed the board about the 2024 Eclipse. Steve Allen replied that the Eclipse planning team meeting is the forum to answer his questions and concerns.

NEW BUSINESS

- Minimum Operating Standards update/comments: The Airport Manager reviewed the final draft of the Airport Minimum Operating Standards. Here is the list of major changes:
 - The development process (including reference to the Development Agreement) was modified
 - The definition of subleasing, per AAB lease review recommendations.
 - A paragraph was added about the fee for subleasing.
 - Reference to a new document... “Airport Rates and Fees” was added.
 - The board unanimously recommended approval. The Manager will present the document to Comm Court for their approval.
- Rules and Regulations update/comments. The Airport Manager reviewed the initial draft of the Airport Rules and Regulations. Here is the list of major changes:
 - The Manager incorporated some of the information/paragraphs from the TXDOT R&R template into the Gillespie County R&R draft.
 - Added Paragraph for updating “base aircraft” information. This was not covered in the current version.
 - Added Fuel Fee requirement. This was not covered in the current version.
 - Changed the taxi speed definition to match the template.
 - Added more parking requirements...To make our R&R more standard with other airports.
 - Added RSA ops to “Takeoffs on Other Than Runways” paragraph...new change to the airport operations procedures.

- Added “Flying Club” requirements. This was not covered in the current version, and the Manager wants to review this section with Gwen before getting it approved.
 - Add Section IX. “Environmental Issues and Indemnification”. This was not covered in the current version. Paul Hannemann recommended adding the requirement to provide the Airport Manager with a copy of the lessee’s insurance (similar to their lease requirement).
 - Other changes
 - The general formatting was updated (every paragraph was numbered).
 - Similar to the MOS, reference to a new document... “Airport Rates and Fees” was added.
 - Updated the pattern altitude to match the “Airport/Facility Directory” (1000 AGL)
 - Final update, a paragraph as added to allow for the airport to charge for transient parking.
 - The board decided the concept was good and would accept email correspondence to complete the review/approval process.
- The Airport Rates and Fees Document. The Manager reviewed the new Airport Rates and Fees Document. This document will list all the current fees at the airport. The plan is to have the Manager update all the fees and rates following the release of the Aug CPI (usually mid Sept) every year. Once updated, the Manager will present the new document to the AAB and Comm Court for approval. In addition to reviewing the document, the board discussed increasing the non-transient parking fee and agreed to add a CPI adjustment to the fee, similar to the T-Hangar adjustment. Note: the tie down fee has not changed in over 18 years. The board unanimously recommended approval with the change to the tie down fee. The Manager will present the document to Comm Court for their approval.

OLD BUSINESS.

- CIP Phase II update. The Manager mentioned the contractor is still finishing the punch list.
- Lease Review Recommendations/Update– The Manager said that no movement has been made on approving the draft lease amendment for the Rhett Hawk. We are still waiting on the Judge to review it.
- 2024 Eclipse OPLAN. The Manager stated that the court approved the plan concept. He mentioned that the Judge wants to review the airport documents, specifically the Rules and Regulations, to make sure charging for transient parking does not conflict with other guidance.
- Airport Development Process, The Manager stated that the court approved the Airport Development Process, with the exception of all the templates. Since there are only a few lease agreements drafted each year, the Court did not think having approved templates were necessary.
- The 75th Anniversary/Open house. The Manager gave a quick update on the open house.
- “On call” Engineer Services for airport development. The Manger mentioned that he met with Garver to discuss this service. They are interested. The Manager still wants to contact other engineering firm to get a variety of proposals.

REPORTS

EAA Report. Judie Mooney restated that the EAA will hold their “Young Eagles” event on May 13th. She also mentioned the passing of a local pilot (Lou DeFazio). His “Final Flight Memorial” is April 13th in front of the Airport Terminal Building.



December 31, 1944--March 7, 2023

David Smith reviewed the fuel sales for February and discussed their short-term forecast. Tim Lehmborg reviewed the sale tax reports for the City and County and discussed his quarterly report.


ADJOURNMENT (2:24). The board was adjourned. The next meeting is scheduled for Apr 17th in the airport terminal building.

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

Attachment



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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

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AAB

- Minutes Approval – vote needed
 - Feb 22nd
- Airport Manager's Report
 - Event Update (*Italicized - Unconfirmed*)
 - TXDOT Avn Conference – Apr 12th -14th
 - Tac Aero Fly-in– Apr 22nd
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AAB

- Airport Manager's Report
 - Court Review – On Mar 13th, the Commissioners approved the airport development process and the eclipse operational plan.
 - T-Hangar Occupancy – 100% (27)
 - Airport Status:

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

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AAB

- Airport Development Update:
 - Active Private Projects:

#	Developer	LOI Date Rcv'd	Status	Comments
2	FBO Expansion	02/02/22	IV	
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4	224 Bus Crt LLC (2.55 acs south of SSBT)	6/22/22	II	Update letter was approved on 01/18/23

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AAB

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

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AAB

- New Business:
 - Minimum Operating Standards update/comments
 - I updated the development process (including reference to the Development Agreement and added more info required for the LOI)
 - I added the definition of subleasing, per our lease review recommendations.
 - I added a sentence stating that there will be a fee for subleasing.
 - I added reference to a new document... "Airport Rates and Fees"
 - Since most of the rates and fee change at a minimum of once a year, I plan to get the Airport Rates and Fees approved at least once a year by Comm Court. Once it is approved, I will post on the airport website.

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AAB

- New Business:
 - Rules and Regulations update/comments
 - I incorporated some of the TXDOT R&R template into our Document.
 - Added Paragraph for updating "base aircraft"
 - Added Fuel Fee requirement
 - Changed the taxi speed
 - Added more parking requirements
 - Added RSA ops to "Takeoffs on Other Than Runways" paragraph
 - Added "Flying Club" requirements
 - Add Section IX. "Environmental Issues and Indemnification"

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AAB

- New Business:
 - Rules and Regulations update/comments
 - I changed the format...numbering every paragraph.
 - I added reference to a new document... "Airport Rates and Fees"
 - Same as the MOS
 - Updated the pattern altitude to match the "Airport/Facility Directory" (1000 AGL)
 - I added a paragraph to allow for the airport to charge for **transient parking** (in preparation for the eclipse). (will review with the Judge)

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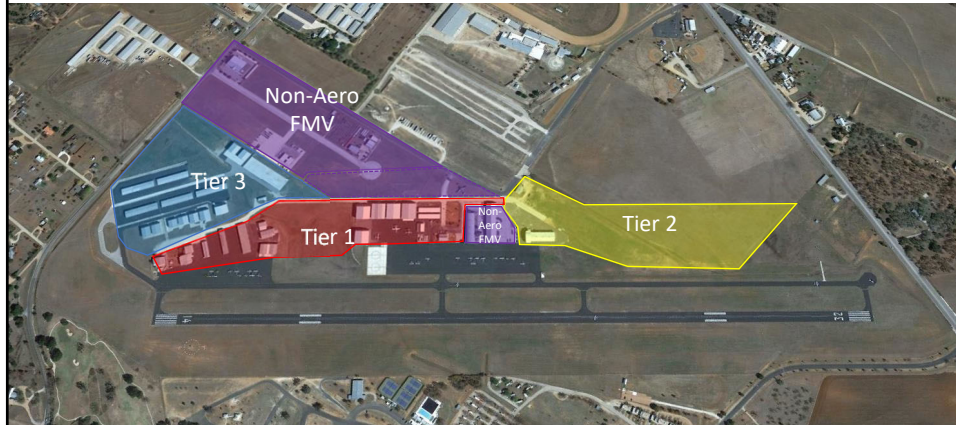
AAB

- New Business:
 - The Airport Rates and Fees Document:
 - The 3-Tier Ground Leases Rate
 - Tier I – \$.30
 - Tier II – \$.24
 - Tier III – \$.22
 - Non-Aviation FMV rate - \$.23 (as Jan 2023)
 - *COMPs - \$146K per acre*
 - *Using Cap Rate formula = \$.23 per acre (annually)*

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3-Tier Lease Zones



(Attachment to the Airport Rates and Fees Document)

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AAB

Reviewed/approved each Sept

- New Business:
 - The Airport Rates and Fees:
 - The Fuel Flow Fee –
 - \$.08 per gallon (reviewed/adjusted in Dec 2022)
 - The Rental Rate (per square foot) of the County own facilities (Falcon Aero Facility)–
 - Rental Rate: \$.25 per sqft monthly (reviewed and established in 2022)
 - County T-Hangar Rental
 - \$255 monthly, effective Jan 1, 2023
 - Yearly (paid by Jan 10th) - \$2,805 (equates to 1 free month)

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AAB

- New Business:
 - The Airport Rates and Fees Document:
 - Sublease Fee
 - Current sublease fee – 3% of gross revenue
 - Aircraft Storage Facilities Fees (in lieu of ground lease for the footprint of the hangar)
 - Current rental revenue fee – 3%
 - County Tie Down Fees
 - Current tie down fee (non-transient) - \$60/month
 - Transient fees – Currently not an established fee, but from time to time for special occasions, the Sponsor may charge fees for tie down usage. If this happens, the Sponsor

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AAB

- Old Business:
 - Capital Improvement Projects (CIP) Phase II update.
 - Lease Review
 - 2024 Eclipse OPLAN
 - Airport Development Process
 - 75th Anniversary/Open House
 - Engineer of Record (EOR) for Airport Development

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AAB

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

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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	8,386											17,351
Net Total AvGas Market TR2	8,965	8,386											17,351
Total Market, Same Month, Prior Yr	8,665	9,307											122,559
Percent Growth (Decline)	3%	-10%											
Cumulative YTD - This Year	8,965	17,351											
Last Year	8,665	17,972	29,882	42,732	55,426	65,147	75,433	85,291	97,375	108,895	115,960	122,559	
Percent Growth (Decline)	3%	-3%											
% Total by Month	28.6%	30.9%	#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	18,768											41,143
Net Total Jet A Market TR2	22,374	18,768											41,143
Total Market, Same Month, Prior Yr	27,790	26,870	46,538	38,290	40,675	49,716	49,764	27,866	30,155	29,086	29,985	18,180	414,915
Percent Growth (Decline)	-19%	-30%											
Cumulative YTD - This Year	22,374	41,143											
Last Year	28,532	47,963	79,181	110,466	137,016	182,710	214,057	242,849	278,220	322,244	365,559	403,868	
Percent Growth (Decline)	-22%	-14%											
% Totl by Month	71.4%	69.1%	#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 TR2 - Gals	31,340	27,154											58,494
Total Market, Same Month, Prior Yr	36,455	36,177	58,448	51,140	53,369	59,437	60,061	37,724	42,238	40,907	37,049	24,729	537,424
Percent Growth (Decline)	-14%	-25%											
Cumulative YTD - This Year	31,340	58,494											
Last Year	36,455	72,632	131,080	182,220	235,569	295,028	355,076	392,801	435,039	475,646	512,695	537,424	
Percent Growth (Decline)	-14%	-19%											
Market Change by Quarter													
Market by Quarter			1st		2nd		3rd		4th	YTD Totals			
Percent change 2021 to 2022													
Year 2023 Total Fuels by Quarter			58,494		163,946		140,013		102,385	537,424			
Year 2022 Total Fuels by Quarter			131,080										

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