

Minutes of the  
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD  
 Monday, May 15, 2023  
 @ Airport Terminal Building

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

**CALL TO ORDER**

The meeting was called to order at 1:27 PM by the Chairman, Steve Allen

**APPROVAL OF MINUTES**

Minutes of the regular Apr 17, 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 –
    - Airport Day (75th Anniversary) - May 20<sup>th</sup>
    - Cessnas 2 Oshkosh Formation Clinic – May 21<sup>st</sup>
    - EAA “Young Eagles” Flight – Jun 24<sup>th</sup>
  - Court Actions – On Apr 24<sup>th</sup>, the Commissioners discussed using airport funds for the anniversary party...They once again tabled the topic (The were concerned about using public funds for a private event). On May 8<sup>th</sup>, the Judge signed and read a proclamation stating the May 20<sup>th</sup>, 2023, is the 75<sup>th</sup> Anniversary of the opening of the airport. The commissioners also approved the airport insurance rider.
- T-hangars occupancy update. The Manager stated that we are 100% full...waiting list is at 28.
- 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 |

- To close out his report, the Airport Manager provided the board with the main details of the open house and anniversary party.

**OPEN FLOOR**

- Crosswind Aviation. Gwen Fullbrook piggybacked on Tony’s comments about the open house and party, emphasizing the aviation career vendor portion of the event.
- TFS update – Mr. Fuchs told the board that there are no deployed airborne assets in Texas.
- Dawn Duley gave a quick update on Tac Aero Maintenance/Academy...Both the maintenance and the academy new employees have started.

**NEW BUSINESS**

- Quote for painting the terminal building. The Airport Manager presented the board with a proposal to repair and repaint the Terminal building. The quote was for \$11,800 and this project qualifies for RAMP funds. The Airport Manager mentioned that the building has not been painted since 2002. The board unanimously supported the project.
- 2024 Budget Presentation. The Airport Manager reviewed the proposed budget for next year. The major change from last year was the added funds to hire an “on-call” engineer firm to help with future development. The board unanimously supported the proposed budget.

**OLD BUSINESS.**

- 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 mentioned that the website is up and running, and he has 8 people on the reservation list.
- Other topics in the que for court review: Rules and Regulations; Minimum Operating Standards; and Airport Rates and Fees document.

**REPORTS**

EAA Report. Judie Mooney said the EAA moved the “Young Eagles” event on Jun 24<sup>th</sup>. She also mentioned that she plans to bring the new Scholarship winner to meet the AAB in the future.

David Smith reviewed the fuel sales for April. He also mentioned that if you remove the TFS fuel usage from last year’s sales, this year would be ahead of last year. He also quickly mentioned the FBO construction project. Tim Lehmborg reviewed the sale tax reports for the City and County.

## **COMMENTS**

Commissioners Kramer addressed the board to review the Apr 17 aircraft incident, and to discuss his concerns that the Airport Manager was not onsite during the event.

**ADJOURNMENT** (2:15). Prior to adjourning, the board discussed the schedule for the next meeting because the Airport Manager will be out of the office for family issues during the next meeting date. The board decided to move the next meeting to Jun 27th. The board adjourned and went into executive session to the “on call” engineer proposals.


**“On Call” Engineer Proposals Vote...**After the executive session, the board resumed the open session meeting to vote on the proposal. The Board unanimously recommended Mark Cornett for the “on-call” position. The board then adjourned the meeting, again (2:30).

**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
  - Apr 17th
- Airport Manager’s Report
  - Event Update (*Italicized - Unconfirmed*)
    - Airport Day (75<sup>th</sup> Anniversary) - May 20<sup>th</sup>
    - Cessnas 2 Oshkosh Formation Clinic – May 21<sup>st</sup>
    - EAA “Young Eagles” Flight – Jun 24<sup>th</sup>

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# AAB

- Airport Manager’s Report
  - Court Review – On Apr 24<sup>th</sup>, the Commissioners discussed using airport funds for the anniversary party...They once again tabled the topic (The were concerned about using public funds for a private event). On May 8<sup>th</sup>, the Judge signed and read a proclamation stating the May 20<sup>th</sup>, 2023, is the 75<sup>th</sup> Anniversary of the opening of the airport. The commissioners also approved the airport insurance rider.
  - T-Hangar Occupancy – 100% (28)
  - 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

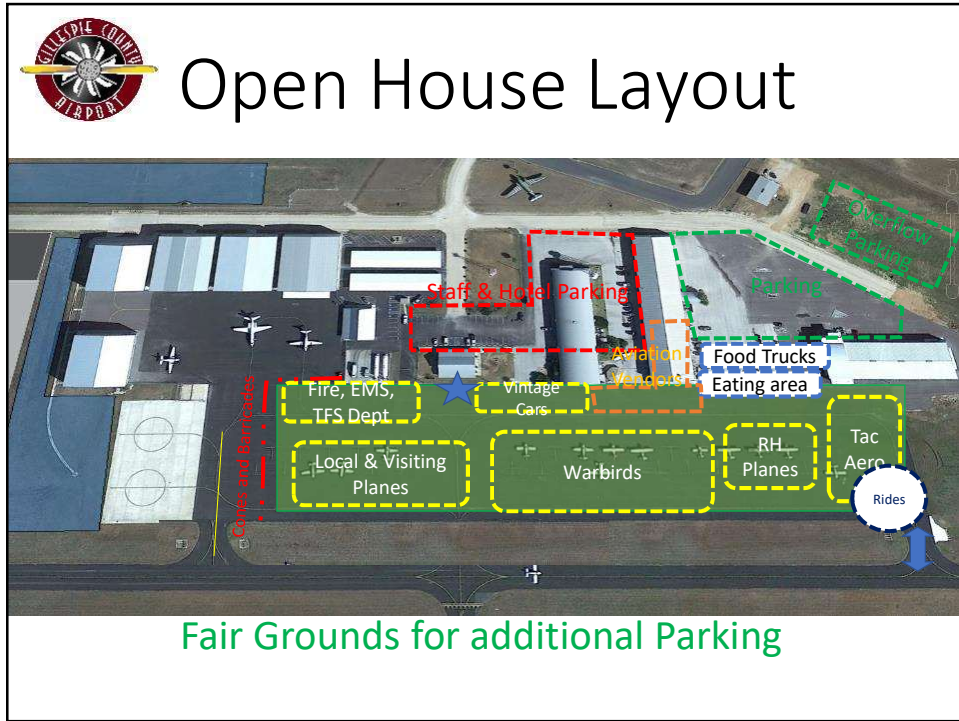
- Airport Development Update:
  - Active Private Projects:

| # | Developer                                | LOI Date Rcv'd | Status | Comments                               |
|---|--|----------------|--------|--|
| 2 | FBO Expansion                            | 02/02/22       | IV     |  |
| 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 |


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- Opening Ceremony
  - MC - Gasmire
  - Flag ceremony
    - Color Guard – FHS NJROTC
    - Nat' Anthem
    - Mayor
    - Tac Aero Fly by
  - Judge Jones reading the Proclamation
  - T82 History (Tony)

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**75<sup>TH</sup> ANNIVERSARY PARTY**

**TIME FLIES**  
*When you are having fun!!!*

**Saturday, May 20<sup>th</sup>**  
5:30pm to 8:00pm

You are cordially invited to the 75<sup>th</sup> Anniversary Party for the Gillespie County Airport.

Saturday, May 20<sup>th</sup>, 2023  
5:30pm to 8:00pm

Snowden's Hangar  
578 Airport Road

Please RSVP to Gwen (830-456-2623) or Tony (830-990-5764) by May 10<sup>th</sup>.

*We are honoring our "Modern Day" Founding Fathers*

*Food, Drinks and Entertainment provided*

- @ Bob Snowden's Hangar
- Backwood BBQ
- Adult drinks – Provided by AAB/Walker
- MC/Music – Gasmire
- Security provided by Unlimited Security
- Party Program
  - 1730-1745 Social Time
  - 1745-1815 Food (buffet style)
  - 1815 (MC) Intros & Thank you's
  - 1825 Airport History Presentation (video)
  - 1915 Modern day Founding Father presentation
    - Dick Estenson
    - Judge Stroeher
    - David Smith
    - Keith Keller
    - Greg Snelgrove
  - 2000 (MC) Conclusion

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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:
  - Quote for painting the terminal building - \$11,800 (RAMP)
    - Original paint (opened in 2002)
    - Touch up in 2006




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## Airport Operating Fund

|   |                       |
|---|-----------------------|
| Current Balance Sheet Amount (as of May 2023) | <b>\$686,579.86</b>   |
| Remaining Expected Revenue                    | <i>\$184,607.65</i>   |
| Remaining allotted Budget                     | <i>(\$227,032.11)</i> |
| Expected Amount at the Beginning of the FY    | <b>\$644,155.40</b>   |

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## Projected Revenue

| Projected Revenue (FY 24)            |                     |
|--------------------------------------|---------------------|
| State Revenues (RAMP)                | \$45,000.00         |
| Interest Earnings                    | \$5,000.00          |
| Land Lease (Airport)                 | \$163,533.00        |
| Sublease 3% Revenue                  | \$11,000.00         |
| Rental County T-Hanger Space         | \$59,565.00         |
| Fuel Flowage Fee (500K gallons sold) | \$40,000.00         |
| Ramp/Tie Down Fee                    | \$2,000.00          |
| Rhett Hawk Land lease                | \$12,000.00         |
| Business Park Leases                 | \$80,142.00         |
| Eclipse fee                          | \$8,900.00          |
|                                      | <b>\$427,140.00</b> |

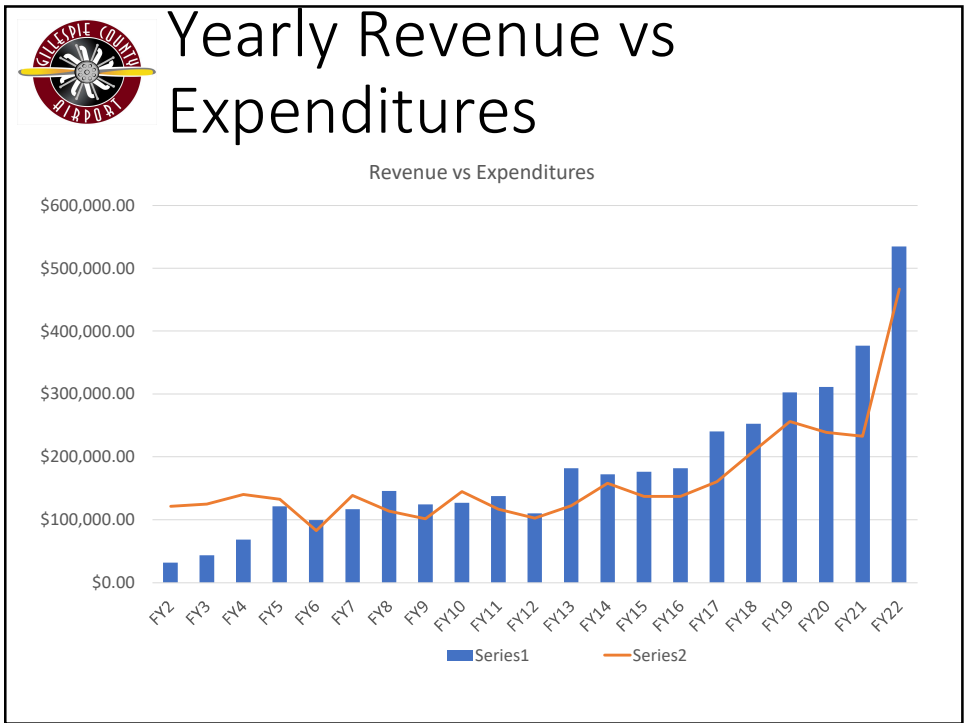
  

| Special Circumstances (State/Fed) Revenue |                                 |        |
|---|---------------------------------|--------|
| FY23-24                                   | American Rescue Plan Act (ARPA) | \$59K  |
| ????                                      | Repayment for land              | \$600K |

| Projected New Lease Revenue              |                    |
|--|--------------------|
| Business Park Leases (SSBT & 224 BC LLC) | \$25,547.94        |
|  | <b>\$25,547.94</b> |

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# CIP List

| PROJECT YEAR                                  | FEDERAL     | LOCAL     | TOTAL       | PROJECT DESCRIPTION                          |
|---|-------------|-----------|-------------|--|
| 2023  | \$1,606,500 | \$178,500 | \$1,785,000 | Runway and Taxiway Reconstruction (NPE 2023) |
| Awaiting the Completion of the Planning Study |             |           |             |  |
| ???   | \$600,000   | \$66,667  | \$666,667   | Land Reimbursement                           |

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| ACCOUNT DESCRIPTION        | FY22 Closeout | FY23 BUDGET | FY23 BUDGET Remaining As of Mar 2023 | FY24 BUDGET | Comments   |
|----------------------------|---------------|-------------|--------------------------------------|-------------|--|
| POSTAL EXPENSES            | .00           | 100.00      | 85.72                                | 100.00      |  |
| OTHER / OFC SUP            | 691.49        | 1,000.00    | 624.13                               | 1,500.00    | ink/paper, etc                                   |
| FUEL & OIL                 | 2,279.29      | 2,500.00    | 2,000.81                             | 2,500.00    | 3 vehicles                                       |
| CUSTODIAL                  | 1,263.00      | 1,500.00    | 1,254.79                             | 1,500.00    | Cleaning supplies                                |
| OTHER / OPER SUP           | 5,308.98      | 5,000.00    | 2,718.06                             | 13,000.00   | Non RAMP maintenance items \$7K + \$6K (Eclipse) |
| BUILDINGS                  | 4,986.72      | 2,000.00    | 1,874.34                             | 2,000.00    | Contingency for AC failure an other issues       |
| OFFICE EQUIPMENT           | .00           | 1,000.00    | 1,000.00                             | 1,000.00    | Contingency for computer failure                 |
| AUTOMOTIVE/ROAD EQUIPMENT  | 2,854.33      | 3,000.00    | 882.60                               | 4,000.00    | Contingency for Truck and tractor, etc           |
| OTHER / R&M SUP            | 99,174.32     | 100,000.00  | 85,507.90                            | 100,000.00  | RAMP Budget                                      |
| SUBSCRIPTIONS              | .00           | 40.00       | 40.00                                | 40.00       | FAR subscription                                 |
| ENGINEERING/ARCHITECT SERV | .00           | 20,000.00   | 20,000.00                            | 40,000.00   | Engineer on Call                                 |
| OTHER / PROF SERV          | .00           | 10,000.00   | 9,400.00                             | 5,000.00    |  |
| LANDSCAPING                | 80.61         | .00         | .00                                  | .00         |  |

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| ACCOUNT DESCRIPTION           | FY22<br>Closeout | FY23<br>BUDGET | FY23<br>BUDGET<br>Remaining<br>As of Mar<br>2023 | FY24<br>BUDGET | Comments                      |
|-------------------------------|------------------|----------------|--|----------------|-------------------------------|
| JANITORIAL                    | .00              | .00            | .00  | .00            |                               |
| TELEPHONE                     | 4,997.14         | 4,000.00       | 1,602.48   | 5,500.00       |                               |
| CONFERENCE/TRAVEL<br>EXPENSES | 670.78           | 1,000.00       | 489.11   | 2,000.00       | TXDOT Avn Conf                |
| ADS & LEGAL NOTICES           | 19.00            | 200.00         | 200.00   | 200.00         |                               |
| ELECTRICITY/WATER             | 12,128.01        | 14,000.00      | 9,070.12   | 14,000.00      |                               |
| OFFICE EQUIPMENT              | .00              | .00            | .00  | .00            |                               |
| OTHER / RENTALS               | .00              | .00            | .00  | .00            |                               |
| DUES                          | 100.00           | 100.00         | .00  | 100.00         | TAC membership                |
| INSURANCE                     | 2,390.00         | 3,500.00       | 3,500.00   | 3,500.00       |                               |
| CONTRACT LABOR                | .00              | .              | .  | .              |                               |
| UNIFORMS                      | .00              | 600.00         | 595.88   | 600.00         | (NEW) Unifirst uniform rental |

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| ACCOUNT DESCRIPTION           | FY22<br>Closeout | FY23<br>BUDGET | FY23<br>BUDGET<br>Remaining<br>As of Mar<br>2023 | FY24<br>BUDGET | Comments                         |
|-------------------------------|------------------|----------------|--|----------------|----------------------------------|
| OTHER / MISC SERV             | 3,952.26         | 4,500.00       | 585.45   | 4,500.00       | Property TAX (\$4335.93)         |
| OTHER                         | .00              | .00            | .00  | .00            |                                  |
| AIRPORT BUILDINGS             | .00              | .00            | .00  | .00            |                                  |
| OTHER / IMPROVEMENTS          | 49,630.00        | .00            | .00  | .00            |                                  |
| OTHER                         | 26,660.00        | 193,000.00     | 193,000.00                                       | 178,500.00     | Sponsor's share (\$178.5K+14.5K) |
| FEDERAL GRANT<br>IMPROVEMENTS | 200,938.27       | .00            | .00  | .00            |                                  |
| OFFICE EQUIPMENT              | .00              | .00            | .00  | .00            |                                  |
| AUTOMOTIVE                    | .00              | .00            | .00  | .00            |                                  |
| OTHER / M&E                   | 29,015.06        | 20,000.00      | 4,241.65   | .00            |                                  |
| GENERAL FUND                  | .00              | .00            | .00  | .00            |                                  |
| AIRPORT CAPITAL PROJECT GR    | .00              | .00            | .00  | .00            |                                  |
|                               | 447,139.26       | 387,040.00     | 338,673.04                                       | 379,540.00     |                                  |
| (minus CIP)                   | 420,479.26       | 174,040.00     | 141,431.39                                       | 201,040.00     | Add \$45K (From the \$59K ARPA)  |

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## AAB

- Old Business:
  - Lease Review (R.H. lease Amendment)
  - 2024 Eclipse (8)
  - 75th Anniversary/Open House
  - Rules and Regulations update/comments
  - Minimum Operating Standards update/comments
  - Airport Rates and Fees document


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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 |
|------------------------------------|--------|--------|---------|---------|---------|---------|---------|---------|---------|------------|---------|---------|-----------|
| <b>AvGas - Gals</b>                |        |        |         |         |         |         |         |         |         |            |         |         |           |
| Gillespie Air Services @ Retail    | 8,965  | 8,386  | 12,203  | 12,356  |         |         |         |         |         |            |         |         | 41,911    |
| Net Total AvGas Market TR2         | 8,965  | 8,386  | 12,203  | 12,356  |         |         |         |         |         |            |         |         | 41,911    |
| Total Market, Same Month, Prior Yr | 8,695  | 9,307  | 11,910  | 12,850  | 12,694  | 9,721   | 10,286  | 9,858   | 12,083  | 11,521     | 7,064   | 6,549   | 122,509   |
| Percent Growth (Decline)           | 3%     | -10%   | 2%      | -4%     |         |         |         |         |         |            |         |         |           |
| Cumulative YTD - This Year         | 8,965  | 17,351 | 29,555  | 41,911  |         |         |         |         |         |            |         |         |           |
| Last Year                          | 8,695  | 17,872 | 29,982  | 42,732  | 55,426  | 65,147  | 75,433  | 85,291  | 97,375  | 108,895    | 115,960 | 122,509 |           |
| Percent Growth (Decline)           | 3%     | -3%    | -1%     | -2%     |         |         |         |         |         |            |         |         |           |
| % Total by Month                   | 28.6%  | 30.9%  | 29.5%   | 27.5%   | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0!    | #DIV/0! | #DIV/0! |           |
| <b>Jet A - Gals</b>                |        |        |         |         |         |         |         |         |         |            |         |         |           |
| Gillespie Air Services @ Retail    | 22,374 | 18,768 | 29,122  | 32,634  |         |         |         |         |         |            |         |         | 102,899   |
| Net Total Jet A Market TR2         | 22,374 | 18,768 | 29,122  | 32,634  |         |         |         |         |         |            |         |         | 102,899   |
| Total Market, Same Month, Prior Yr | 27,790 | 26,870 | 46,538  | 39,290  | 40,875  | 49,716  | 49,764  | 27,866  | 30,155  | 29,086     | 29,985  | 18,180  | 414,915   |
| Percent Growth (Decline)           | -19%   | -30%   | -17%    | -15%    |         |         |         |         |         |            |         |         |           |
| Cumulative YTD - This Year         | 22,374 | 41,143 | 70,265  | 102,899 |         |         |         |         |         |            |         |         |           |
| Last Year                          | 28,532 | 47,963 | 79,181  | 110,466 | 137,016 | 162,710 | 214,057 | 242,949 | 278,220 | 322,244    | 365,559 | 403,868 |           |
| Percent Growth (Decline)           | -22%   | -14%   | -13%    | -9%     |         |         |         |         |         |            |         |         |           |
| % Total by Month                   | 71.4%  | 69.1%  | 70.5%   | 72.5%   | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0!    | #DIV/0! | #DIV/0! |           |
| <b>Total Fuels</b>                 |        |        |         |         |         |         |         |         |         |            |         |         |           |
| Total Fuels Market TR2 - Gals      | 31,340 | 27,154 | 41,325  | 44,990  |         |         |         |         |         |            |         |         | 144,810   |
| Total Market, Same Month, Prior Yr | 36,455 | 35,177 | 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%   | -25%   | -29%    | -12%    |         |         |         |         |         |            |         |         |           |
| Cumulative YTD - This Year         | 31,340 | 58,454 | 99,820  | 144,810 |         |         |         |         |         |            |         |         |           |
| Last Year                          | 36,455 | 72,632 | 131,080 | 182,220 | 235,589 | 295,028 | 355,076 | 392,801 | 435,039 | 475,646    | 512,695 | 537,424 |           |
| Percent Growth (Decline)           | -14%   | -19%   | -24%    | -21%    |         |         |         |         |         |            |         |         |           |
| <b>Market Change by Quarter</b>    |        |        |         |         |         |         |         |         |         |            |         |         |           |
| Market by Quarter                  |        |        | 1st     |         | 2nd     |         | 3rd     |         | 4th     | YTD Totals |         |         |           |
| Percent Change 2021 to 2022        |        |        | -34%    |         |         |         |         |         |         |            |         |         |           |
| Year 2023 Total Fuels by Quarter   |        |        | 99,820  |         | 44,990  |         |         |         |         |            |         |         |           |
| Year 2022 Total Fuels by Quarter   |        |        | 131,080 |         | 163,946 |         | 140,013 |         | 102,385 | 537,424    |         |         |           |

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# Questions

Next Meeting: Jun 19<sup>th</sup>  
(Airport Manager out of the office, Jun 16-24)

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