

Minutes of the
GILLESPIE COUNTY AIRPORT ADVISORY BOARD
Monday, Mar 18, 2025
@ Airport Terminal

MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
Tim Lehmberg	Tony Lombardi, Manager	Spike Cutler
Gwen Fullbrook	Bobby Watson, City	Joe Fritz
Paul Hannemann	Ethan Crane	
Chad Ellebracht	Keith Kramer, County	
Kory Keller	Courtney Walker	
Absent		
Steve Allen	Larry Hauptrief - EAA	
David Gasmire		

CALL TO ORDER

The meeting was called to order at 1:04 PM by the Vice Chairman, Tim Lehmberg

APPROVAL OF MINUTES

Minutes of the regular “Feb 18, 2025” 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 –
 - 2025
 - Apr 12th – Easter Egg drop@10am/EAA Young Eagles Event
 - Apr 24-27th – T-6 Formation Training
 - May 3rd – Airport Open House (50th Annv. of end of V-War)
 - Sep 20th - JB “First Flight” day
 - Nov 30-Dec 2nd – Texas V-tails
 - Dec 6th - Santa’s Fly-in
- Court Actions – On Mar 10th, the Court approved the “Egg drop” Event on airport property; the SKT proposal/fund transfer; and the development agreement between the County and Mr. Gardner.
- T-hangars occupancy update. The Manager stated that the County T-hangars are 100% ...waiting list is at 38.

- Airport Status – the Manager reviewed the current status of the airport.

	Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) - The light regulator is malfunctioning, so therefore, all runways are inop...NOTAM posted
	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	EPCON	5/22/24	PHII	Dev'l Agmt in coordination (Legal review)
2	Ladd Gardner	1/30/25	PHII	

OPEN FLOOR

- FBO – Ethan stated that they are very busy in support of the TFS aircraft.
- Crosswind Aviation – NSTR
- TFS - Paul Hannemann gave a presentation to the board on the proposed new TFS “Brick and Mortar” facilities in the business park. According to the gift deed, it requires the Forest Service to get approval from the Commissioners Court prior to construction. After a thorough discussion, the Airport Advisory Board unanimously recommended approval. The site drawings are attached to this document. After this discussion, Paul gave a quick summary of the 2 recent wild fires in our area. Note: he later sent out operational data of the TFS’ support to those fires.
 - Numbers for Crabapple Fire as of 3/17/25:
 - Total Drops: 460
 - Gals of Retardant: 116,629
 - Gals of Water: 243,700
 - Number of Aircraft: 26 (3 Air Attacks, 1 ASM, 5 LATs, 9 SEATs, 3 SES, and 5 Type 1 Helos)
 - Numbers for Duderstadt Fire-for 3/17/25:
 - Total Drops: 179
 - Gals of Retardant: 21,233
 - Gals of Water: 97,740
 - Number of Aircraft: 6 (1 AA, 3 SEATs, 1 LAT, 1 Type 1 Helo)
 - Legend:
 - AA - Air Attack
 - SEAT - Single Engine Air Tanker

- LAT - Large Air Tanker
 - ASM - Air Support Module
 - Type I Helo - either Natl Guard or Contract Commercial
- EAA – the airport manager reviewed the EAA’s Young Eagles event scheduled for April 12th in conjunction with the Easter Egg drop.

NEW BUSINESS

- Item a. Minimum Standards Update– The airport manager reviewed his updates to the Min Standards. It was informational only and to help the Board with their review.
- Item b. Aircraft/Vehicle/Equipment Washing Discussion. The manager reviewed the backstory behind this topic and mentioned that the airport did not have an official policy on washing. He did mention that there was an unofficial policy, which was “bucket wash” only. Therefore, with help from Ethan Crane and the airport’s stormwater expert, a policy was developed. The temp policy was reviewed and accepted. This policy will be incorporated into the Airport Rules and Regulations at its next update. The temporary policy will be posted on the airport website until it is incorporated into the R&Rs.

OLD BUSINESS.

- CIP Update – The Manager gave a quick update on the following CIP projects:
 - Pavement Project
 - The Manager mentioned that there was a 6 week delay due to a TXDOT negotiation with Garver. With that said, Garver just received the new “NTP”. The Preliminary design is due Apr 30th.
 - Obstruction Survey
 - Completed, but no analysis was done. The Manager is working with TXDOT to finish the study.
 - AWOS Replace Project – No updates
 - Drainage Study
 - The manager reviewed the recent “Scope of Work” meeting between TXDOT, Garver and the airport.
- Terminal Building Expansion Project
 - SKT’s proposal was approve and work has begun

REPORTS

The Tim Lehmberg reviewed the sale tax reports for the City and County.


ADJOURNMENT (2:24). Next meeting is Apr 15th at the Airport Terminal Building at 1pm.

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 (EAA, Crosswind, TFS, Tac Aero, and guest)
5. New Business
6. Old Business
7. Comments-FBO, EDC, and Board Members
8. Adjourn

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AAB

- Minutes Approval – vote needed
 - Feb 18th
- Airport Manager's Report
 - Event Update (*Italicized - Unconfirmed*)
 - Apr 12th – Egg drop
 - Apr 24-27th – T-6 Formation Training
 - May 3rd – Airport Open House (50th Annv. of end of V-War)
 - Sep 20th – JB "First Flight" day
 - Nov 30-Dec 2nd – Texas V-tails
 - Dec 6th – Santa's Fly-in

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AAB

- Airport Manager's Report
 - Court Review – On Mar 10th, the Court approved the "Egg drop" Event on airport property; the SKT proposal/fund transfer; and the development agreement between the County and Mr. Gardner.
 - T-Hangar Occupancy – 100% (38) 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
1	EPCON	5/22/24	PHII	Awaiting signed agreement
2	Gardner	1/30/25	PHII	

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AAB

- Open Floor
 - FBO
 - Crosswind
 - Texas Forest Service
 - Estenson Group
 - Tac Aero Tailwheel Academy
 - MX Shop
 - Guest

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Item a.

New Business

Minimum Standards
Update

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Summary of Changes

- Major Changes:
 - Name change – “Minimum Standards”
 - (ADD) para 5.4.1.1... “At the discretion of the Airport Manager/Airport Advisory Board, the Developer might be required to have their plans reviewed by aviation expert in airport design (AC 150/5300-13A) and airspace (Federal Aviation Regulations (FAR) Part 77).”
 - NEW Section Added “6. STANDARDS FOR GROUND LEASES, RENEWAL, TRANSFERS and TERMINATIONS”
 - Defined the standard lease 30-year, plus 10 year (another 10 year can be added)
 - Renewal standards (when to start renegotiations – 2-3 prior to end date)
 - Lease Transfer standards defined
 - Lease termination standards
 - Transfer to County
 - Acceptance
 - What ifs

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Summary of Changes

- Redefined the FBO (Section 9)
 - 9.1.1 An FBO is a Multiple Aeronautical Services Provider that has been approved by the Sponsor to provide those services. To be considered an FBO at Gillespie County Airport, the multiple aeronautical services provider must petition the Airport Advisory Board and Commissioners Court to be considered an FBO, or if it is a new business to the airport, it will be identified through the development process and included in their lease that they are considered an FBO.
 - 9.1.2 Each FBO shall comply with the Minimum Standards and requirements contained in this section, as well as for each aeronautical service provided at the Airport. An FBO is encouraged to exceed the Minimum Standards.
 - 9.1.3 An FBO shall provide at a minimum: passenger services, aircraft fueling services, line services, and aircraft hangar storage. Optional services provided by an FBO may include, but are not limited to, the following:
 - Rental Cars/Courtesy cars
 - Long term parking
 - Aircraft Maintenance and repair
 - Avionic Service
 - Aircraft rental
 - Flight and/or ground instruction
 - 9.1.4 Additional requirements:
 - The FBO must have a passenger terminal.
 - Have sufficient office space and trained individuals to conduct their applicable businesses.
 - Must include restrooms, one for each sex, and be ADA compliant in accordance with city code.
 - Construct buildings to match the standards of architecture and quality already established on the airfield.
 - Furnish all applicable services in a non-discriminatory manner.
 - Permanent ground to air communications capability
 - Customer and employee parking

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Summary of Changes

- NEW Section Added “15 STANDARDS FOR DEVELOPMENT WITHIN THE BUSINESS PARK (NON-AERONAUTICAL)”
 - Defined the business park
 - Added building policies
 - Property usage
- Appendix A
 - Replaced the door size requirements with “While there are no minimum hangar door size standards, it is recommended that the hangar door be the maximum size allowable for the size of the hangar.”
 - Defined parking spot requirements and size
- Appendix B only had minor changes
- NEW Appendix Added “APPENDIX C...CONSTRUCTION MANAGEMENT”
 - Added Required meeting for private development (i.e. Pre-Construction Meeting; Phase/Update Meeting; Safety meetings and Closeout/completion meeting)
 - Add the FAA airspace requirement and city permitting
 - Added Construction closeout polies

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New Business

Item b.


Aircraft/Vehicle/Equipment Washing Discussion

*From the SWPPP: “Aircraft, Vehicle, and Equipment Washing... Typical contaminants associated with aircraft, vehicle and equipment washing include oil and grease, petroleum hydrocarbons, inert solids, and detergents. **These non-stormwater discharges are prohibited from entering the stormwater drainage system.** Where these activities are performed outdoors and improperly contained or collected after washing operations, the potential exists for pollutants to be transported into the stormwater drainage system. Therefore, appropriate aircraft, vehicle and equipment washing procedures and equipment have been deployed at the facility to reduce this potential source of contamination. Washing activities are considered a moderate-risk activity for discharges of pollutants to stormwater.”*

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	<h2 style="margin: 0;">GILLESPIE COUNTY AIRPORT</h2>	
	SC4	AIRCRAFT, VEHICLE AND EQUIPMENT WASHING
	<p>PURPOSE Prevent or reduce the discharge of pollutants to stormwater or stormwater drainage system from aircraft, vehicle, and equipment washing, and equipment degreasing.</p>	<p>TARGETED ACTIVITIES</p> <ul style="list-style-type: none"> ■ Aircraft Washing ■ Vehicle Washing ■ Equipment Washing ■ Equipment Degreasing
<p>INDIVIDUAL OPERATOR PRACTICES Operators/tenants that perform targeted activities are required to implement Best Management Practices (BMPs) to prevent stormwater pollution. BMPs are defined as actions, equipment and infrastructure that achieve the purpose of the BMP (defined above), are site specific, and may include all or a combination of the following individual practices depending on operator preference and site constraints:</p> <ol style="list-style-type: none"> 1. Use designated wash areas indoors, or outdoors covered and bermed where feasible, to prevent contamination of stormwater by contact with wastes. 2. Use "dry" washing and surface preparation techniques where feasible. Several products are presently marketed which are being used to clean even the largest aircraft. Remove materials (i.e., drippings and residue) using vacuum methods. Dispose of properly. 3. Filter and recycle wash water where practical, otherwise discharge appropriately. 4. Use pigs/mats to cover catch basins during wash activities, or install gate valves at catch basins for use during washing activities to facilitate the collection of the wash water and prevent discharge to the storm drainage system. 5. Provide secondary containment for containers of washing and steam cleaning additives. 6. Use biodegradable phosphate-free detergents. 7. Keep washing area clean and free of waste. 8. Collect and discharge wash water to an approved treatment facility (e.g., sanitary sewer system) through a permitted connection. 9. Consider off-site commercial washing and steam cleaning where feasible. Using appropriate off-site facilities will decrease the waste generated on-site. 10. Repair wash areas containment berms or related infrastructure as required. 11. Inspect, clean, and maintain sumps, oil/water separators, and on-site treatment and recycling units. 		<p>TARGETED POLLUTANTS</p> <ul style="list-style-type: none"> ■ Oil and Grease ■ Vehicle Fluids ■ Solvents ■ Cleaning Solutions

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	<h3 style="margin: 0;">Aircraft, Vehicle, and Equipment Washing.</h3>
	<p>As a Permitted Industrial Facility, the Airport and its tenants are subject to federal and State storm water regulations. Therefore, all tenants should become familiar with the Airport's Storm Water Pollution Prevention Plan (SWPPP). The plan can be found on the airport website, or at the airport manager's office. Furthermore, as stated in the SWPPP, the washing of aircraft, vehicles and equipment are considered a moderate-risk activity for discharges of pollutants into stormwater system, so therefore the airport has developed a washing policy. The goal is to minimize aircraft, vehicle and equipment washing on Airport Property.</p> <ul style="list-style-type: none"> • Dry Wash/Bucket Wash when possible. • The washing of privately owned vehicles (non-airport vehicles) is prohibited • Excessively dirty vehicles and equipment should be washed off airport property. • Soap and Detergents must be labeled Biodegradable and Phosphate Free. • If a water hose/pressure washer is needed, contact the airport manager for guidance and approval. The following requirements will be required: <ol style="list-style-type: none"> 1. Petroleum-rated absorbent mats should be placed over storm drains to prevent pollution from entering the stormwater system. The mats should be extended at least 6 inches beyond the drain opening to ensure effective containment. 2. Secure Absorbent Mats: Use something heavy to keep the absorbent socks and/or mats from blowing away and to keep water from running below the mat. We want the water to run through the mat. 3. Excessive Runoff Control: Measures should be taken to prevent excessive runoff from entering storm drains. Bucket washing methods should be employed whenever feasible. Hoses must have positive shutoffs. 4. Dispose of contaminated mats and socks in an appropriate manner.

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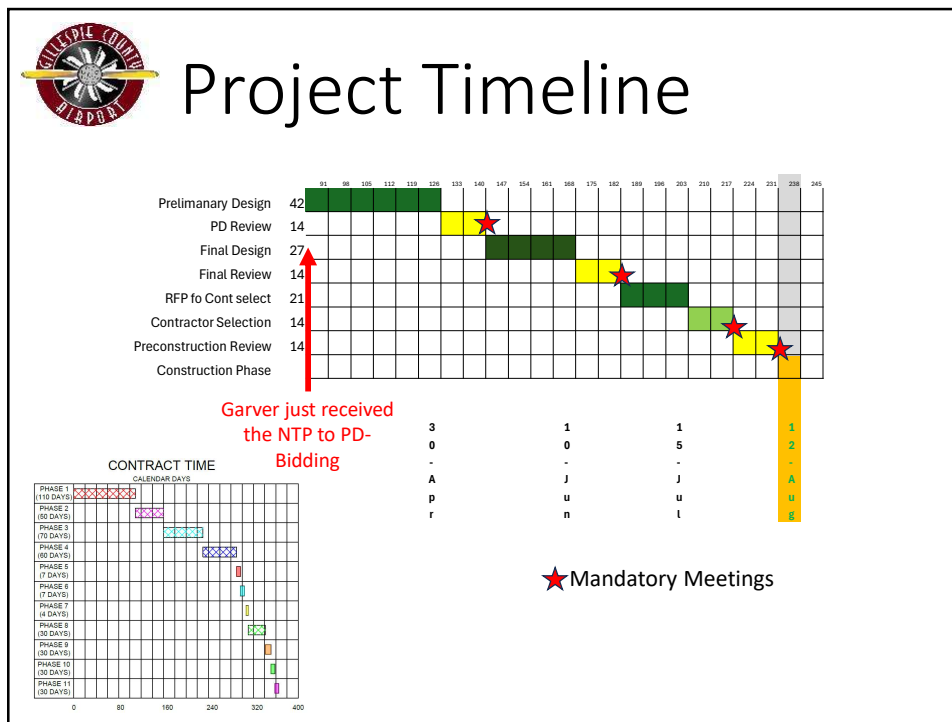
Pavement Project Comments

- Preliminary Eng Report Meeting
 - Jan 14
- Discussion summary
 - \$1.8M overbudget (w/out runway treatment)
 - TxDOT wants Garver to use correct pavement material
 - Phasing was looked at to minimize disruption
 - AIG funds possible to help (runway treatment and ADGII mods)





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Other CIP Projects

- Automated Weather Observing System Replacement
 - TXDOT is receiving Bids
- Obstruction Survey
 - Completed...awaiting analysis/Guidance from TXDOT
- Drainage Study
 - No updates

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AAB

- Old Business continue:
 - Architectural services – SKT's proposal approved and signed
 - EPCON developmental agreement
 - Waiting for Todd's review of the DA (county is ready)
 - Ladd Gardner development
 - Development Agreement signed


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AAB

- Comments-EDC, and Board Members

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Sales Tax

SALES TAX COMPARISON SUMMARY - MARCH, 2025 (JANUARY SALES)

CITY	% change month	% change ytd	COUNTY	% change month	% change ytd
Fredericksburg	0.45	3.02	Gillespie	0.33	2.62
Kerrville	(0.82)	9.24	Kerr	1.25	6.78
Boerne	6.00	4.79	Kendall	4.08	4.77
Llano	(2.56)	9.58	Llano	(1.87)	10.06
Marble Falls	(8.26)	4.36	Burnet	(0.29)	8.60
Bandera	(6.28)	5.76	Bandera	11.91	9.76
Johnson City	12.09	5.57	Blanco	(4.63)	4.55
Brenham	10.96	13.39	Washington	14.41	10.21
New Braunfels	(6.32)	12.78	Cornwall	11.53	19.21
Rockport	(3.24)	5.38	Aranzas	0.09	8.16
Corpus Christi	(0.22)	2.66	Nueces	0.04	2.89
Austin	5.49	2.61	Travis	5.38	4.08
San Antonio	(4.53)	1.89	Bexar	(4.33)	2.17
Houston	39.60	3.70	Harris	33.75	5.50
Dallas	74.23	3.45	Dallas	16.24	4.00
State (Cities)	10.13	6.22	State (Counties)	2.83	6.28

Shaded numbers are worse than ours.

JANUARY SALES RECEIPTS

March Sales Tax Report

City of Fredericksburg

	2025	2024	2023	2022	2021
JAN	765,994	799,260	782,905	760,015	582,454
FEB	1,026,868	924,657	994,706	871,461	744,208
MAR	660,755	667,791	633,261	611,429	508,167
APR		690,352	636,485	533,476	438,755
MAY		900,460	822,646	853,964	757,207
JUN		780,056	715,407	675,353	668,869
JUL		733,786	738,475	699,245	667,080
AUG		766,115	703,432	760,554	799,227
SEP		757,497	730,795	666,961	661,403
OCT		702,427	675,110	692,663	623,790
NOV		782,296	735,976	731,685	771,224
DEC		816,124	744,887	751,235	649,485
Total	2,453,617	9,319,851	8,914,085	8,608,171	7,871,869

	Mar 25	Mar 24	Change	YTD 2025	YTD 2024	Change
Fredericksburg	660,755	667,791	0.45%	2,453,617	2,381,708	3.02%
Gillespie County	346,308	345,135	0.33%	1,218,252	1,187,098	2.62%
Combined	1,007,063	1,002,926	0.41%	3,671,869	3,568,806	2.89%

Gillespie County

	2025	2024	2023	2022	2021
JAN	388,091	415,372	406,560	371,424	285,619
FEB	483,853	426,591	453,797	419,141	350,057
MAR	346,308	345,135	351,297	335,429	255,886
APR		362,273	346,599	285,134	225,110
MAY		433,012	404,469	401,106	345,729
JUN		399,611	341,416	354,750	334,243
JUL		373,955	390,850	364,652	338,528
AUG		362,714	359,245	355,111	364,353
SEP		356,504	455,706	312,532	308,776
OCT		330,808	328,640	321,054	282,563
NOV		377,516	372,394	369,574	371,347
DEC		413,035	375,629	361,348	326,905
Total	1,218,252	4,596,526	4,586,602	4,221,555	3,789,118

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