

MINUTES TO ALPINE AIRPORT ADVISORY BOARD MEETING 11/14/2018

Posted: 11/9/2018

Mtg. Date: 11/14/2018

Time: 05:30pm

Place: City of Alpine Council Chambers

Alpine Airport Advisory Board Members Present:

Kyp Angel (Chairperson), James Blair, Marbert Moore

Others present:

Chris Wright – City of Alpine, Utilities Director

Linda Shank – Interested stakeholder Hangar #42

Isabelle Blair – Local Pilot

Items on Agenda:

1. Call to order – 5:35

2. Determination of quorum and proof of notice of meeting – verified by Kyp Angel (KA), (sign-in sheet attached)

3. Approve minutes of previous Board Meetings 02/28/2018 (KA), 10/17/2018. KA requested a copy of the Agenda for 02/28/2018. Chris Wright stated he would obtain the (file) of historical minutes/agenda's. Motion to accept minutes from 10/17/2018 meeting by James Blair (JB), second by Marbert Moore (MM). Motion carried unanimously.

4. Discuss and Consider Financials

a) **FY2017/2018** - not provided

b) **Budget FY2018/2019** – not provided

c) **RAMP Grant 2017-2018 – request for reimbursement filed?** –not provided

All Board members present voiced frustration and inability to function as an effective Board as long as access to information, from the City, is not forthcoming, month after month.

Motion by MM that the Board be provided with the information 4(a), 4(b) and 4(c) as soon as possible. Second by KA. Motion carried unanimously.

Motion by KA that Board members receive Monthly Financial Reports as soon as available and prior to the Board's monthly meetings. Second by JB. Motion carried unanimously.

Motion by JB that the Board receives job descriptions for all City personnel associated in any capacity with the Airport. Second by KA. Motion carried unanimously.

5. Update on recommendations made to City Council –

a) **Rule change** – presented to City Council by JB on 6/19/2018 - ordinance has not been changed as of 11/14/2018. Chris Wright to provide Board Members with the most current Airport Rules and Regulations.

b) **LOI** - presented to City Council by JB on 6/19/2018 – Motion by MM that a copy of the executed Letter of Interest be provided to the Board, along with any follow up correspondence. Second by KA. Motion carried unanimously.

Chris Wright advised that our TXDOT Aviation Airport Planner, Michael Van Vliet, 'reached out' to him and discussed the runway light replacement project timing. Mr. Van Vliet reported that he had seen nothing on the request for AWOS relocation/replacement nor the request for the Master Plan Update.

c) **Raising Jet Fuel FS & SS mark-up** – Board recommended 33 cent raise by motion 8/29/2018 - no update.

6. Summary report of 'Pre-Construction Mtg' held on 10/24/2018 and follow up phone call – MM obtained the current construction plans/designs from the Project Engineer, Bob Jutton. MM gave a detailed

report including start date 11/5/2018 and end date 8/6/2019; description and timing of Phase I, II and III; concerns voiced from First Flight reference emergency medical transfers during Phase III Airport closure (5 days); concerns on UPS delivery during Phase III Airport closure; tenant complaints on Phase II runway 1/19 closure for upto 180 days – Summary attached.

MM also reported on email correspondence with Project Engineer, Bob Jutton, reference the rated strength of the ‘new’ apron. No response has been received. KA requested MM follow up with another email.

KA reported that he had been receiving a lot of complaints about the west ramp closure and runway 1/19 closure effective 11/5/2018 and yet no construction has started as of 11/14/2018.

7. Update on Rotating Beacon breaker box replacement –Chris Wright reported the City is waiting on 2 more bids. He advised that City policy requires 3 bids be obtained for any item costing \$500 or more. KA, MM and JB reported all having examined the breaker box and its components, and found them to be functioning.

8. Update on VASI bulbs – Chris Wright reported Johnny Galvan continuing search for bulbs.

9. Update on corrections/accuracy of FAA Airport Master Record – Chris Wright advised he would look into and obtain records and correspondence for the Board.

10. Update on Airport Tenant emergency contact list – KA reported that Johnny Galvan continues to work on this.

11. Discuss and Consider current Capital Improvement Project – MM reported on his correspondence and conversations with Lochner Project Engineer- Bob Jutton.

a) Tiedown locations - MM discovered that the contract provides for 44 complete tiedowns, however the Design Addenda drawings only show 34 tiedown. Bob Jutton requested the Board discuss and consequently advise him of possible locations of the other 10 tiedowns. MM requested this item be brought back for discussion when all Board members are present.

12. Discuss and Consider Board’s need to be informed and have access to:

a) Any Airport items to be brought before City Council (prior notification)

b) Any correspondence received reference the Airport

Motion by KA that the Board receives prior notification of any Airport related items placed on City Council Agenda. Second by JB. Motion carried unanimously.

Motion by KA that the Board be provided with all correspondence received by the City reference the Airport. Second by JB. Motion carried unanimously.

Chris Wright stated he would send all information and copies of correspondence to Board Chair, KA, for distribution to Board members.

Chris Wright relayed a request from City Secretary, Cynthia Sallas, that any report to be presented during Board meetings, be provided to her, along with the Agenda, prior to her posting notice of the meeting.

13. Discuss and Consider New Tenant packets – MM provided a list of steps he followed for the approval of his hangar project. KA reported that Board Member Cade Woodward has received this list and will add to it and then forward to Chris Wright. Once received, Chris Wright will edit as necessary and present a suggested checklist to the Board, for their approval.

14. Discuss and Consider parking of heavy aircraft – KA reported on the suggestion of placing steel plates upon the asphalt for ‘heavy’ aircraft parking. All Board members present voiced several issues of concern - the practicality of moving these heavy plates; the potential warping of the plates over time; the potential of the plates sinking into the asphalt. No action taken.

15. Discuss and Consider Height Hazard Zoning – Chris Wright advised he would be contacting Harry Lorton (w/TXDOT 1-800-68PILOT) and request a copy of our Height Hazard Zoning.

16. Discuss and Consider new Proposed Hangar Project – Cade Woodward - tabled

17. Discuss and Consider a priority list for future ‘big ticket’ items – KA requested this item remain on the Agenda and Board members bring ideas forward for future discussion and determining priority. KA mentioned Ramp Expansion, AWOS and Terminal Building.

18. Discuss and Consider meeting place and dates for FY2018/2019 – Motion by KA to hold meetings in Council Chambers. Second by MM. Motion carried unanimously. KA noted that meetings are normally held on the third Wednesday of the month and that there might be times when they needed to be held at the Terminal Building. Next meeting set for 12/19/2018.

KA reported on Airport Board Quarterly Report dates to City Council:-

The 1 QTR report has been cancelled; 2 QTR on 3/19/2019; 3 QTR 6/18/2019; 4 QTR 9/17/2019.

19. Board Member Comments - none

20. Citizen Comments – Linda Shank requested confirmation that City policy dictates a threshold of \$500 requiring 3 bids. Chris Wright confirmed.

Isabelle Blair suggested the Board consider appointing Marbert Moore as point of contact for the capital improvement project. All Board members present agreed, KA stated that with Marbert’s qualifications and background in construction he would be ideal. KA asked Marbert if he would and Marbert accepted.

Chris Wright shared a letter received from the FAA (attached), Airspace Case Number 18-ASW-18-NR, seeking public comments on the de-commissioning of the Brewster County Non Directional Beacon (BWR) and the subsequent cancelling of the NDB Runway 19 instrument procedure.

21. Items for next Agenda – discussed and attached below.

22. Adjourn - Meeting adjourned by KA 7:34

PROPOSED

ALPINE AIRPORT ADVISORY BOARD MEETING 12/19/2018

Posted:

Mtg. Date: 12/19/2018

Time: 05:30pm

Place: City of Alpine Council Chambers

Items on Agenda:

- 1. Call to order –**
- 2. Determination of quorum and proof of notice of meeting –**
- 3. Approve minutes of previous Board Meetings 02/28/2018 (KA), 11/14/2018**
- 4. Discuss and Consider Financials**
 - a) FY2017/2018**
 - b) Budget FY2018/2019**
 - c) RAMP Grant 2017-2018 – request for reimbursement filed?**
 - d) Monthly Financial Reports – September 2018, October 2018, November 2018**
- 5. Update on any Airport correspondence, communications, meetings, inspections – Chris Wright**
- 6. Update on job descriptions for all City personnel associated with the Airport – Chris Wright**
- 7. Update on recommendations made to City Council – Chris Wright**
 - a) Rule change –**
Recommendation presented to City Council by JB on 6/19/18, wording provided by Megan Antrim:-
Rule change affecting Section 1. Use of the Airport Restricted. The change would read “Anyone operating a business/commercial business shall report in writing to Council the Name, Tax ID, and description of business. Anyone using the airport shall follow City Ordinances.”
 - b) LOI -**
 - c) Raising Jet Fuel FS & SS mark-up -**
- 8. Update on Rotating Beacon breaker box replacement – Chris Wright**
- 9. Update on VASI bulbs – Johnny Galvan/Chris Wright**
- 10. Update on corrections/accuracy of FAA Airport Master Record – Chris Wright**
- 11. Update on Airport Tenant emergency contact list – Chris Wright**
- 12. Discuss and Consider current Capital Improvement Project – Marbert Moore**
 - a) General Update**
 - b) Additional 10 Tiedown locations**
- 13. Discuss and Consider New Tenant packets – Chris Wright**

- 14. Discuss and Consider Height Hazard Zoning – Chris Wright**
- 15. Discuss and Consider new Proposed Hangar Project – Cade Woodward**
- 16. Discuss and Consider a priority list for future ‘big ticket’ items - KA**
- 17. Board Member Comments**
- 18. Citizen Comments**
- 19. Items for next Agenda**
- 20. Schedule next meeting.**
- 21. Adjourn**