

ALPINE AIRPORT ADVISORY BOARD MEETING 17 April 2019

Posted: 1:00 pm, 10 April 2019

Mtg. Date: 17 April 2019

Time: 5:30pm

Place: City of Alpine Council Chambers

Alpine Airport Advisory Board Members Present:

Marbert Moore (Chairman), James Blair, Norval Kneten, Cade Woodward.

Others present:

Megan Antrim – City of Alpine, Finance Director

Johnny Galvan – Airport Operations

Isabelle Blair – Local Pilot /Board Secretary

Linda Shank – Interested stakeholder Hangar #42

Items on Agenda:

1. **Call to order – 5:34pm**
2. **Determination of quorum and proof of notice of meeting – verified by Marbert Moore (MM), (sign-in sheet attached)**
3. **Approve minutes of previous Board Meetings**
 - 17 Jan 2019 Regular Meeting
 - 19 Feb 2019 Workshop on fuel prices
 - 20 Feb 2019 Workshop on “Big Ticket” items
 - 20 Feb 2019 Regular Meeting
 - 20 Mar 2019 Regular Meeting

Motion by James Blair (JB) to accept all minutes listed, second Cade Woodward (CW).

Motion carried unanimously.

4. Discuss and Consider Financials

a) Monthly Financial Reports – March 2019 – Megan Antrim (MA) reported Revenues are 1% ahead of Expenses. MM asked if the City was on a cash or accrual accounting system. MA explained that City accounting was done on an accrual basis; however the Airport financial report was a combination. MM questioned an expense +\$18,000 for fuel purchases in March when the summary of fuel sales/inventory/purchases showed zero gallons purchased in March. MA advised that a mistake had occurred in January and the correction was recorded/booked in March. CW asked when invoices for fuel deliveries were received. MA said usually a day or two after delivery, though at the end of the fiscal year, at the Cities request, Avfuel would send invoices a week/ten days late. MA confirmed that the City has an actual checking account at the Bank for operations and a second reserve account in Texas Class, earning interest. She stated that at the end of the fiscal year, if there were excess (un-used) funds in the Airport Budget, they could be moved into the reserve account with City Council approval and by ordinance. Board Members

requested that MA request City Council approve moving any excess funds to the reserve account. MA confirmed she would make that request end of August or beginning September and did not need a motion from the Board. MA confirmed that the Cities 10% portion for our current CIP project came from the reserve account (+\$80,000) together with an equity transfer from the Gas fund (+\$220,000) which will NOT have to be refunded (from the Airport Fund to the Gas Fund). Norval Kneten (NK) questioned the accuracy of inventory amounts vs. purchases and sales. MA advised that adjustments were made monthly for variations in inventory. Johnny Galvan reported that at the start of the month he 'sticks' the fuel tanks and adjusts his fuel inventory on hand accordingly. He stated that due to evaporation and temperature changes he notes a small adjustment (last 13 months average = AvGas showed a loss of 75 gls/month; Jet Fuel showed a gain of 16 gls/month). He also explained that upon receiving deliveries he keeps a record of the discrepancies between invoiced gallons and received gallons (what he actually records upon sticking the tank, before and after delivery). Board members questioned the format used and the accuracy of the figures on the financials. NK noted that the numbers were suspect (month ending inventory plus purchases minus sales, should, but did not always = next month ending inventory) and therefore questioned the significance of the report as a whole, additionally remarking that even trends were suspect. MA explained that the current format was developed approximately six years ago as a response to previous Board Members request for certain information. She offered to provide some different formats at the next Alpine Airport Advisory Board Meeting, and was willing to provide for whatever information this Board desired.

b) Fuel sales reconciliation procedures – MM asked and MA confirmed this was done monthly, based on what they had received from the Credit Card Company. MA further confirmed she reconciled beginning inventory, plus purchases, minus sales equaled ending inventory.

c) Explanation of NPE funds – MA provided documentation and further explained that NPE funds were held at the State level, at \$150,000/year. The Cities 2015, 2016, 2017, 2018 NPE funds went towards the current CIP Project. The Cities 2019 NPE funds were available and 'booked' 1 January, 2019. MM asked if the City Budgets for its 10% matching funds. MA stated there is a line item in the Budget for that and the City has budgeted for that in the past, however, at years end, when expenses exceed revenues the shortfall is taken from that line item. NK observed the current budget had nothing budgeted under that line item and therefore without raising Jet Fuel prices we could not expect any excess funds at the end of the fiscal year. MM asked about the +\$41,000 Annual Administrative Fee. MA stated it was implemented by City Council, by ordinance, at 8% of budgeted expenses (excluding monies for CIP Projects). She confirmed having previously provided Board Members (except newest members – MM, NK) with the ordinance and minutes (explaining the Administrative fee) from City Council Meetings.

5. Discuss and Consider Airport correspondence

- a) **Communications – MA had nothing to report**
- b) **Meetings and/or Inspections – JG stated current Project Manager, Ryan, popped in approximately 2 weeks ago to look over work done on current CIP Project – ‘looked good’.**
- c) **New and re-assigned Leases –MA- One New Lease assigned to Cade Woodward for his T-Hangar Project; one Re-Assigned Lease from Suncost to Eric Faust.**

6. Update:-

- a) **Rule change –MA – done and mailed to all lease holders.**
- b) **Raising Jet Fuel FS & SS mark-up – MA –City Council progress on Master Fee list has been very slow. Board Members discussed individually contacting/emailing their representatives to request the raising of the ‘mark-up’ by 59 cents on all Jet Fuel sales as recommended and motioned by this Board at their 19 December, 2018 meeting; and to do so ASAP, independently of the Master Fee list so as to help build up our reserve account balance to pay for Runway Light Replacement and other CIP Projects (AWOS replacement/relocation, Master Plan Update, rehabilitation of Runway 01/19) that are needed.**

Jet A	CURRENT	PROPOSED
SS (Self Service)	Cost of Fuel + \$1.17 markup	Cost of Fuel + \$1.76 markup
FS (Full Service)	Cost of Fuel + \$1.42 markup	Cost of Fuel + \$2.01 markup

- c) **Corrections/accuracy of FAA Airport Master Record – MA pending TXDOT inspection. MM requested the Master Record information and/or link be put on the City website. JB requested the latest Airport Layout Plan be placed on the City website.**
 - d) **Airport Tenant emergency contact list – MA stated this list needed updating and she would be sending letters to all Lease Holders requesting specific information updates on Tenants. JB noted the difference between Lease Holder information/requirements and Tenant/Aircraft Owner-Operator information/requirements. He quoted City Ordinance, Airport Rule 2-13**
 - e) **Airspace Study ASN 2017-ASW-1942-NRA –red lights required –MA reported the Lease Holder has contacted City Hall to report engaging a contractor to install red obstruction lights.**
 - f) **Joint Airport Zoning Board – MA – nothing to report**
- 7. Discuss and Consider Capital Improvement Projects Timeline and NPE fund availability – MA – 2019 NPE funds \$150,000 are available.**

8. Discuss and Consider recommending that the City send a Letter of Interest to TXDOT seeking assistance for the rehabilitation of Runway 01-19 – *JB remarked that Runway 01-19 was rehabilitated in 2008, eleven years ago; that any project was three to five years out; that we need not wait until 01-19 needed a costly reconstruction. Motion by JB that the City send a Letter of Interest to TXDOT seeking assistance for the rehabilitation on Runway 01-19. Second by NK. Motion carried unanimously. MA stated she would draft a Letter of Interest to be presented to City Council first May meeting.*

9. Discuss and Consider current Capital Improvement Project – Marbert Moore

a) General Update

MM continues to provide Board Members and City Staff with a weekly email report on the status of this project. No work has been done in the last week; the contractor is within his time constraints; east ramp is open, without tie down installation; fuel operations are back to normal; Runway 5-23 will have cracks routed, cleaned and sealed; Runway 5-23 will receive an emulsion overlay; both runways will be closed for several days during work at the intersection of both runways. Board Members discussed logistics of displacing Runway 19 threshold. Motion by NK to recommend MA request a change order from Project Manager (Ryan) and Consulting Engineer (Bob) to displace Runway 19 threshold for the duration of the work at the runway intersection. Second by JB. Members noted at the pre-construction meeting a representative from First Flight Air Ambulance had requested a displaced threshold be considered so as not to hinder Medical Evacuations – at that time, TXDOT Project Manager, Ryan, seemed agreeable to the idea. Motion carried unanimously. MA confirmed she would send out an email request and keep the Board Chairman in the loop.

10. Discuss and Consider Alpine Airport Fuel Strategy/Policy – Rick Stevens *Motion by NK to table this item until next meeting. Second by CW. Motion carried unanimously.*

11. Discuss and Consider covered vehicle parking area – *MA reported on her discussion with the City Attorney who stated this would have to be handled differently than the existing ground lease for hangars. This will be discussed at City Council during 7 May 2019 meeting. The Board has not made any recommendation at this time.*

12. Board Member Comments - *none*

13. Citizen Comments - *none*

14. Items for next Agenda – *see below*

15. Schedule next meeting – *15 May 2019 at 5:30pm, City Council Chambers*

16. Adjourn – *Motion by NK to adjourn. Second by CW. Meeting adjourned 7:07pm*