

## ALPINE AIRPORT ADVISORY BOARD MEETING 20 March 2019

Posted: 11:00 am, 14 March 2019

Mtg. Date: 20 March 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 – only present at the start

Isabelle Blair – Local Pilot /Board Secretary

Raphael Woodward – Local Pilot

### Items on Agenda:

1. Call to order – 5:35pm
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-
  - a) 17 Jan 2019 regular meeting
  - b) 19 Feb 2019 workshop on fuel prices
  - c) 20 Feb 2019 workshop on future “Big Ticket” items
  - d) 20 Feb 2019 regular meeting

*Motion by Cade Woodward (CW) to table item 3 a, second Norval Kneten (NK). Motion carried unanimously.*

*Motion by NK to accept minutes to 19 Feb 2019 workshop on fuel prices, second CW. Motion carried unanimously.*

*Motion by NK to amend two previous motions to say “Motion to table 3 a, b, c and d”. Second by James Blair (JB). Motion passed unanimously.*

### 4. Discuss and Consider Financials

- a) Monthly Financial Reports – January & February 2019

*Megan Antrim (MA) stated the Airport has done well with fuel sales, in spite of the construction. MA went over the format and the information, presented on the financial forms. MA noted that the money used to pay for the opening and closing of the runways (during the first months of construction) and the money for the*

*'extra' pavement on the south side of the east ramp, will be coming out of the General Fund and not be recorded on the Airport financials.*

*NK noted the substantial increase in activity over the previous year and further noted the importance of knowing/documenting why people fly in. MA stated she has been progressively introducing new forms to Airport Operations Staff, requiring more information from visitors. She is collecting an e-mail list with the plan of sending out flyers/notices informing visiting pilots of various Alpine activities. She has noticed more visitors flying in for weddings.*

## **5. Discuss and Consider Airport correspondence**

**a) Communications – MA reported better communication between the Board and City staff (Secretary and Manager receive a synopsis of Board meetings from Megan)**

**b) Meetings and/or Inspections – MA- none to report**

**c) New and re-assigned Leases –MA reported one new ground lease to CW for T-Hangar project; 4 re-assigned leases –D. Miller 2 hangars, W. Pyle 2 hangars, Dr Stief, SunkCostLLC.**

**d) Brewster NDB – MA advised the FAA has decommissioned BWR NDB. A permanent NOTAM is in place until the FAA removes all mention of BWR NDB in flight procedures and approach plates.**

## **6. Update:-**

**a) Rule change – Draft received from City Attorney to be presented to Council in March 2019 –MA reported the First Reading took place on 19 Mar 2019, Second Reading scheduled in April.**

**b) Raising Jet Fuel FS & SS mark-up – presented during City Council Workshop 5 Mar 2019 –MA reported the Master Fee list was discussed at City Council on 19 Mar 2019. Questions by Council reference formatting were sent to City Attorney and further information was requested from various Department Heads. No implementation date in sight – work in progress.**

**c) Corrections/accuracy of FAA Airport Master Record – MA has requested assistance from Michael Van Vliet – our TXDOT Airport Planner**

**d) Airport Tenant emergency contact list – MA stated Johnny has the current list. She has not heard back from City Attorney ref. releasing the list to the Board. NK requested MA follow up with attorney. NK suggested MM send any information updates to Johnny Galvan (JG) along with a request that JG forward the updates to all tenants, and cc: MM.**

**e) Airspace Study ASN 2017-ASW-1942-NRA –red lights required - MA sent a letter to the Hangar owner, no response. She will follow up with a certified letter. JB mentioned an accident case in low visibility, and stated, for safety, he feels additional lighting on the front two corners would be best.**

f) Storage container for Airport Operation – *MA advised the container that is now designated for the Airport is being used to store tires. When these are removed, it will go to the airport.*

g) Proposed T- Hangar Project to be presented to City Council 5 Mar 2019 – *CW reported receiving the ground lease from the City and will be signing and returning it to MA. CW stated they are planning on stair-stepping two separate buildings of 4 T-hangars each.*

*Reference the 'storage room' ground lease MA does not anticipate any problems, however to protect both parties (City and CW) she must have a clear record to proceed and is waiting for the City Records Clerk to complete their search.*

h) New Hangar Construction and Event Notification packets – *MA stated the application form within the packet was approved by City Council on 5 Mar 2019. The updated Rules and Regulations will be officially adopted after the second reading in April and at that time the 'packets' will be implemented.*

i) Joint Airport Zoning Board – *MA reported City Council along with the County (Commissioner's Court) will be appointing citizens to this Board.*

j) Historical Capital Improvement Projects – *MA provided the Alpine Airport Project History (attached). Following discussions, the Board recommended MA obtain further clarification from our TXDOT Airport Planner as to our availability of NPE Funds.*

k) Second Qtrly Report to City Council 19 Mar 2019 – *MA stated items she reported to City Council have been included in this meeting.*

7. Discuss and Consider ACIP - The Aviation Capital Improvement Program (ACIP) is a tentative three-year schedule of federal and state airport development projects – *MA will follow up with our TXDOT Airport Planner on possible timeline for AWOS replacement and relocation, and Master Plan Update.*

8. Discuss and Consider Job Descriptions for all City employees involved with the Airport – *MA presented the newly approved (by City Council) position descriptions. JB requested the Board receive an organizational chart.*

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

a) General Update – *MM reported construction will be complete by mid-May 2019*

10. Discuss and Consider Alpine Airport Fuel Strategy/Policy – Rick Stevens *MM tabled for future discussion.*

11. Discuss and Consider Fuel Flow Fee – *MA reported that fuel flow fee collection is not a regular event and that the only collection had been \$1,800 collected from the Texas Forest Service in 2018. Motion by CW to leave the fuel flow fee at 10 cents /gallon, second by JB. Motion passed unanimously.*

12. Discuss and Consider covered airport parking area – *CW and Raphael Woodward presented a plan for covered vehicle parking. After some discussion, MA requested any action be delayed until she can receive clarity from the City Attorney.*

13. Board Member Comments - *none*

14. Citizen Comments - *none*

15. Items for next Agenda – *see below*

16. Schedule next meeting – *5:30 pm 17 April 2019 at City Council Chambers*

17. Adjourn – *Motion to adjourn by NK, second JB. Motion carried at 7:52 pm.*

## **PROPOSED AGENDA**

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  - 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
4. Discuss and Consider Financials
  - a) Monthly Financial Reports – March 2019
5. Discuss and Consider Airport correspondence