

MINUTES TO ALPINE AIRPORT ADVISORY BOARD MEETING 12/19/2018

Posted: 1:00PM 12/12/2018

Mtg. Date: 12/19/2018

Time: 05:30pm

Place: City of Alpine Council Chambers

Alpine Airport Advisory Board Members Present:

Kyp Angel (Chairperson), James Blair, Marbert Moore

Others present:

Megan Antrim – City of Alpine, Finance Director

Johnny Galvan – Airport Operations

Linda Shank – Interested stakeholder Hangar #42

Isabelle Blair – Local Pilot /Board Secretary

Items on Agenda:

1. Call to order – 5:30

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), 11/14/2018 – Isabelle Blair (IB) said she would forward to KA and Megan Antrim (MA) a copy of the Agenda for 02/28/2018. Motion to accept minutes from 11/14/2018 meeting by James Blair (JB), second by Marbert Moore (MM). Motion carried unanimously.

4. Discuss and Consider Financials – Megan Antrim apologized for not providing financials in a timely manner.

a) **FY2017/2018** – MA stated FY2017/2018 was a good year. Airport budget saw a \$3086 deficit.

b) **Budget FY2018/2019** – MA reviewed budget figures and answered Board Members questions.

c) **RAMP Grant 2017-2018** – MA confirmed TXDOT reimbursement for \$6843 was received in October. Fuel filter expenses (approx. \$1000) have been removed from eligible items.

d) **Monthly Financial Reports – September 2018, October 2018, November 2018** – MA presented monthly financials, answered/clarified Board Member questions.

She explained that the administrative fee was put in place by City Council in 2014 whereby the Cities five 'Enterprise' Funds (Water, Gas, Sewer, Sanitation, Airport) share the administrative expenses.

She confirmed that there are three ground leases in effect, one flat rate for USCBP office space, one lease with a City Council option for a 1 cent/sq ft annual raise and a standard lease for all new hangar construction going forward with automatic increases tied to the CPI.

She advised that City Council had approved up to \$35,000 (from the City General Fund) for opening and closing of runway 01/19.

5. Update on any Airport correspondence, communications, meetings, inspections – MA stated she was trying to catch up on all her emails, correspondence.

She has received four requests for information on new hangar construction, but as yet no follow through.

She confirmed Agendas and Minutes must go to the City Secretary who will be keeping these on file.

Agendas and Minutes are online. Airport Rules and Regulations are next to be posted online.

KA requested to be copied on emails and correspondence.

6. Update on job descriptions for all City personnel associated with the Airport – KA stated the provided job descriptions were inadequate/boiler templates. He added that clarity was needed as to who was responsible for what duties, not only airport operations (daily, weekly, monthly, annual tasks) but code

enforcement/compliance (ref. new hangar construction). Megan Antrim stated that City Council had approved some changes and specific job descriptions would be provided to the Board in February, after personnel had seen/signed them. KA stated Hangar #39 was built in the wrong place because City Code Compliance officer was absent/not involved – he re-iterated the necessity of detailed job descriptions. Megan Antrim concurred. James Blair requested a ‘chain of command’ – Megan Antrim advised she would provide Board with an Organizational Chart.

7. Discuss and Consider :-

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.”

MA advised this will be presented to City Council in January, though unable to confirm first or second City Council meeting. City Secretary posts the Agenda online on Friday January 4

http://www.cityofalpine.com/government/city_council_members/city_council_agendas.php

b) LOI – MA provided the Board a copy of the executed LOI. KA requested this be brought back to the Board for an update in three months.

c) Raising Jet Fuel FS & SS mark-up – MA explained that the City has created a ‘Master Fee’ list that will be presented to City Council for approval in January. This list will be reviewed/updated annually. She stated since the original survey and Board recommendation was done in August, she thought the Board might want to re-visit and/or re-affirm the mark-up with a new survey in hand.

After some discussion Marbert Moore motioned raising the current mark up for Jet Fuel Full Service and Jet Fuel Self Service by 59cents. Second by James Blair. Motion carried unanimously.

8. Update on Rotating Beacon breaker box replacement – Johnny Galvan (JG) stated he had received a third bid, the lowest bid, from Shane Mitchel for \$1,128. The work has been approved and will be done soon.

9. Update on VASI bulbs – JG advised he was still looking, and was going to talk to TXDOT for references, possibly other airports with ongoing/upcoming VASI replacement projects. He noted construction on our runway lighting and VASI replacement is scheduled for FY20/21 (design FY18/19). He reported having a couple VASI transformers needing to be replaced. ‘Larry’ in Lubbock is holding two transformers and three VASI bulbs for Alpine.

Kyp Angel requested this item be brought back for an update in three months.

10. Update on corrections/accuracy of FAA Airport Master Record – Megan Antrim reported she was picking up where Chris Wright left off and following through with Michael Van Vliet (our TXDOT Airport Planner). Marbert Moore questioned Megan on the significance of the Master Record. Megan Antrim advised the Airport was inspected in April. Johnny Galvan reported he had no advance notice and minimal contact with the inspector. Megan Antrim stated she would share with the Board the information she has following the inspection. Marbert Moore summarized that the Airport Master Record is the basis for Federal Charting Agencies, for pilot/flight crew information on the internet and it is key to funding justification/validation – therefore the importance to keep it updated.

11. Update on Airport Tenant emergency contact list – Megan Antrim reported several Lease holders had not responded to multiple written requests for information. Marbert Moore asked if the Board could receive the list. Megan stated she would have to get verification on the legality of sharing (making public) that information.

12. Discuss and Consider current Capital Improvement Project –

a) General Update – Marbert Moore reported on the construction status meetings (attached summary); he stated the contractor was on the job and several loads of cement had been mixed into the base material along

taxiway Alpha. He encouraged other Board Members to come out and watch the process – it was very interesting.

He advised that at the Meeting on December 3rd, it was agreed that starting December 11th there would be weekly Project meetings every Tuesday at 8:30 a.m. in the Terminal Bldg. Councilmen Stevens had requested there be present City Staff (Chris Wright), Johnny Galvan and an Airport Board Member. The Contractor Representative stated he would attend, Lochner engineer (by phone) affirmed his presence along with the Resident Project Representative.

Marbert Moore stated that at the December 11th meeting all present (including City staff) had agreed it would not be financially in the City/Airports best interest to pay \$1,300 for Runway 01/19 to be opened for only two days, however all agreed that it would be worth doing over the holiday break. Chris Wright advised he would pass along the recommendation to City Hall. Three days later runway 01/19 was opened for two days at the expense of \$1300. Marbert Moore verified that no ‘heavy’ aircraft used the open runway and zero fuel sales resulted from that action. He asked Megan Antrim who made the decision to open the runway. MA stated that City Council on December 4th had approved spending up to \$35,000 for the opening of the runway every weekend – she stated she had not been in the ‘loop’ and would verify the actual (wording) motion passed by Council. MA advised she would provide the Board with a copy of the Change Order.

Marbert Moore informed the Board that during Phase II, access to the self serve fuel farm would be blocked. Discussion followed, with a recommendation that the City look into purchasing 100’ of fuel hose so as to allow continued availability of AvGas during Phase II. JG and MA concurred.

Kyp Angel thanked Marbert for his time and this report. KA stated that this Board volunteers their time and expertise to fulfill the Boards mandate to advise the City in the planning, development and operation of the Airport. He added that to accomplish this, the Advisory Board must be informed on all airport matters, in a timely manner. He voiced the frustration of the Board with the lack/breakdown of communication between City Hall, Airport Advisory Board and Airport Operations – and the problems that ensued (problems that could be avoided).

b) Additional 10 Tiedown locations – after some discussion, motion by James Blair to task Marbert Moore, in collaboration with Johnny Galvan, to set out a written proposal, reference locations of additional tiedowns. Second by Kyp Angel. Motion passed unanimously. The proposal is to be sent to City Hall/Megan Antrim to then be forwarded to Bob Jutten (consulting engineer).

13. Discuss and Consider New Tenant packets – after much discussion, motion by Kyp Angel to assign Megan Antrim and Isabelle Blair to get together and fine tune the application form and present the final packet to the Board at the next meeting. Second by Marbert Moore. Motion carried unanimously. KA stated he would reach out to the two absent Board Members for any further ideas/concerns so that this matter could be finalized ASAP. KA indicated how pleased he was to the structured procedure (hopefully) being implemented and reiterated past problems due to the lack of organization/structure with the handling off new hangar construction.

14. Discuss and Consider Height Hazard Zoning – Megan Antrim is waiting to hear/read back from Michael Van Vliet (TXDOT Airport Planner) reference our Height Hazard Zoning and a site visit.

15. Discuss and Consider new Proposed Hangar Project – Cade Woodward (CW) was not able to be present, Kyp Angel suggested tabling the item. Marbert Moore (MM) informed the Board of a conversation he had with Cade reference the proposed location of the T-Hangars, specifically the setback of 120’. CW has provided MM with the site plan and stated that the setback could be corrected. All Board members and MA voiced a favorable opinion of CW’s T-Hangar Project, that it was needed.

KA requested this item be brought back in January, at which time hopefully CW would present a packet, including a site plan, for Board approval – pending the applicable Airspace Study.

16. Discuss and Consider a priority list for future ‘big ticket’ items – Kyp Angel requested the Board consider a ‘workshop’ on this item. It was agreed a date for a workshop would be set at the January meeting.

17. Board Member Comments – Marbert Moore stated in the holiday spirit of the season he wanted to express his appreciation to Johnny and Riley for their work, time and effort at the Airport. He hoped the other Board Members felt the same way and so motioned that the Board as a whole show their appreciation. Board Member Kyp Angel and James Blair enthusiastically joined in his motion and further personally thanked Johnny Galvan who was present.

18. Citizen Comments – JG stated that Riley had informed him this afternoon of the Contractors intentions/desires to work on Saturdays, to include 12/22/18. With that information, he asked what we were going to do about the weekend closures. MA requested a meeting with JG tomorrow (12/20/18) morning. Kyp Angel requested to be kept informed.

Linda Shank thanked the Board for allowing her to contribute/question during the meeting. She thanked everyone present for their time and work.

KA thanked all present for attending and contributing to the meeting.

19. Items for next Agenda - discussed and attached below.

20. Schedule next meeting – Due to conflict with use of Council Chambers 1/16/19, regular date is unavailable. After some discussion, motion by JB for January meeting to be held on 1-17-2019. Second by MM, motion passed unanimously.

21. Adjourn – motion by JB to adjourn. Second by MM. Meeting adjourned 7:58 p.m.