# Minutes of the GILLESPIE COUNTY AIRPORT ADVISORY BOARD Monday, July 15, 2025

#### @ Airport Terminal

MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
Tim Lehmberg	Tony Lombardi, Manager	
Steve Allen (via Teams)	Ethan Crane	
David Gasmire	Bobby Watson, City	
Gwen Fullbrook		
Paul Hannemann		
	Absent	
Kory Keller	Courtney Walker	
	Larry Hauptrief - EAA	
	Keith Kramer, County	

#### **CALL TO ORDER**

The meeting was called to order at 1:03 PM by the Vice Chairman, Tim Lehmberg

#### APPROVAL OF MINUTES

Minutes of the regular "Jun 17, 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.
  - o Event Update
    - 0 2025
      - Sep 20th JB "First Flight" day
      - Nov 30-Dec 2nd Texas V-tails
      - Dec 20th Santa's Fly-in
- Court Actions On Jun 23<sup>rd</sup>, the Court approved both Gardner's and the Mulholland's projects and authorized the Judge to go into lease negotiations; and they, also, approved Tac Aero banner operations. On June 1<sup>st</sup>, the Court accepted the airport's FY 26 budget presentation. Finally, on July 14, the court approved to pay the invoice for the removal of the trees on the golf course and approved the insurance rider for the airport.
- T-hangars occupancy update. The Manager stated that the County T-hangers are 100% ...waiting list is at 46.

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

Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs) - New Taxiway C info sign ordered (Tac Aero)
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	DA Signed 04/03/2025 (expires 10/02/25)
2	Ladd Gardner	1/30/25	PHII	DA Signed 03/10/2025 (expires 09/09/25)
3	Mulholland	03/20/2025	PHI	DA Signed 04/28/2025 (expires 10/28/25)

• Hot Topics/ Miscellaneous Updates. The airport manager summarized the tree mitigation and the return to normal ops (the NOTAM removed that prohibited the night instrument approach to runway 14). He also mentioned that the remaining trees/penetrations will be trimmed in August. In doing so, it will allow us to get an LPV approach to runway 14.

#### **FLOOR**

- FBO Ethan stated that 1<sup>st</sup> half the year has been GREAT, and they continue to be very busy.
- Crosswind Aviation Gwen stated that she has hired 2 more instructor (for a total of 5) and she has added 2 more aircraft to her inventory.
- TFS Paul Hannemann mentioned that the State has allocated \$200M to their aviation budget.

#### **NEW BUSINESS**

• Item a. Hangar Policy Discussion – The manager presented his proposed airport hangar policies. This included the policy for the County waiting list, the County T-hangar policies and private hangar usage policies. The individual policies/rules can be found in the attached slides. Note: the yellow highlighted sections were changed during the presentation. The board unanimously approved the policies. These rules will be incorporated into the upcoming changes to the Rules and Regulations and will be posted on the website until then (pending court approval).

#### **OLD BUSINESS.**

- Minimum Standards Update— the manager mentioned that the draft Min Std is still awaiting the Judge's review.
- CIP Update The Manager gave a quick update on the following CIP projects:
  - o Pavement Project
    - The Manager stated that he attended the final engineering design meeting on July 1<sup>st</sup> (via teams). A few updates were made to the design (mainly associated with the alternative options). The Manager added a runway treatment with new striping as the 1<sup>st</sup> alternative. He also mentioned that AIG funds might be required (~\$650K).
  - o AWOS Replace Project Replacement parts should arrive on Sept 5<sup>th</sup> for installation.
  - o Drainage Study
    - Field work has been completed, according to the Manager.

#### **REPORTS**

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

**ADJOURNMENT** (2:59). Next meeting is (Tuesday) Aug 19<sup>th</sup> at the Airport Terminal Building at 1pm.

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

Attachment





- 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



### AAB

- •Minutes Approval vote needed
  - •Jun 17th
- Airport Manager's Report
  - Event Update (Italicized Unconfirmed)
    - Sep 20<sup>th</sup> JB "First Flight" day
    - Nov 30-Dec 2<sup>nd</sup> Texas V-tails
    - Dec 20<sup>th</sup> Santa's Fly-in

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### AAB

- Airport Manager's Report
  - Court Actions On Jun 23<sup>rd</sup>, the Court approved both Gardner's and the Mulholland's projects and authorized the Judge to go into lease negotiations; and they, also, approved Tac Aero banner operations. On June 1<sup>st</sup>, the Court accepted the airport's FY 26 budget presentation. Finally, on July 14, the court approved to pay the invoice for the removal of the trees on the golf course and approved the insurance rider for the airport.
  - T-Hangar Occupancy 100% (46)
  - Airport Status:

Lights (PAPIs, Beacon, Rwy Edge, Taxiway, Signs)

- New Taxiway C info sign ordered (Tac Aero)

Communication (CTAF, GCO, AWOS)

Weather Station

**Facilities** 

Miscellaneous (Construction, Closures, etc)

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2	Gardner	1/30/25	PHIII	DA Signed 03/10/2025 (expires 09/09/25) ***Lease negotiations		
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## Hot Topics/Misc.

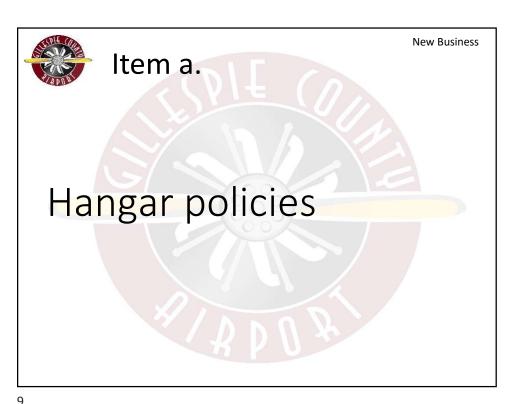
- Instrument to RWY 14 Issue (FAA)
  - Night Approach Resolved
  - LPV quick update trees to be trimmed in Aug
    - 6 additional trees on the Chuckwagon B&B
    - 1 next on the Gallery property
- TFR hiccup
- New AgriLife lease (5-year)
  - Requested 2-year extension at current rate

MonthlyYearlyCurrent\$653.40\$7,840.80New (w/CPI)\$791.25\$9,495.00



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





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### County T-hangar Snapshot

7/15/2025

1. MX Shop airplane

2. Flyable

3. Flyable????

4. Empty

5. Flyable

6. Non (4+ year refurb)

7. Non (engine replacement)

8. Flyable

9. Flyable

10. Empty

11. Empty

12. Flyable

13. Flyable

14. Flyable

C 15. Empty

16. Vehicle

17. Flyable ?????

18. Flyable

19. Vehicle

20. Vehicle

10 out 20 – 50% Flyable

7 out 20 - 35% empty or with a vehicle in it

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### Waiting list Policies

NONE



### Waiting List Rules

- To register your name on the waiting list, you must go on the County airport website and fill out the online form. For questions or help, contact the Airport Manager. In addition, there will be a \$50 registration fee to get on the list.
- Owning an airplane, or in the process of buying an aircraft, is required to be on the waiting list.
- When a T-Hangar spot is offered, and accepted, an airplane must be in the hangar within thirty (90) days. Prorated rent for the remainder of the calendar year will be based upon the lease start date (typically the first of the month). Additionally, if you accept a spot from the County, your aircraft will be considered based at T82.
- If the T-Hangar spot is offered and not accepted, or the 90-day requirement cannot be met, the spot will be offered to the next person on the list. The original prospective tenant's name will remain on the waiting list in its current position, unless removal is requested. If a spot is offered and declined a second time, the prospective tenant's name will be removed from the waiting list or put at the bottom of the list, if requested.

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### County Hangar Policies

- Only in the lease
  - Current policies w/in the lease
    - Pay the rent by the 10th of each month (\$25 late fee)
    - Pay rent in a lump sum by the 10th of January (they get one month free )
    - Rent adjustment is outlined in the lease
    - · Termination guidance
    - · Must be clean and free of trash
    - Lessee must comply with the airport's rules and regulations
    - No alterations of the hangar
    - Lessee shall not sublease, assign, sell or transfer the lease agreement without written consent of the lesser
    - Lessee shall not store any combustible materials
    - Allow the Lessor to inspect



### County Hangar Usage

- The following rules are in addition to the requirements listed in the T hangar lease.
- The sole purpose of the County T hangers is to store the tenant's active aircraft (with a current FAA registration).
- Automobiles may be parked in hangars when the aircraft is in flight or at another location.
- Limited storage of non-aeronautical items is allowed, but it must not interfere with the movement of the aircraft stored within that spot.
- The use of the hangar for anything other than the storage of the tenant's aircraft (i.e. an A&P maintenance shop or any other business) is prohibited.
- Most of the County T hangars are considered "open bay" (no interior walls), so it is important that the tenant not impinge on other tenant's areas.
   During the initial walk-through (prior to the signing of the lease), the airport manager will point out the leased area. Note, the endcaps of each hangar are not considered part of the leased area.

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### Usage Con't

- Use of utilities. The County T hangers have limited electrical capability. In the current electrical configuration, each tenant is limited to one outlet. In addition, since the tenant is not charged an electric bill, the tenant may only keep a small refrigerator, or a battery charger/tickler plugged in while not at the hangar.
- Maintenance, repair or refurbishment of the tenant's aircraft is permissible. The tenant's non-operational aircraft may be stored for six months while being restored to operational status. An additional threemonth extension may be approved by the airport manager for extenuating circumstances. Note: it is the tenant's responsibility to notify the airport manager of the aircraft becoming non-operational due to a major maintenance requirement or aircraft damage.
- It is prohibited for the tenant to allow the usage of the tenant's hangar to anyone else, unless approved by the airport manager. This includes subleasing.



### Usage Con't

- The tenant is required to keep the interior of the hangar clean of trash and debris. In addition, it is the responsibility of the tenant to report any major spills or aircraft leaks to the airport manager. The tenant is responsible for cleaning up the spills/leaks. Note. If the spill/leak is large enough, a TCEQ spill report might be required (these requirements are listed in the airport SWPPP)
- The tenant will NOT modify the exterior or interior of the hangar.
- Occupancy. The airport expects the tenant to utilize the hangar. Since aircraft storage facilities are in high demand throughout the state, if it become apparent that the hangar is not needed or used, an open dialog between tenant and the airport management will take place.
- Lease termination. The tenant must give the airport manager at least a 30-day notification of termination. Upon expiration/termination of the lease, the tenant will vacant the hangar and ensure everything is removed from the hangar. The tenant will be charged a fee for excess removal of trash and equipment. Finally, the tenant will return all lock keys (provided or procured).

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### **Privately Owned Hangars**

- FAA hangar use policy states: "A person who leases aeronautical land on the airport to build a hangar accepts conditions that come with that land in return for the special benefits of the location. The fact that the tenant pays the sponsor for use of the hangar or the land does not affect the agreement between the FAA and the sponsor that the land be used for aeronautical purposes."
- Privately Owned Hangars will be used for the storage of Active Aircraft and for supplies and equipment necessary for aircraft operations and maintenance. Storage of non-aeronautical items may only be permitted if:
  - It is incidental to the storage of aeronautical items; or
  - The hangar is primarily used for aeronautical purposes and the storage of nonaeronautical items does not interfere with the aeronautical use of the hangar.
- If the purpose or usage of the hangar changes from what is stated in the lease, the Lessee must petition the Sponsor to approve the changes. If the change is to aviation service business, the Lessee must get approval from the Court to conduct business on the airport. Note: a lease amendment might be required to satisfy all the requirements in the Airport Minimum Standards and Rules and Regulations that are associated with an aviation service business.



### Privately Owned Hangars Con't

Subleasing. Even though subleasing is discouraged and requires
 Commissioners Court approval, if the Lessee gets approval to sublease, the
 Lessee will be required to pay a percentage of the gross rent generated by the
 sublease agreement. This percentage rate can be found on the current
 approved Airport Rates and Fees document.

NOTE: If the facility is designated by the airport manager or by the Lessee's lease, as an aircraft storage facility (i.e. t-hanger or box hanger), the agreement between the Lessee and the tenant is not considered a sublease and does not require Commissioners Court approval.

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### Privately Owned Hangars Con't

- Special conditions. For "t-hangar" aircraft storage facilities, the area at the end of each t-hangar that is called the "end cap" has special requirements. If the endcap is separate from a full-size t-hangar, then the Lessee may rent the area to a tenant for non-aeronautical purposes, but must comply with FAA requirements:
  - Must charge at a minimum, non-aeronautical fair market rental fees for the non-aeronautical use of airport property (i.e. like the Tivydale Business Park & STORAGE rates).
  - Must provide an enforceable provision within the rental agreement that the tenant will vacate the hangar on a 30-day notice, if another tenant needs it for aeronautical purposes.





### Key Aspects of Hangar Inspections

#### • Purpose:

 Inspections help identify potential hazards, ensure compliance with safety regulations, and ensures the hangar's primary purpose is for aeronautical use.

#### Frequency

 Annual inspections...Every November. Note: frequent inspections may be triggered by specific issues or concerns.

#### • Notification:

• In Sept, an advance notice of the inspection will be sent out (with the CPI update).

#### • Participants:

• Inspectors will be an airport staffer, an AAB member and the fire marshaller.

#### Focus Areas:

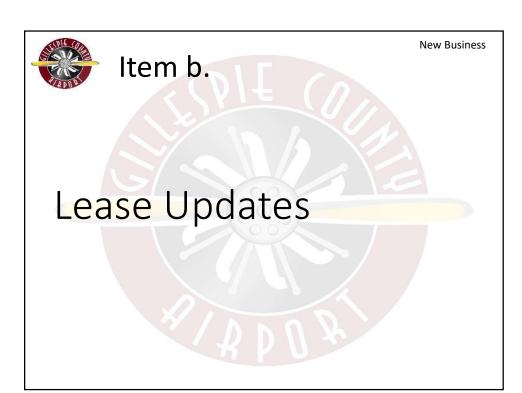
Inspections will cover structural integrity, fire safety, electrical systems, and the
presence of hazardous materials. It will also ensure compliance with aeronautical
use requirements and addressing non-aeronautical uses.

#### • Corrective Actions:

 Any identified issues or violations must be corrected within a specified timeframe (i.e. 30 days after notification).

To the second se	A. T	klist MUST be completed in fu ype of Inspection New Lease Assignment		ved. Hangarins Sublease		SF	unty A	irport Checklist			
	B. Te	enant Information									
	$\Box$			1							
	1. F	ull Name:		First		ML					
	-	Last		First		M.L.			10		
	2 4	kddress:									
	E- P	Street Address					Apartmen	6/Unit #	10		
ı l							-		f		
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	1			_							
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	C. A	ircraft Inventory at Time o	of Inspection	Ĭ.							
	-				Λ.	Aircraft 2 Aircraft 3			T		
	1.	Make	,,,,,		_				1		
	2.	Model									
	3.	Tail Number									
1		Same as Listed in Lease?	Yes 🗌	No 🗌	Yes 🗌	No 🗆	Yes 🗌	No 🗆	le le		
	5.	Validated in Based Aircraft	Yes 🗆	NoΠ	Yes	No 🗆	Yes 🗆	No□			
		Inventory?			1000	5000	3325.700	1000	1		
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		s the exterior free of excessive				Yes 🗆		No 🗆			
	2.	s the exterior paint in good cond excessive peeling or unpainted a	ition? If in poor	r condition with e	evidence of	Yes 🗌		No 🗆			
		excessive peeling or unpainted a nterior in good condition (not wa	ster damage: in:	stallation in good	_	201 15-9	_	N 22			
	3.	condition, no excessive oders, n	o stains, etc.)	out and an address		Yes 🗆		No 🗆			
		kre the pavement areas free of v		nd other debris?		Yes 🗆	No 🗆		1		
						10000 0	790000				
l l	5. M	lajor system working (i.e. doors,	AC, fans, etc.)	6	-	Yes 🗌		No 🗆			
	Tall Co				_						
	E. Pe	ermitted Use Inspection C	necklist								
l I						In Compliance	Out of	Compliance			
		Storing of aircraft; sheltering airc			protional						
		refurbishment, but not solely for the indefinite storage of non-operational aircraft; constructing amateur-built or kit-built aircraft "Aircraft Under									
	Construction", if activities are con				П						
	12	the aircraft in the hangar for the based aircraft, even when the aircraft is									
	te	temporarily not located in the hangar. Note: Storage of model or radio-							1		
		ontrolled aircraft is not a permit		0			+				
l I	12 N	Materials stored in the hangar m	ust be related to	o an aeronautica	activity,			П			
<ol><li>and materials related to ancillary or incidental uses that do not affect the hangar's primary use.</li></ol>				nect the				1			
principal a printing vace.						1					
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ı l									J		
	_									 	

TOPIE COM		In Compliance	Not in Compliance	
	Spare aircraft tires, batteries, air compressors, portable heaters, heat lamps and trickle type chargers with an automatic shutoff must be stored and a maintained in accordance with fire, City, and County regulations and codes. Hot work (cutting, welding, brazing, soldering, and grinding), chemical stripping and the presence of cleaning solvents is not allowed.			
A DUI	Golf carts/ATVs and motor vehicles may be stored in the hangar if aircraft 4. ingress and egress is not impaired.			
	A reasonable amount of furniture for use in the hangar (i.e. table and chairs); b. however, use of hangars as a residence is not permitted, nor is the use of the hangar for the operation of a business office, whether the business is aeronautical or non-aeronautical in nature. Small refrigerators OK.			
	6. No items stored within the hangar impede aircraft ingress and egress and			
	the exit path is clear of obstructions     Boats/watercraft, boat trailers and RVs should not be stored in hangar			
	506.1 4 0 11.			
	F. Safety Inspection Checklist  [is there a readily accessible AB 5 lb* fire extinguisher(s) with evidence of a	_		
	Is there a readily accessible AB 5 in 1 fire exanguisher(s) with evidence of a current inspection? *(County minimum)     Has power supply exceeding 110 v been installed? If yes, note:	Yes 🗆	No 🗆	
	2. Are there other power supply materials such as propane present? If so, note Do the electrical systems appear safe?	Yes 🗌	No 🗆	
	Are the aviation oxygen or compressed gas cylinders properly stored, and safety equipped?	Yes 🗆	No 🗆	
	Is the hangar free of firearms and/or ammunition?	Yes 🗆	No 🗆	
	Is the hangar free of combustible materials other than those appropriately stored? Is the hangar free of cleaning solvents?	Yes 🗌	No 🗆	
	Are oily, rags, oil waste, rags or potentially flammable waste (contaminated 6, with oil or fuel) being stored in hangars in metal containers with self-closing, light fitting iids?	Yes 🗆	No □	
	G. Recommendations and Tenant Signature/Acknowledgement  Tenant Signature:	Date:		
L				



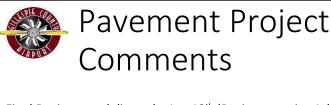


- Required by TX law
  - Sec. 2252.909 Required lease terms for lease of public property
    - Payment and Performance Bonds
  - Sec 2253.027 Liability of Government Entity





- •Update to Minimum Standards
- •CIP Projects Update



- Final Design was delivered Jun 13<sup>th</sup> (Review meeting July 1<sup>st</sup>)
  - Outcome
    - Cost concerns (AIG funds needed (FY 23 Partial+FY24/25) =~\$650K)
    - Re-prioritized the ALTs (add runway treatment)



# **Project Timeline**

- Final review Meeting (July 1st)
  - Final design July 31st
- TXDOT review +NTP (14 days) Aug 15th
- Sept 5<sup>th</sup> RFP to contractor selection (21 days) Sept 19th
- Contractor selection (14 days)
- Oct 3<sup>rd</sup> Preconstruction review (14 days)
- Start Date Oct 15th???? construction phase





## Other CIP Projects

- Drainage study survey work done
- Automated Weather Observing System Replacement
  - Replacement Equipment Delivery date Sept 5th

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### AAB

Comments-EDC, and Board Members

