

## MINUTES - ALPINE AIRPORT ADVISORY BOARD MEETING 16 July 2019

Posted: 2:00pm 10 July 2019

Mtg. Date: 16 July 2019 - Tuesday

Time: 12:00pm

Place: City of Alpine Council Chambers

### Alpine Airport Advisory Board Members Present:

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

### Others present:

Johnny Galvan – Airport Operations

Isabelle Blair – Board Secretary

Linda Shank

Raphael Woodward

Steve Posner

### **Items on Agenda:**

- 1. Call to order – 12:06pm**
- 2. Determination of quorum and proof of notice of meeting – *verified by Isabelle Blair (IB), sign in sheet attached.***
- 3. Approve minutes of previous Board Meetings - IB**
  - a) 15 May 2019 Regular Meeting - *Motion by Norval Kneten (NK) to accept minutes as presented, second James Blair (JB). Motion carried unanimously.***
- 4. Discuss and Consider Financials**
  - a) Monthly Financial Reports – April 2019 – May 2019 – June 2019 – *Marbert Moore (MM) reported finding several large discrepancies in reports received from Megan Antrim. Consequently MM, with Linda Shank (LS) and Johnny Galvan (JG) reviewed data collected by Airport Operations Staff (JG and Riley Smith). Using that information MM and LS were able to reconstruct the financial reports and they balanced. The data collected by Airport Operations Staff was without discrepancies.***
  - b) Proposed BUDGET ANALYSIS FORMAT to be used by City and provided monthly to the Alpine Airport Advisory Board (AAAB). –**
  - c) Proposed FUEL REPORT FORMAT for the City and provided monthly to the AAAB. –**

*After much discussion on (b) and (c) above and the clear need for receiving better information, motion by Norval Kneten that the Board formally (in writing) advise*

*the City Council under Section 14.45; to ensure the accuracy of financial and fuel data provided to the Alpine Advisory Board; that the City adopt the attached BUDGET ANALYSIS FORMAT and FUEL REPORT FORMAT. Second by James Blair (JB). Motion carried unanimously.*

- d) Airport Budget 2019-2020 – MM shared Airport Budget Information he had downloaded from the City website. After much discussion, motion by NK that the Board formally (in writing) advise the City Council under Section 14.5; in light of the recent increase in Jet A fuel prices; to increase line item 1602 by \$60,000 and increase line item 5600 by \$60,000. Second by JB. Motion carried unanimously. MM stated he would attend the City Council meeting this evening – 16 July at 5:30pm and invited Board members to join him.*

**5. Discuss and Consider Airport correspondence**

*a) Communications –MM stated the Alpine Advisory Board cannot function without information. He encouraged JG to pass along information.*

*i) Meeting in Austin with TXDOT Airport Planner – MM reported on meeting of 26 June, 2019, with TXDOT Aviation Director of Planning, Greg Miller and Airport Planner, Michael Van Vliet.*

**b) Meetings and/or Inspections –**

*i) 3Q Report to Council 18 June 2019 – Due to MM's trip to Austin, IB gave 3Q Report to City Council.*

*ii) Final Inspection 10 July 2019 – MM, JG and City Secretary attended.*

*c) New and re-assigned Leases – JG reported that Keith Joseph (with JAG Aviation), purchased Hangars 34 & 39. He has a King Air 90 hangered in #39.*

*i) Vose Storage Lease – CW reported no progress in pursuing a lease for this storage space. MM suggested he approach the City Secretary.*

**6. Update:-**

*a) Raising Jet Fuel FS & SS mark-up – JG reported the new mark-up was implemented on 13 June 2019.*

*b) Corrections/accuracy of FAA Airport Master Record – MM requested IB make corrections and forward to City Secretary to mail/email to TXDOT.*

*c) Airport Tenant emergency contact list – JG has a current list.*

*d) Airspace Study ASN 2017-ASW-1942-NRA –red lights required – JG contacted the owners, provided them with the Advisory Circular for obstruction lights.*

- e) **Joint Airport Zoning Board – Cade Woodward (CW) – has not yet been formed**
- f) **Letter of Interest for Runway 01-19 rehabilitation – JB provided a draft. MM requested final copy be given to City Secretary.**
- g) **T-Hangar Project – CW reported Airspace study was complete, no restrictions. Copy of Study was provided to the City by email. IB requested a copy be given to Airport Operations for filing. Construction has started.**

**7. Discuss and Consider current Capital Improvement Project – MM**

a) **General Update – MM reported - for warranty purposes, this project is complete as of 10 July 2019. The Contractor will be addressing a small punch list of items shortly. TXDOT Project Manager Ryan Hindman noted the deteriorating pavement condition of Runway 01/19 and recommended the City request to be included in a new funding program - the Statewide Maintenance Program (SMP).**

**8. Discuss and Consider existing LOI projects – MM**

- a) **Replace Medium Intensity Runway Lights (MIRL) -MM reported the design will be in 2019/2020 and Construction in 2020/2021. Estimated City portion/cost for Design \$7,000 and Construction \$90,000**
- b) **Replace and Relocate Automated Weather Observation System (AWOS) - MM reported TXDOT will not fund relocation of a unit this old. They will fund (75/25) for a replacement at approximately \$200,000**
- c) **Update Master Plan – MM reported TXDOT will not put a hold on upcoming projects due to the dated Master Plan.**

**9. Discuss and Consider suggestions and priorities for future CIP – MM no action.**

**10. Discuss and Consider Alpine Airport Fuel Strategy/Policy – MM tabled**

**11. Discuss and Consider Proposed Covered Parking – MM stated that as things stand today all we (the Airport) have to develop are the three acres along the highway. CW expressed his desire to put in some paid automobile covered parking. JG stated the City plans to put in covered parking. No action.**

**12. Board Member Comments - none**

**13. Citizen Comments – LS voiced concerns over the clarity/wording of the motion passed ref. Item 4 (d), suggesting income from the 59 cent raise in Jet Fuel prices should be earmarked for line item #5600**

**- Raphael Woodward reiterated her desire to lease airport land to develop paid, covered vehicle parking.**

**14. Items for next Agenda – see below**