

Minutes of the
 GILLESPIE COUNTY AIRPORT ADVISORY BOARD
 Monday, Aug 21, 2023
 @ Airport Terminal Building

MEMBERS PRESENT:	STAFF PRESENT:	GUESTS PRESENT:
Steve Allen	Tony Lombardi, Manager	Darren Flores
Tim Lehmborg	Bobby Watson, City	Gwen Fullbrook
Keith Keller	Keith Kramer, County	Courtney Walker
David Smith		
Paul Hannemann		
Chad Ellebracht		
Dan Sechrist		
Absent		

CALL TO ORDER

The meeting was called to order at 1:32 PM by the Chairman, Steve Allen

APPROVAL OF MINUTES

Minutes of the regular Jul 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 –
 - Nov 2-5 - Texas V-tails formation clinic
 - Dec? - Santa’s Fly-in
 - Court Actions – On July 24th, the Court appointed Dan Sechrist to the AAB and approved the donation from the EAA. On Aug 14th, the Court approved the Rhett hawk amendment and the Resolution, in leu of lease, for the County AgriLife property.
- T-hangars occupancy update. The Manager stated that the County T-hangers are 100% full...waiting list is at 31.
- 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 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	H	Project cancelled

- 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 reviewed her recent ground school class.
- TFS update – Paul H. provided the TFS update. He stated that 4 additional SEATs have moved to T82 due to possible storms associated with the tropical storm approaching TX. He also reviewed all the airborne assets that are deployed to TX.
- Rhett Hawk Update – Courtney mentioned that the Rhett Hawk facility is full, and that Darren Flores wants to sublease an office. The board recommended approval for the sublease.

NEW BUSINESS

- Update to Airport Emergency Plan (AEP). First, the Manager explained why we needed to update the plan. The original plan was created in 2005 and was never reviewed by Comm Court. In addition, the FAA guidance on AEPs has changed. Here are the key changes:
 - Removed the “Mitigation” and “Preparation” sections from the old plan.
 - Defines/Redefines the roles and responsibilities.
 - MAJOR CHANGE - Changed the responsibility for aircraft removal from the Precinct 3 Commissioner to the aircraft owner/operator.
 - Provides guidance to exercise the plan annually.
 - List the approved volunteers.
 - Provides a map for EMS, etc. (with safety zones; gates and airside access points marked)
 - Attached the Quick Refence Checklists (QRCs).
 - Provides proof of approval (the document will have the signature of the Judge)

Following the presentation by the airport manager, the board had an open discussion. Mr. Smith stated his objection. Even with Mr. Smith objections, the board moved forward and recommended approval (4-1 (unsure of Keith Keller’s vote)).

- New Airport signs. The airport manager stated that all 3 airport signs (Airport Entry sign, Terminal Ramp Sign and the Business Park sign) need to be replaced, and the board recommended keeping the same design. The airport manager plans to replace the wooden signs with metal signs.
- AWOS maintenance contract renewal. The airport manager notified the board that the 3-year AWOS maintenance contract is up for renewal, and the manager is recommending paying for all 3 years at once, since we have RAMP funds available. The board unanimously recommended approval.

- Minor pavement project. The airport manager requested support for a minor pavement project (crack seal of the runway and the entry taxiway to the TFS ramp. This is a last-minute project to use RAMP “Use or Lose” funds. The board unanimously recommended approval.

OLD BUSINESS.

- CIP Update – The Manager review the 2 CIP project (the \$4M pavement project and the airspace study project).
- Airport Development Initiative – The Manager mentioned that the requested amount for the engineering services is in the current draft budget. Once the budget is approved, he stated that he will move forward with the plan.
- Lease Review Recommendations/Update (Rhett Hawk Amendment/County AgriLife Resolution) – The Manager mentioned that the Court approved both items.
- Other topics in the que for court review: Airport Rates and Fees document (no update).
- Rules and Regulations & Minimum Operating Standards are still awaiting review.

REPORTS

EAA Report. Steve gave a quick update on Oshkosh, their recent meeting and the achievement/progress of their scholarship winner.

David Smith reviewed the fuel sales for July. He mentioned that they don’t expect to reach 500K gallons sold this year. He also quickly mentioned the FBO construction project. He stated that the construction has slow down drastically. Tim Lehmborg reviewed the sale tax reports for the City and County.

ADJOURNMENT (2:50). Next meeting is Sept 18th 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
 - July 17th
- Airport Manager's Report
 - Event Update (*Italicized - Unconfirmed*)
 - Nov 2nd – 5th - Texas V-tails formation Clinic
 - Dec – *Santa Fly-in*
 - Comments
 - *Eclipse Update*

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AAB

• Airport Manager's Report

- Court Review – On July 24th, the court appointed Dan Sechrist to the AAB and approved the donation from the EAA. On Aug 14th, the court approved the Rhett hawk amendment and the Resolution, in leu of lease, for the County AgriLife property.
- T-Hangar Occupancy – 100% (31)
- 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	FBO Expansion	02/02/22	IV	
2	Darren Flores (Private Hangar)	02/18/22	IV	

- 224 BC has withdrawn their request to develop the 2.55-acre lot in the Business Park.
 - *Phase I approval cancelled*

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AAB

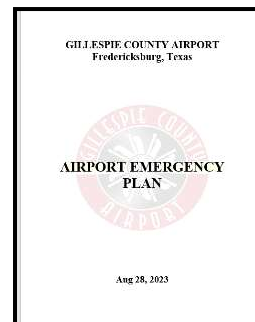
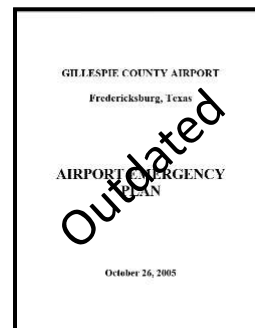
- Open Floor
 - Crosswind
 - Texas Forest Service
 - Rhett Hawk
 - Tac Aero Tailwheel Academy
 - Tac Aero MX
 - Guest

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AAB

- New Business:
 - Updates to the Airport Emergency Plan (AEP)...Why?
 - FAA guidance has changed
 - FAA Advisory Circular(AC) 150/5200-31A was rescinded
 - New AC is for Part 139 airports
 - Current Airport Emergency Plan outdated
 - Last updated in 2005 (Only approved by AAB)
 - To clear up some confusion

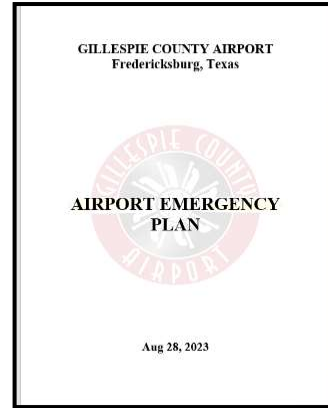


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AAB

- Key changes
 - Used Kerrville’s Airport AEP as a template
 - Defines/Redefines the roles and responsibilities
 - MAJOR CHANGE - Changed the responsibility for aircraft removal from the Precinct 3 Commissioner to the aircraft owner/operator
 - Provides guidance to exercise the plan annually.
 - List the approved volunteers
 - Provides a map for EMS to access airport (with safety zones; gates and airside access points marked)
 - Quick Reference Checklists (QRCs) attached
 - Provides proof of approval (Signature of the Judge)



Reviewed by EMS

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AAB

- New Business:
 - Airport Sign Replacement



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Entry Signs (2-sided)

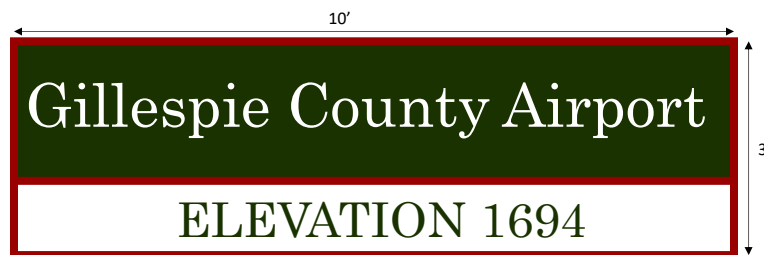


- Airport with raised lettering
 - 6mm \$630.00
- BP without raising letters
 - 6mm \$480.00
- Plus \$150 for a maroon steel frame

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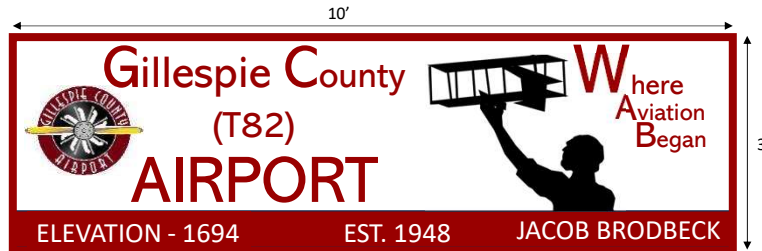
Terminal Ramp sign



Stay As Is...Or...Make a Change

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Other Options



Tac Aero has offered to help with their graphic designer

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AAB

• New Business:

- AWOS Maintenance Contract (3-year)
 - \$6,145.00
 - \$6,206.00
 - \$6,269.00

\$18,620.00 (RAMP)

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AAB

- **New Business:**

- Pavement Management Project - Crack seal project (runway and TFS ramp taxiway)
- \$20K-\$30K (RAMP project)

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AAB

- **Old Business:**

- CIP update

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Pavement Project



Gillespie County Airport (T82) - 2024/2025
PAVEMENT REHABILITATION

1. Reconstruct Apron - approx. 4,000 SY Large Aircraft Area
2. Rehabilitate Pavement - clean/seal cracks, apply surface treatment - approx. 35,00
3. Rehabilitate Pavement - chip seal and asphalt overlay - approx. 16,500 SY
4. Rehabilitate Pavement - clean/seal cracks, apply surface treatment - approx. 42,50
5. Airfield pavement markings (runway, taxiways, aircraft parking) - 32,500 SF


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AVIATION CAPITAL IMPROVEMENT PROGRAM		Texas Department of Transportation -- Aviation Division			
FEDERAL & STATE FY 2024		August 09, 2023			
Locations, Projects, and Costs					
Federal FY 2024 (October 2023 - September 2024)/State FY 2024 (September 2023 - August 2024)					
City & Airport	Project Status & Description	Project Costs			
		Total	Federal	State	Local
FREDERICKSBURG	<u>Project Status:</u>				
GILLESPIE COUNTY	PENDING				
	Engineering and Design for Pavement Rehabilitation (6/23)	275,000	247,500	0	27,500
Project Totals:		\$ 275,000	\$ 247,500	\$ 0	\$ 27,500

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AVIATION CAPITAL IMPROVEMENT PROGRAM		Texas Department of Transportation -- Aviation Division			
Locations, Projects, and Costs		August 09, 2023			
FEDERAL & STATE FY 2025		Federal FY 2025 (October 2024 - September 2025)/State FY 2025 (September 2024 - August 2025)			
City & Airport	Project Status & Description	Project Costs			
		Total	Federal	State	Local
FREDERICKSBURG	<i>PENDING</i>				
GILLESPIE COUNTY					
	Repair/reconstruct large aircraft parking area (4,000 sy)	308,000	277,200	0	30,800
	Mobilization	75,000	67,500	0	7,500
	Rehab/repair parallel taxiway and stubs (A & D)	1,540,000	1,386,000	0	154,000
	CADMIN, RPR, Testing, Etc.	451,260	406,134	0	45,126
	Mark RW 14-32	75,000	67,500	0	7,500
	Rehab/repair RW 14-32 and crossover TXWY's B & C)	590,400	531,360	0	59,040
	Construction contingency	300,840	270,756	0	30,084
	Rehabilitate small aircraft parking areas (35,000 sy)	420,000	378,000	0	42,000
	Construction escalation cost adjustment	300,840	270,756	0	30,084
Project Totals:		\$ 4,061,340	\$ 3,655,206	\$ 0	\$ 406,134


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CIP

- Airspace Study 18B
- \$100K - \$150K
- (Sponsor's share - \$10K-\$15K)

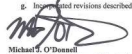
1st step to "see" if we can get an LPV



Advisory Circular

Subject: General Guidance and Specifications for Substitution of Aeronautical Surveys to NGS; Field Data Collection and Geographic Information System (GIS) Standards Date: 2/24/2014 AC No: 1503100-18B
Initiated by: AAS-100 Change: 1

1. What is the purpose of this advisory circular (AC)?
This change incorporates updated airport data collection standards and deletes outdated information. These changes clarify airport data collection and ongoing Airports GIS and other system enhancements.
2. What are the principal changes in this change?
Vertical bars in the margins of the attached consolidated AC indicate the text revised in this change. We have not indicated the change number or change date in the headers of revised pages. See the Record of Changes at the end of this document for a log of the revisions made in this change. Principal changes include:
 - a. Updates to Computer-Aided Design (CAD) standard guidelines – specifically line types, lineweights, and color definitions – to align with the National CAD Standard and FAA-STD-002g.
 - b. Deletion of Data Migration Tool (DMT).
 - c. The addition of FAA standard symbols as published in the Terminal Procedures Publications.
 - d. Values updates to maintain consistency with other aeronautical information standards such as Aeronautical Information Exchange Model (AIXM).
 - e. Minor editorial corrections.
 - f. The Record of Changes at the end of this consolidated AC. This record lists and describes each change by paragraph or item number.
 - g. Incorporated revisions described in the Errata Sheet for the original release.



Michael J. O'Donnell
Director of Airport Safety and Standards

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AAB

- Old Business:
 - Development Initiative
 - Lease Review
 - R.H. lease Amendment – Approved/Signed
 - County AgriLife Resolution – Approved/Signed (Effective Oct 1st)
 - 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	
AvGas - Gals														
Ginspie Air Services @ Retail	8,965	8,380	12,203	12,356	11,699	12,375	11,745						77,720	
Net Total AvGas Market TR2	8,965	8,380	12,203	12,356	11,699	12,375	11,745						77,720	
Total Market, Same Month, Prior Yr	8,965	9,207	11,919	12,800	12,694	9,721	10,296	8,858	12,083	11,521	7,864	6,549	122,969	
Percent Growth (Decline)	0%	-10%	3%	-4%	4%	27%	14%							
Cumulative YTD - This Year	8,965	17,351	29,555	41,911	53,600	65,975	77,720							
Last Year	8,665	17,972	29,882	42,732	50,420	65,147	75,433	65,291	97,375	108,895	115,960	122,509		
Percent Growth (Decline)	3%	-3%	-1%	-7%	6%	1%	3%							
% Total by Month	28.6%	30.9%	29.5%	27.5%	29.9%	31.1%	25.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Jet A - Gals														
Ginspie Air Services @ Retail	22,374	18,768	29,122	32,634	27,424	27,410	34,396						192,120	
Net Total Jet A Market TR2	22,374	18,768	29,122	32,634	27,424	27,410	34,396						192,120	
Total Market, Same Month, Prior Yr	27,790	26,070	48,538	38,290	40,075	49,716	40,754	27,866	30,155	29,086	29,985	18,180	414,855	
Percent Growth (Decline)	-19%	30%	-37%	-15%	-33%	-45%	-11%							
Cumulative YTD - This Year	22,374	41,143	70,265	102,899	130,323	157,733	192,120							
Last Year	26,532	47,963	79,191	110,466	137,016	182,710	214,057	242,549	278,220	322,244	365,559	403,956		
Percent Growth (Decline)	-22%	-14%	-11%	-7%	-5%	-14%	-10%							
% Totl by Month	71.4%	69.1%	70.5%	72.5%	70.1%	68.9%	74.5%	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!		
Total Fuels														
Total Fuels Market TR2 - Gals	31,340	27,154	41,325	44,990	39,113	39,785	46,132						269,840	
Total Market, Same Month, Prior Yr	36,455	36,177	50,448	51,140	53,369	56,437	60,051	37,724	42,238	49,607	37,949	24,729	537,424	
Percent Growth (Decline)	-15%	-26%	-20%	-13%	-27%	-29%	-23%							
Cumulative YTD - This Year	31,340	58,494	99,820	144,810	183,923	223,708	269,840							
Last Year	36,455	72,632	131,080	182,220	235,589	295,020	355,076	392,801	435,039	475,646	512,695	537,424		
Percent Growth (Decline)	-14%	-19%	-24%	-21%	-22%	-24%	-24%							
Market Change by Quarter														
Market by Quarter				1st			2nd			3rd			4th	YTD Totals
Percent change 2021 to 2022				-24%			-23%							
Year 2023 Total Fuels by Quarter				99,820			123,888			46,132			102,385	537,424
Year 2022 Total Fuels by Quarter				131,080			163,945			140,013			102,385	537,424

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Questions

Next Meeting: Sept 18th

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