

Minutes of the
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD
 Monday, Jun 27, 2023
 @ Airport Terminal Building

| MEMBERS PRESENT: | STAFF PRESENT: | GUESTS PRESENT: |
|-----------------------|------------------------|------------------|
| David Smith | Tony Lombardi, Manager | Ethan Crane |
| Keith Keller | Bobby Watson, City | Lindy Segall |
| Judie Mooney, EAA Rep | | Juliane Martinez |
| Steve Allen | | Gwen Fullbrook |
| Paul Hannemann | | |
| 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 May 15, 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 –
 - July 4th Fireworks
 - Court Actions – On June 12th, the Commissioners approved the repainting of the terminal building. On Jun 27th, the airport budget was presented.
- 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) Note: we are still waiting on a light replacement |
| | Communication (CTAF, GCO, AWOS) |
| | Weather Station |
| | Facilities |
| | Miscellaneous (Construction, Closures, etc) |

- Airport Development Update:
 - Active Private Projects

| # | Developer | LOI Date Rev'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 a quick update on the eclipse prep.

OPEN FLOOR

- Crosswind Aviation. Gwen Fullbrook stated that they are beginning a ground school class. She mentioned that Tami King contacted her to support the traveling Vietnam wall exhibit that will be here in May of 2025. Both Tony and Gwen mentioned that they are planning another airport Open House to support the wall exhibit.
- TFS update – Paul Hannemann mentioned that the TFS has some deployed asset in Texas, but none in our area.
- Lindy Segall – Lindy discussed the Ray Scholarship and introduced Juliana Martinez to the board. She is the recent scholarship winner.

NEW BUSINESS

- Airport Development plan – The airport manager reviewed the updates to the airport development plan that was introduced by Greg Snelgrove and recommended for approval by the board at the Apr 2022 board meeting. Since the scope of work had increased, the airport manager wanted to make sure the board supported the new plan. The board once again unanimously recommended approval.
- 2024 Budget Presentation update. The Airport Manager reviewed a few changes he made to his proposed budget in May. The board had no issues with the changes.
- CIP update – The Airport Manager first mentioned that the Judge with coordination with the airport manager decided to remove the request from TXDOT for the repayment of the 2017 land purchase. Following that, the Manager mentioned that TXDOT aviation contacted him on Monday afternoon stating that there has been changes to the airport’s pavement project. This project was already 2 years past due and has been changed once already. It was originally planned as a pavement rehab project that fell in line with the “Statewide Pavement” Program, but after a pavement evaluation was conducted, the airport project scope changed from a rehab project to a reconstruction project. As a result, the airport was not eligible for the Statewide program. As a stand-alone project, it was scheduled for FY23. As the project date approached, TXDOT re-evaluated the cost and determined that there were not enough funds to execute the project. The cost changed from \$1.78M to ~\$3.8M. After the summary, the Airport Manager stated that we have a decision to make on the scope of the project, and presented the board with 4 options:
 1. Option 1 – Same Scope (Reconstruction of the runway, connectors, and parallel taxiway)
 - FY24 - Eng/Design - \$275K - \$350K (Sponsor’s Share - \$35K)
 - FY25 - \$3,816,040 (Sponsor’s Share - \$381,604)
 - Note: Nothing is budgeted for the rest of the pavement.

2. Option 2 – Reconstruction of the Runway only (2 Coarse Chip seal and 2" Overlay)
 - FY24 - Eng/Design - \$275K - \$350K (Sponsor's Share - \$27K)
 - FY25 - \$2,966,040 (Sponsor's Share - \$296,604)
 - Note: Nothing is budgeted for the rest of the pavement
 3. Option 3 – Reconstruction of Parallel Taxi and runway connectors (and south terminal ramp connector); Reconstruction of some or all of the terminal ramp (south ramp); Seal coat and repainting for runway; north ramp, and remaining portion of south ramp (if not reconstructed)
 - FY24 - Eng/Design - \$275K - \$350K (Sponsor's Share - \$35K)
 - FY25 - \$? (Sponsor's Share - \$?)
 - Note: this will be at or below the cost for option 1.
 4. Option 4 – A combination of the options
- After a thorough discussion, the board unanimously recommended option 3. Furthermore, it was mentioned that Option 2 would be requested as the next project for FY26&FY27.

OLD BUSINESS.

- Lease Review Recommendations/Update– The Manager mentioned that he met with the Judge to discuss the amendment to the Rhett Hawk lease, and the Judge plans to put it on the agenda for July 10th for the Court's approval. The other item identified in the lease review report was the lack of a document requiring the County to pay rent for the land used in the business court. The Manager presented the Judge with a draft Resolution stating that the County is required to pay rent to the airport, and the Judge plans to put it on the agenda for July 10th, also.
- Other topics in the que for court review: Airport Rates and Fees document (This will also be on the agenda for July 10th).
- Rules and Regulations & Minimum Operating Standards are still awaiting review.

REPORTS

EAA Report. Judie Mooney reviewed the "Young Eagles" event on Jun 24th. She mentioned that they flew 60 kids with 13 pilots. She also mentioned that the EAA plans to donate a bench to the airport on behalf of Lou DeFazio, who passed away in a plane crash on March 7th, 2023.

David Smith reviewed the fuel sales for May. He also mentioned that fuel sales for Jet A are down, and they don't expect to reach their forecast of 500K gallons sold. He also quickly mentioned the FBO construction project. Tim Lehmborg reviewed the sale tax reports for the City and County.

COMMENTS

David Smith and Keith Keller announced that they are retiring at the end of the year, and Judie announced that she would like to step down immediately due to other personal commitments.


ADJOURNMENT (2:51). Next meeting is July 17th at the County AgriLife conference room.

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
 - May 15th
- Airport Manager's Report
 - Event Update (*Italicized - Unconfirmed*)
 - July 4th – Fireworks
 - Dec – Santa Fly-in
 - Comments
 - *Eclipse Update*

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AAB

- Airport Manager's Report
 - Court Review – On June 12th, the Commissioners approved the repainting of the terminal building. On Jun 27th, the airport budget was presented.
 - 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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AAB

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

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Situation

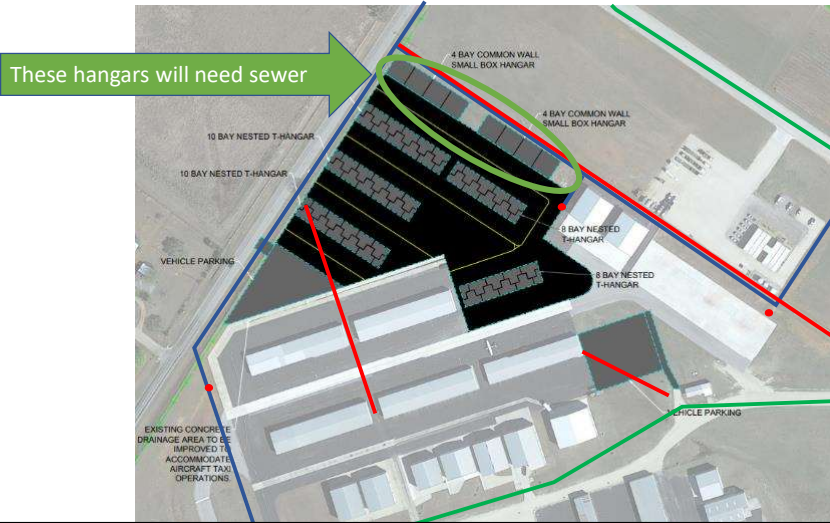
- With completion of the Airport Layout Plan, it is time to consider building infrastructure throughout the airport to support development depicted in the ALP.
 - Current Status and Hurdles:
 - Most utilities and non-airside infrastructure (Water, sewer and road construction) are not eligible for federal AIP grant funding.
 - Current Estimate for the airport operations fund is \$644,155.40 (for the start of FY24).
 - Note: A conservative estimate is that the fund balance should grow about \$40K-\$60K per year.

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North Area

Some of the infrastructure, water, road/access, and electricity are in place to support building out of the northern hangar area of the airport. (no sewer)

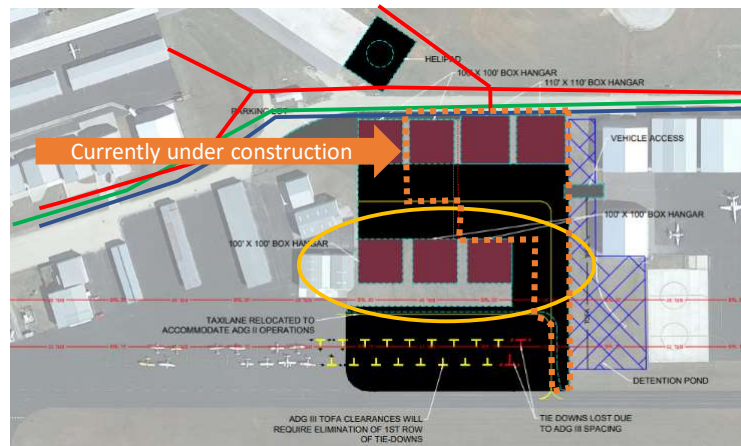


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Mid-Field Area

With the new construction (FBO expansion and Flores' Hanger), some of the infrastructure is in place, but sewer/water/electricity/storm water for the west section needs to be reviewed, and a Fire hydrant placement is needed.

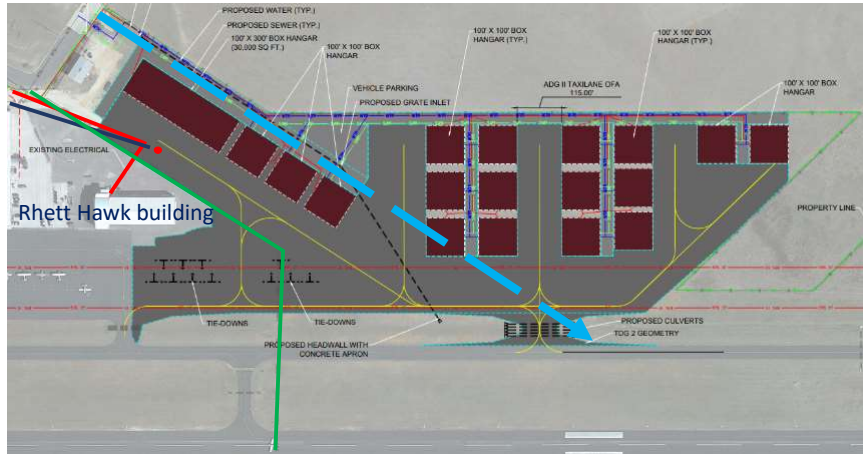


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South Area

Almost all the utilities stop at the Rhett Hawk building. The biggest hurdle is the open ravine ([stormwater](#))



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Mission

Develop infrastructure for the airport to support future airside development by using excess funds from the airport operating fund.

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Execution

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Phase I

- Secure Support:
 - AAB
 - The original plan was presented by Greg Snelgrove at the Apr 2022 AAB Meeting (he called it “OPERATION SMOOTH FLOW”)...it was recommended for approval.
 - The plan was modified at the Jan 2023 Executive Meeting (the scope was changed to cover the entire airport)
 - Commissioners Court
 - To be presented prior to the Budget presentation

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Phase II

- Hire an "On Call" Engineer Firm
- Create an "off-shelf" prioritized project list
 - 10-20 projects (<\$50k per project)
 - Top 5-10 projects will include:
 - 30% engineering
 - Engineering cost analysis to finish the engineering

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Phase III

- Incrementally, not letting the airport operating fund balance fall below \$500,000, bid and build the infrastructure.

***Note:** Due to the complexity of the budget process, projects and funding will need to be determined in May/June prior to the start of the Fiscal Year (FY) (Oct 1st). Only budgeted funds can be spent during the FY.*

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Command and Control

The Airport Manager, with coordination of the Airport Advisory Board, shall implement this plan under supervision of the Commissioners Court.

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Path Forward

- Approve the Budget line item 72-611-4703 for the \$40K (Recommend using the ARPA revenue (\$59K))
- Approve the hiring of an “On Call” Engineer
- FY24 ...Create an “off-shelf” prioritized project list
- FY25...Start Phase III

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AAB

- New Business:
 - Budget Update
 - A few line item increases
 - Building \$2000 to \$5000 (to cover deductible)
 - Telephone \$5.5K to \$6.5K (under budgeted the last 2 years)
 - Property Taxes \$4.5K to \$5.8K (to cover a 33% increase)
 - CIP Budget
 - \$193K to \$35K (CIP change)

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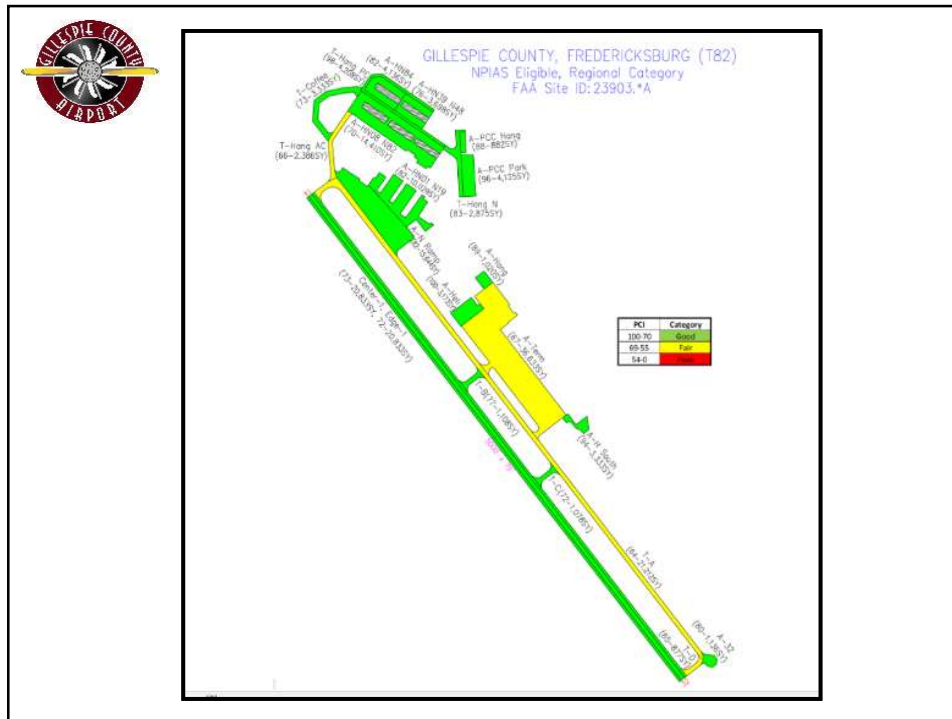


AAB


- New Business:
 - CIP Update...“Runway and Taxiway Reconstruction”

| PROJECT YEAR | FEDERAL | LOCAL | TOTAL | PROJECT DESCRIPTION |
|---|-------------|-----------|-------------|---|
| 2023 | \$130,500 | \$14,500 | \$145,000 | Runway and Taxiway Reconstruction (NPE 2023) (Eng/Design) |
| 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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CIP Change

- Option 1 – Same Scope
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 - FY25 - \$? (Sponsor's Share - \$?)
- Option 4 – Other????

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AAB

- Old Business:
 - Lease Review (R.H. lease Amendment)
 - 2024 Eclipse (8)
 - Rules and Regulations update/comments
 - Minimum Operating Standards update/comments
 - Airport Rates and Fees document
 - RAMP Amendment (Aviation Tracking)


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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 |
|------------------------------------|--------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|------------|
| AirGas - Gals | | | | | | | | | | | | | |
| Odyssey Air Services @ Retail | 8,986 | 8,388 | 12,203 | 12,358 | 11,689 | | | | | | | | 53,680 |
| Net Total AirGas Market YTD | 8,986 | 8,388 | 12,203 | 12,358 | 11,689 | | | | | | | | 53,680 |
| Total Market, Same Month, Prior Yr | 8,855 | 9,307 | 11,910 | 12,800 | 12,864 | 9,721 | 10,285 | 9,855 | 12,083 | 11,531 | 7,054 | 6,542 | 122,509 |
| Percent Growth (Decline) | 3% | -10% | 2% | -4% | -8% | | | | | | | | |
| Cumulative YTD - This Year | 8,986 | 17,374 | 29,577 | 41,935 | 53,624 | 65,147 | 75,433 | 85,291 | 97,375 | 108,865 | 115,980 | 122,509 | |
| Last Year | 8,855 | 17,972 | 29,882 | 42,732 | 55,426 | | | | | | | | |
| Percent Growth (Decline) | 3% | -9% | -1% | -2% | -4% | | | | | | | | |
| % Tot by Month | 28.6% | 30.8% | 29.5% | 27.5% | 29.2% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| Jet A - Gals | | | | | | | | | | | | | |
| Odyssey Air Services @ Retail | 22,374 | 18,788 | 29,122 | 32,834 | 27,424 | | | | | | | | 130,323 |
| Net Total Jet A Market YTD | 22,374 | 18,788 | 29,122 | 32,834 | 27,424 | | | | | | | | 130,323 |
| Total Market, Same Month, Prior Yr | 27,740 | 28,810 | 48,538 | 38,200 | 40,670 | 40,715 | 40,764 | 27,885 | 30,155 | 20,085 | 29,085 | 18,180 | 414,918 |
| Percent Growth (Decline) | -19% | -36% | -37% | -15% | -33% | | | | | | | | |
| Cumulative YTD - This Year | 22,374 | 41,143 | 70,265 | 103,099 | 130,323 | | | | | | | | |
| Last Year | 28,532 | 47,953 | 78,191 | 110,486 | 137,016 | 182,710 | 214,057 | 242,949 | 278,220 | 322,244 | 365,559 | 403,868 | |
| Percent Growth (Decline) | -22% | -34% | -14% | -7% | -9% | | | | | | | | |
| % Tot by Month | 71.4% | 66.1% | 70.5% | 72.5% | 70.1% | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | |
| Total Fuels | | | | | | | | | | | | | |
| Total Fuels Market TSE - Gals | 31,340 | 27,154 | 41,325 | 44,990 | 39,113 | | | | | | | | 183,923 |
| Total Market, Same Month, Prior Yr | 30,455 | 36,117 | 58,448 | 51,140 | 53,390 | 59,437 | 60,051 | 37,724 | 42,238 | 40,807 | 37,049 | 24,729 | 537,424 |
| Percent Growth (Decline) | -1% | -25% | -29% | -12% | -27% | | | | | | | | |
| Cumulative YTD - This Year | 31,340 | 58,494 | 99,820 | 144,810 | 183,923 | | | | | | | | |
| Last Year | 30,455 | 72,632 | 131,080 | 182,220 | 235,569 | 295,026 | 355,078 | 392,801 | 435,039 | 475,846 | 512,695 | 537,424 | |
| Percent Growth (Decline) | -1% | -19% | -24% | -21% | -22% | | | | | | | | |
| Market Change by Quarter | | | | | | | | | | | | | |
| Market by Quarter | | | 1st | | | 2nd | | | 3rd | | | 4th | YTD Totals |
| Percent Change 2021 to 2022 | | | -24% | | | | | | | | | | |
| Year 2023 Total Fuels by Quarter | | | 99,820 | | | 165,946 | | | 140,013 | | | 102,385 | 537,424 |
| Year 2022 Total Fuels by Quarter | | | 131,080 | | | | | | | | | | |

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Questions

Next Meeting: July 17th

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