

# **MINUTES - ALPINE ADVISORY BOARD MEETING**

## **20 NOVEMBER 2019**

**Posted:** 4:00PM 15 November 2019

**Mtg. Date:** 20 November 2019

**Time:** 5:30pm

**Place:** City of Alpine Council Chambers

### **Alpine Advisory Board Members Present:**

Marbert Moore – Chairman

Isabelle Blair – Board Secretary

James Blair

Cade Woodward

Jimmy Morris

### **Others present:**

Johnny Galvan – Airport Operations

Linda Shank – Stakeholder Hgr 42

### **Not present:**

Eric Zimmer – City Manager/Airport Manager

### **Items on Agenda:**

- 1. Call to order – 5:32 Marbert Moore (MM)**
- 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 – Item tabled. 18 October 2019 Regular Meeting**
- 4. Discuss and Consider Financials**
  - a. Monthly Financial Reports – September 2019 – MM reported receiving August and October financials. MM noted clarification needed by City Manager/Airport Manager Erik Zimmer to explain why \$37,000 of revenue was added into last years financials and why there exists a \$29,000 discrepancy between Gross Revenue reported by Airport Operations staff and the year-end financial report received from City Finance Dept. Item was tabled.**

- b. **Budget 2019-2020** – MM reported providing the Boards recommended Budget to Erik Zimmer (EZ) upon his request. MM further noted the AAB had not received the proposed amended Airport Budget. Item was tabled.

**5. Discuss and Consider Airport correspondence**

a. **Communications – EZ/JG/MM –**

**Eric Zimmer** – not present. IB read EZ email response to Board questions and requests (attached questions and answers)

**Johnny Galvan** – reported on a water leak at the Airport - from a water line buried over forty years ago. City staff capped the line until further repairs/patches/new line can be made. MM stated the lack of planning for the future growth of the Airport had caused numerous problems over the years and he emphasized the need for an updated Airport Master Plan. This was affirmed by all present.

Reported that in the last two months he has replaced four bulbs in the Visual Approach Slope Indicator (VASI) system. MM suggested he make contact with TXDOT Aviation for assistance finding Texas Airports where lighting systems have been upgraded and whom might still have some VASI bulbs.

**Marbert Moore** – reminded all present that the Boards mandate is to provide recommendations to City Council on Airport Operations and Management. He specified the Board can only make suggestions to Airport Operations Staff.

b. **Meetings and/or Inspections – EZ/JG/MM –**

**Eric Zimmer** – not present

**Johnny Galvan**– reported an Annual FAA inspection of the Automated Weather Observation System (AWOS)– present were JG, Lucas Schultz (City contracted maintenance technician from DTB Aviation Services) and Richard Yamashita (FAA representative from Albuquerque). It was noted that the batteries need to be replaced and the newly installed grounding does not register. DTB Technician, Lucas Schultz, highly recommended the City, without delay, plan for the replacement of this ageing AWOS system due to critical components being obsolete. CW asked if the Board should take some more action on AWOS replacement and on getting an Updated Master Plan. AAB actions taken previously: -

- The Board drafted and delivered (6/2018) to City Council a letter of interest ref. funding three projects: 1/ Runway Light Replacement, 2/ AWOS relocation/replacement and 3/ Master Plan Update. The City hence submitted this to TXDOT Aviation.
- During Budget workshops (July/Aug 2019) at City Council's request, the Board provided City Management a five-year list of prioritized Capital Improvements w/cover letter (attached).

**Marbert Moore** – reported the AAB First Quarterly Report to City Council is due in December and he wanted to find a way to build on previous quarterly reports. Board suggested points to cover: -

- Answer the question “What does the Airport do for my Ward/my people?”
- Emphasize economic benefits created by the Airport – over 50 full time jobs, translate that payroll to money being spent here in the City. Use pamphlets provided by TXDOT -downloadable- <https://www.txdot.gov/inside-txdot/division/aviation/eco-impact-aviation.html>
- Airport is our front door for visitors to Alpine and the greater Big Bend – benefits hotels/motels, restaurants and the people employed there.
- UPS – packages for businesses and individuals .... Christmas!
- US Customs and Border Patrol – federal employees and their families work and play in our City. Added security.
- TXDPS – state employees and their families work and play in our City. Security presence.
- Medical Evacuation Flights (how many last 3 months?)
- Show continued hangar construction
- Show increased revenue due to price increase and review CIP timing and matching funds needed
- Recommend City pursue AWOS replacement ASAP due to obsolete parts.
- Ordinance that established AAB –
- Recommendations to City Council – surplus from last years project deposited into Airport fund (previously recommended); name change (previously recommended); City pursue AWOS replacement ASAP due to obsolete parts; access to Airport Fund General Ledger and Bank account statements so as to complete AAB Mandate.
- Power Point –
- Dr Kneten recommended appointing John Kennedy as his replacement – Ask City to send a “thank you for your service” letter to Dr. Kneten.

c. **New and re-assigned Leases** –JG – none

d. **Received Letter of resignation from AAB member Dr. Norval Kneten.** –MM  
Dr. Kneten recommended appointing John Kennedy as his replacement reported the City has begun using a new application form.

## 6. Update:

a. **Name Change** – MM/EZ – tabled

b. **Long Term Airport Vehicle Parking** – MM/JG – JG recommends continuing to provide this service to aviation customers at no charge. JG said he would move long-term parking further south along the fence line so as to free up close-in parking for quick turn customers and to facilitate keeping that close in area clean (weeds) and tidy. JG further stated vehicles are registered with the airport office.

c. **Airport Rules and Regulations 2.13** – List of aircraft based at Alpine Airport – MM noted this helps justify funding for the airport. JG reported the list is updated/current.

- d. **Helicopter Landing Pad – City Action?** – MM – stated he had reached out to Airport Manager EZ and will follow up.
- e. **Airspace Study ASN 2017-ASW-1942-NRA: red lights required** – EZ/JG – nothing to report, will follow up
- f. **Joint Airport Zoning Board** – MM/EZ – tabled
- g. **T-Hangar Project** – CW – work on finishing out interiors will be starting soon
- h. **Discuss Airport Utility Systems** – MM – noted the lack of planning. He reiterated the need for a Master Plan update. Several present mentioned the need to add extra sleeves/conduit when the City runs a new water line under the existing taxiways.

**7. Board Member Comments** - none

- 8. Citizen Comments** - Linda Shank shared with the Board a summary of increased revenues resulting from the increased Jet A fuel prices (went into effect 15 June 2019). She offered to keep bringing this report to the Board.

July, August, September and October, the City collected an additional \$25,122

- 9. Items for next Agenda** – see proposed agenda below

**10. Schedule next meeting** – 15 January 2020

- 11. Adjourn** - Motion to adjourn by JB, second JM. So moved at 7:05pm