

MINUTES

STATE OF TEXAS

AIRPORT ADVISORY BOARD

COUNTY OF NUECES

FRIDAY, FEBRUARY 1, 2013

CITY OF PORT ARANSAS

CITY COUNCIL CHAMBERS, 2:00 PM

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:01PM, Friday, February 1, 2013, at City Hall, Port Aransas, Nueces County, Texas met with the following members present; to wit:

Ed Wiatt

Burt Jones - Absent

Randy Johns

Claude Lamoureux

Mark Creighton

David Parsons, Deputy City Manager

Bob Petitt, Alternate

Randy Hansen, Airport Manager

Jennifer Shafer, Administrative Staff

2. **APPROVAL OF MINUTES:**

December 6, 2011 – Motion to approve from Randy Johns. Seconded by Ed Wiatt.
Motion Carried.

December 14, 2012 – Motion to approve from Mark Creighton. Seconded by Bob Petit.
Motion Carried.

3. **PUBLIC COMMENTS:**

Jason Towns requested time to speak at the end of the meeting to update the board on the fly-in event scheduled for April 20th.

4. **DISCUSSION ON MUSTANG BEACH AIRPORT FY 2012 AND FY 2015**

IMPROVEMENTS with Daniel Benson of TxDOT-Aviation Division: Daniel Benson outlined the numerous Capital Improvement Projects that have been identified for the airport. They are: replace lighted wind cone, install new electrical wall for the runway lights, replace runway lighting, install security fencing, relocate the ditch out of the runway safety zone, expand the taxiway to match the runway length, and expand the apron to allow for more plane parking. Currently, the project is in the design phase, which includes the engineering and surveying. As part of the project, a grant has been executed for the complete obstruction survey for the ends of the runway to cover any instrument procedure changes that may take place. Anytime a runway is extended, you must go back to the Advisory Circular and include any changes that have occurred. FAA sets the standards and they will be included as part of the runway extension and the procedure development. There are also public departure procedures set for Mustang Beach that must be taken into account during this design and procedure phase.

During fiscal year 2013, the replacement of the medium intensity runway lights (MIRL) and the rehabilitation of the taxiway and the rehabilitation of the apron will all occur. When considering the cost associated with rehabilitation of the entire runway and TxDOT's efforts to extend the

runway, the decision was made to wait on the rehab of the runway until the extension of the runway and taxiway is being completed.

The final design documents should be ready for TxDOT in mid-March. The construction bid should be awarded in May, 2013 with the actual construction on the MIRL and taxiway rehabilitation taking place by mid-July. Due to the peak season, the construction can be pushed back, if necessary. The PAPI lights and directional signs will be included as part of the MIRL upgrades, as well as the new lights being pilot controlled.

As part of the environmental process, funding has been earmarked for mitigation and permitting requirements. There will be almost 5 acres of land impacted. By beginning the permitting process now, the hopes are to have the individual permits in place by the time construction would start in FY 2015.

The major construction portion of the project will take place during FY 2015. This is when the runway will be extended and the taxiway extended to eliminate the back-taxi on the runway. After much discussion between TxDOT and URS, it was determined the best course of action would be to relocate the runway 30 threshold. If 638 ft of pavement is added, it would allow for a total runway length of 4162 ft; however, due to the new standards in the Advisory Circular Guide from FAA regarding the runway protection zone, it will not be possible. When analyzing the alternatives, and considering the water on 3 sides of the runway with the limited land availability and land fill availability, the solution was to extend runway 30 from its present length of 3,482 ft to 3,922 ft and displace the runway 12 threshold by 240 ft to provide the required runway safety area. On the 12 end of the runway, the declared distances will be: takeoff/run distance available will be 3,481 ft and the landing distance available will go up slightly to 3,922 ft from 3,481 ft. From the 30 end of the runway, the distances will increase to: takeoff/run available and accelerate/stop distance available at: 3,922 ft from the current 3,481 ft. All this information will be published in the Airport Facilities Directory.

TxDOT has received the funding from the City for their portion of the engineering and design phase. The City pays 10% and it was also included in this fiscal year's budget. The taxiway extension total will be about 1.2M of the total 2.8M. The extension and apron expansion for the 30 end of the runway will cost approximately 1M and 600K for the ditch relocation. At this time, these are the approximate costs that are being used for planning and construction purposes. All the plans and design work are being done as if the money has already been allocated. Should there be an unexpected drop in available funding on either the State or the City's side, the design will be available to be shelved until the funding does become available. The City has committed to the project, but only allocates the funding/budget the year prior.

The final design is due to be completed by the end of March and will be made available for the Board's review.

5. **DISCUSSION AND TAKE APPROPRIATE ACTION ON AN AIRPORT ADVISORY BOARD MEETING SCHEDULE FOR 2013:** Mark Creighton made a motion to approve the presented meeting schedule. Randy Johns seconded the motion. Motion carried.
6. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

The following items were brought up for future discussion:

- Develop an outline for the master plan for additional hangars based on the Advisory Circular
 - Review and discuss FAA Guidelines for Airport Development
 - Federal funding vs the GLO Lease on allowable aircraft procedures
- David Parsons will provide an update on the new fuel tank bid
- Randy Hansen will provide researched information on abandoned aircraft procedures for board discussion
- Discussion on funding for the airport improvements for FY 2015

Jason Towns provided an update on the planning of the Saturday, April 20, 2013 Fly-In that is scheduled. Bar-B-Q plates from Beaches will be sold for \$10, VFW will provide a cash bar, Coffee Waves will bring breakfast, Coastal Ed's will have carts available, Bryant Gaines' hangar will be used as the music hangar for the bands that are TBD at this time. There may be a biplane giving rides and the Power Parachute Club will also be on site.

7. **ADJOURNMENT** – Randy Johns motioned to adjourn, Bob Pettitt seconded. Meeting was adjourned at 3:21 pm



Ed Wiatt, Chairman

Prepared by:



Jennifer Shafer

STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, FEBRUARY 27, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:02PM, Wednesday, February 27, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
 Randy Johns, Vice-Chairman
 Mark Creighton
 Claude Lanoueux
 Robert Petitt, Alternate

BOARD MEMBER(S) ABSENT

Burt Jones

STAFF MEMBERS PRESENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

STAFF MEMBER(S) ABSENT

N/A

2. **APPROVAL OF MINUTES:** February 1, 2013

MOTION: A motion to approve the minutes, with the noted changes, from February 1, 2013 was made by Randy Johns and seconded by Mark Creighton.

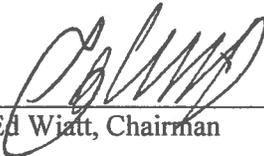
Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Claude Lamoureux	X			
Burt Jones				X
Bob Petitt (Alternate)	X			

3. **PUBLIC COMMENTS:**

Jason Towns gave an update on the Fly-In event scheduled for April 20, 2013
 John Allen was available to answer any questions the Board may have for him.

4. **DAVID PARSONS TO GIVE AN UPDATE ON THE FUEL TANK REPLACEMENT:** Bids were sent out today, February 27, 2013 for the replacement of the fuel tank. At the time of the meeting, bids had been sent to five (5) organizations requesting their bid.

5. **RANDY HANSEN TO GIVE A PRESENTATION ON ABANDONED AIRCRAFT PROCEDURES:** A draft of an Abandoned Aircraft Procedure will be created and reviewed with the City Attorney before being brought back for the Board's review.
6. **MANAGER'S REPORT:**
- a. Aircraft Count – Randy Hansen stated there had been 256 planes counted at the airport so far this year.
 - b. Overnight fees – During this fiscal year, the City has collected \$765.00 for overnight fees from airplane parking.
7. **CITY CHARTER AND PORT ARANSAS CITY CODE OF ORDINANCES REGARDING BOARD MEETINGS AND THE TEXAS OPEN MEETING ACT:** David Parsons reminded the Board of Article IX, Section 3 (a) of the Port Aransas Code of Ordinances which states that: All meetings of any board, commission or committee created, established or appointed by this Charter or the city council shall be a public meeting and open to the public.
8. **DISCUSSION ON SETTING UP MEETING WITH GLO LEASING STAFF IN AUSTIN REGARDING 'ALLOWABLE' USE OF LEASED LANDS:** David Parsons will contact the GLO and attempt to set up a meeting to discuss GLO prohibited and allowed activities on the land leased for the airport to aid in the development of a master plan for the development of the airport.
9. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:** Board members would like to following items be discussed at the next Airport Advisory Board meeting:
- Update on the Capital Improvement Plan
 - Update on the fuel tank bids
 - Manager's report
10. **ADJOURNMENT:** A motion was made to adjourn the meeting by Claude Lamoureux and seconded by Mark Creighton at 3:03PM.



Ed Wyatt, Chairman

Prepared by:



Jennifer Shafer

STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, MARCH 27, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:02PM, Wednesday, March 27, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
Randy Johns, Vice-Chairman
Claude Lamoureux
Robert Petitt, Alternate

BOARD MEMBER(S) ABSENT

Mark Creighton

STAFF MEMBERS PRESENT

City Manager David Parsons
Airport Manager Randy Hansen
Executive Assistant Jennifer Shafer

STAFF MEMBER(S) ABSENT

N/A

2. **APPROVAL OF MINUTES:** February 27, 2013

MOTION: A motion to approve the minutes, with the noted changes, from February 27, 2013 was made by Claude Lamoureux and seconded by Randy Johns.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton				X
Claude Lamoureux	X			
Bob Petitt (Alternate)	X			

3. **PUBLIC COMMENTS:**

Sandy Stokes spoke about his interest in starting a sight-seeing and small charter service at the airport. He has delivered a business proposal to the City Manager, who stated he will share it at the next AAB meeting. He houses his plane in Rockport and applied for his 135 with the FAA. He is ready to start as soon as permission is granted.

4. **DAVID PARSONS TO GIVE AN UPDATE ON THE FUEL TANK REPLACEMENT AND THE BIDS THAT WERE RECEIVED:**



- We received 4 bids. They came in higher than the estimated \$60K. They were: Bassco for \$71,891.73, PSI for \$83,998.00, R&R Petroleum Services for \$91,284.33 and SSCI for \$97,469.81. The apparent low bidder is Bassco from Dallas/Ft Worth area for \$71,891.73.
- The City was contacted by 2 of the bidders expressing their price for the tank itself, which seems to have increased in cost due to the Eagle Ford Shale.
- The estimate of \$60K was budgeted from \$30K City funds and \$30K of RAMP Grant funds. The additional \$11K could be covered with additional fund from the General Fund.
- The next step would be for the bid to go to the City Council at the next meeting, on April 18, 2013 to award the bid and the budget amendment for the \$11K.
- There is a timing issue with the fuel in the tank and transitioning it from the old tank to the new tank. The vendor will move 1,000 gallons, included in his bid. Our fuel vendor delivers a minimum of 6,000 gallons at a time. City Staff will monitor the fuel level and target the 1,000 to get it as close as possible. A suggestion was made to drop the cost of the fuel in order to sell more quickly if necessary.

5. **MANAGER'S REPORT:**

- a. Aircraft Count – Randy Hansen stated there have been 406 planes counted at the airport so far this year, with only 269 at this time last year.
- b. Overnight fees – During this fiscal year, the City has collected \$1,050.00 for overnight fees from airplane parking, with \$1,935 outstanding and to be billed thus far.

6. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING:** The regular meeting was adjourned at 2:21PM.

7. **OPEN AIRPORT ADVISORY BOARD WORKSHOP:** The Workshop was convened at 2:21PM.

8. **DISCUSSION REGARDING THE CREATION OF AN AIRPORT DEVELOPMENT PLAN:**

- There is a meeting on April 24, 2013 of the Department of Transportation regarding the medians to be included in the State Highway 361 reconstruction. It is important to include the airport in those median openings.
- Bob Pettitt and Randy Johns will complete a cost analysis on the construction of Cat 3 rated hangar buildings and the cost effectiveness of T-hangars vs box hangars.
- Randy Johns to research the City being classified as tax deductible if a contribution is made to the airport.
- The following items are to be researched by Staff:
 - Check with URS regarding moving taxiways to avoid wetlands.
 - The option of Revenue Bonds for funding of the local 10% share.



- GLO lease language regarding commercial activity.
9. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** A motion was made by Bob Petitt to close the Workshop. It was seconded by Randy Johns. The workshop was adjourned at 4:16PM.
 10. **RECONVENE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Airport Advisory Board Meeting was reconvened at 4:16PM.
 11. **DISCUSSION AND TAKE APPROPRIATE ACTION ON COMMENTS RECEIVED DURING THE AIRPORT ADVISORY WORKSHOP:** There were no actions taken.
 12. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:** Board members would like to following items be discussed at the next Airport Advisory Board meeting:
 - Update on AVGAS Tank Bid from City Council
 - Update on the credit card reader
 - Sandy Stokes business plan proposal
 13. **ADJOURNMENT:** A motion was made to adjourn the meeting by Randy Johns and seconded by Ed Wiatt at 4:40PM.



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, May 1, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:02PM, Wednesday, May 1, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
 Randy Johns, Vice-Chairman
 Patrick McKeever
 Claude Lamoureux
 Robert Petitt, Alternate

BOARD MEMBER(S) ABSENT

N/A

STAFF MEMBERS PRESENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

STAFF MEMBER(S) ABSENT

N/A

2. **APPROVAL OF MINUTES:** March 27, 2013

MOTION: A motion to approve the minutes, with the no changes, from March 27, 2013 was made by Randy Johns and seconded by Claude Lamoureux.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Bob Petitt (Alternate)	X			

3. **PUBLIC COMMENTS:**

Ed Wiatt took this opportunity to introduce the newest member of the Board. Patrick (Pat) McKeever spoke about his past experience and was welcomed by fellow board members.

4. **CONSIDER AND TAKE APPROPRIATE ACTION ON A NEW CHARTER BUSINESS TO BE CONDUCTED AT THE AIRPORT BY SANDY STOKES.**

➤ Randy Hansen will write a draft of procedures and permissions for renting the FBO to be presented to the AAB at the next meeting. The procedures should include: rules for sharing space and signage with other tenants, fees, renters insurance, commercial liability insurance requirements and maximum number of hours per week.



- Sandy Stokes operation is approved to operate outside, with no permanent structures, and with all tents/equipment taken down each evening.
- A motion was made by Mark Creighton to recommend to City Council approval of both phases of the Stokes Aviation Business Plan, upon verification of the appropriate licenses, medical licenses, FAA certifications and insurance. The motion was seconded by Randy Johns.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Bob Pettitt (Alternate)	X			

5. **MANAGER'S REPORT**

- A. **Aircraft Count:** Randy Hansen has counted 587 planes that have visited Mustang Beach Airport. Same time last year was 459.
- B. **Overnight Fees:** From January 11, 2013 through May 1, 2013, we have collected \$2,170.00 in overnight fees. There are still outstanding payments due; this number reflects monies collected.

6. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Regular meeting was adjourned at 2:45PM.

7. **OPEN AIRPORT ADVISORY BOARD WORKSHOP:** The Workshop was convened at 2:45PM.

8. **DISCUSSION REGARDING THE CREATION OF AN AIRPORT DEVELOPMENT PLAN AND CURRENT MUSTANG BEACH AIRPORT PROJECTS:**

- Environmental Assessment is nearing the completion phase. Requests for bids on the first phase of construction will be going out in July for lights, fencing, gates, and repaving and lugs in the tie down asphalt area.
- For 13 new t-hangars through a company called Erect-a-Tube, the approx. cost would be \$240,000 for materials plus an additional approx. \$240,000 for site prep and \$61,681 for labor to assemble. This option allows for a mixture of box hangars (to be used as a mechanic shop, FBO, corporate hangar) and t-hangars, which would depend on demand.
- The bond types available for the City to use are: **General Obligation Bonds** are voted on by all tax payers and adjust the tax rate to pay it back. The interest rates are very low on General Obligation Bonds and 'bond debt' is good for a city. Voters would probably not support a General Obligation Bond for airport improvements since such a small percentage of property owners use the airport. **Certificate of Obligation Bond** is a promissory bond that is not voted on by all the City's voters and interest rates are higher. It is voted on by City Council in three readings and will likely pass unless there is strong opposition by the public. **Revenue Bonds** are also not voted on by tax payers. The promise of payment would come from revenue that will be generated after the project is



completed. Financial planning is necessary to provide detail on how long it will take to pay it back. Typically, revenue bonds are 20-30 year terms.

- The following items are to be researched for discussion at an upcoming meeting:
 - David Parsons to research timeline and availability of Texas Department of Transportation-Aviation grant monies for building new hangars.
 - Jennifer Shafer to prepare Waitlists/Request Form to include: T-hangar vs Box hangars, Dirt lease (build it yourself) vs City lease (rent like a boat slip at the harbor), Length/width/height requirements, etc.
 - Randy Hansen to prepare a renters agreement for the FBO and research insurance requirements.
 - Mark Creighton to talk to Bob Patton about a possible donation to the airport projects.
- According to URS, the required 'Taxiway Object Free Area' is currently 15' over in the current configuration. In order to avoid this, the decision was made to move the fence 30' off the building to accommodate both parking and the Object Free Area. David Parsons will inform Tex Schmitt of URS of the change.

9. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** The workshop was adjourned at 3:48PM.

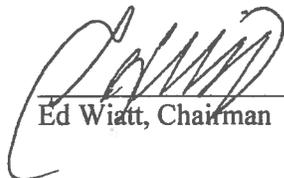
10. **RECONVENE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Airport Advisory Board Meeting was reconvened at 3:48PM.

11. **DISCUSSION AND TAKE APPROPRIATE ACTION ON COMMENTS RECEIVED DURING THE AIRPORT ADVISORY WORKSHOP:** There were no actions taken.

12. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

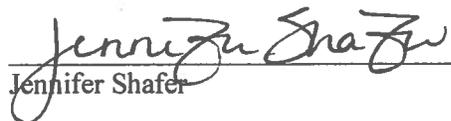
- The Airport Fly-In was a success for being the first. For the shrimp boil, net made was over \$800 to be donated to the Boy Scouts. There were more than 100 planes visiting solely for the Fly-In. They are thinking of having another one in November.
- Next meeting is scheduled for May 29, 2013.

13. **ADJOURNMENT:** A motion was made to adjourn the meeting by Ed Wiatt and seconded by Randy Johns at 4:16PM.



Ed Wiatt, Chairman

Prepared by:



Jennifer Shafer



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, May 1, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:02PM, Wednesday, May 1, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
Randy Johns, Vice-Chairman
Patrick McKeever
Claude Lamoureux
Robert Petitt, Alternate

BOARD MEMBER(S) ABSENT

N/A

STAFF MEMBERS PRESENT

City Manager David Parsons
Airport Manager Randy Hansen
Executive Assistant Jennifer Shafer

STAFF MEMBER(S) ABSENT

N/A

2. **APPROVAL OF MINUTES:** March 27, 2013

MOTION: A motion to approve the minutes, with the no changes, from March 27, 2013 was made by Randy Johns and seconded by Claude Lamoureux.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Bob Petitt (Alternate)	X			

3. **PUBLIC COMMENTS:**

Ed Wiatt took this opportunity to introduce the newest member of the Board. Patrick (Pat) McKeever spoke about his past experience and was welcomed by fellow board members.

4. **CONSIDER AND TAKE APPROPRIATE ACTION ON A NEW CHARTER BUSINESS TO BE CONDUCTED AT THE AIRPORT BY SANDY STOKES.**



5. **DAVID PARSONS TO GIVE AN UPDATE ON THE FUEL TANK REPLACEMENT AND THE BIDS THAT WERE RECEIVED:**

- We received 4 bids. They came in higher than the estimated \$60K. They were: Bassco for \$71,891.73, PSI for \$83,998.00, R&R Petroleum Services for \$91,284.33 and SSCI for \$97,469.81. The apparent low bidder is Bassco from Dallas/Ft Worth area for \$71,891.73.
- The City was contacted by 2 of the bidders expressing their price for the tank itself, which seems to have increased in cost due to the Eagle Ford Shale.
- The estimate of \$60K was budgeted from \$30K City funds and \$30K of RAMP Grant funds. The additional \$11K could be covered with additional fund from the General Fund.
- The next step would be for the bid to go to the City Council at the next meeting, on April 18, 2013 to award the bid and the budget amendment for the \$11K.
- There is a timing issue with the fuel in the tank and transitioning it from the old tank to the new tank. The vendor will move 1,000 gallons, included in his bid. Our fuel vendor delivers a minimum of 6,000 gallons at a time. City Staff will monitor the fuel level and target the 1,000 to get it as close as possible. A suggestion was made to drop the cost of the fuel in order to sell more quickly if necessary.

6. **MANAGER'S REPORT:**

- a. Aircraft Count – Randy Hansen stated there have been 406 planes counted at the airport so far this year, with only 269 at this time last year.
- b. Overnight fees – During this fiscal year, the City has collected \$1,050.00 for overnight fees from airplane parking, with \$1,935 outstanding and to be billed thus far.

7. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING:** The regular meeting was adjourned at 2:21PM.

8. **OPEN AIRPORT ADVISORY BOARD WORKSHOP:** The Workshop was convened at 2:21PM.

9. **DISCUSSION REGARDING THE CREATION OF AN AIRPORT DEVELOPMENT PLAN:**

- There is a meeting on April 24, 2013 of the Department of Transportation regarding the medians to be included in the State Highway 361 reconstruction. It is important to include the airport in those median openings.
- Bob Pettitt and Randy Johns will complete a cost analysis on the construction of Cat 3 rated hangar buildings and the cost effectiveness of T-hangars vs box hangars.



- Randy Johns to research the City being classified as tax deductible if a contribution is made to the airport.
- The following items are to be researched by Staff:
 - Check with URS regarding moving taxiways to avoid wetlands.
 - The option of Revenue Bonds for funding of the local 10% share.
 - GLO lease language regarding commercial activity.

10. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** A motion was made by Bob Pettitt to close the Workshop. It was seconded by Randy Johns. The workshop was adjourned at 4:16PM.

11. **RECONVENE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Airport Advisory Board Meeting was reconvened at 4:16PM.

12. **DISCUSSION AND TAKE APPROPRIATE ACTION ON COMMENTS RECEIVED DURING THE AIRPORT ADVISORY WORKSHOP:** There were no actions taken.

13. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:** Board members would like to following items be discussed at the next Airport Advisory Board meeting:

- Update on AVGAS Tank Bid from City Council
- Update on the credit card reader
- Sandy Stokes business plan proposal

14. **ADJOURNMENT:** A motion was made to adjourn the meeting by Randy Johns and seconded by Ed Wiatt at 4:40PM.

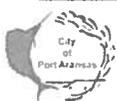


Ed Wiatt, Chairman

Prepared by:



Jennifer Shafer



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, June 26, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:02 PM, Wednesday, June 26, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

BOARD MEMBER(S)

ABSENT

Ed Wiatt, Chairman
 Randy Johns, Vice-Chairman
 Mark Creighton (arrived at 2:14)
 Patrick McKeever
 Claude Lamoureux

Keith Donley, Alternate

STAFF MEMBERS PRESENT

STAFF MEMBER(S)

ABSENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

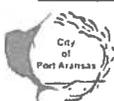
2. **APPROVAL OF MINUTES:** May 1, 2013

MOTION: A motion to approve the minutes, with the no changes, from May 1, 2013 was made by Randy Johns and seconded by Pat McKeever

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton				X
Patrick McKeever	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				X

3. **PUBLIC COMMENTS:**

Sandy Stokes, of Stokes Aviation and Sky Tours, has filed paperwork with the FAA and is waiting on their response. He requested permission to place signage on State Highway 361. Mr. Stokes will notify Randy Hansen and David Parsons via email, and provide his Letter of Authorization once final approval from the FAA is obtained.



4. **MANAGER'S REPORT**

- A. **Aircraft Count:** Randy Hansen has counted 963 planes that have visited Mustang Beach Airport this year. Same time last year was 861.
- B. **Overnight Fees:** From January 11, 2013 through June 25, 2013 we have collected \$3,335.00 in overnight fees. There are still outstanding payments due; this number reflects monies collected.
- C. **Fuel Tank Update:** Mr. Brooks, with Bassco Services, advised the tank has been ordered and delivery and setup is still set fo mid-August. New AV Gas supplier is going well.

5. **REVIEW TERMINAL BUILDING LEASE PROCEDURES**

There was a brief discussion regarding the need for a terminal building lease and procedures.

A motion was made by Randy Johns to forward the lease and lease procedures to the City Attorney then to City Council for consideration. The motion was seconded by Claude Lamoureux.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				X

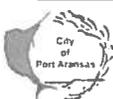
6. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Regular meeting was adjourned at 2:43 PM.

7. **OPEN AIRPORT ADVISORY BOARD WORKSHOP:** The Workshop was convened at 2:43 PM.

8. **DISCUSSION REGARDING THE AIRPORT DEVELOPMENT PLAN AND CURRENT MUSTANG BEACH AIRPORT PROJECTS:**

- Airport Minimum Standards require only 15% of hangar can be used for anything other that aviation related items. Board would like to consider sending out audit letters to each hangar occupant.
- David to set up meeting with GLO in July to discuss GLO requirements and airport minimum standards, including but not limited to, 15% of hangar being used for anything other than aviation related material.

9. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** The workshop was adjourned at 3:41 PM.



10. **RECONVENE REGULAR AIRPORT ADVISORY BOARD MEETING:** The Airport Advisory Board Meeting was reconvened at 3:41 PM.

11. **DISCUSSION AND TAKE APPROPRIATE ACTION ON COMMENTS RECEIVED DURING THE AIRPORT ADVISORY WORKSHOP:**

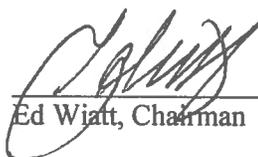
A motion was made by Randy Johns to move forward with a Letter of Interest to TxDOT to initiate a grant request. The motion was seconded by Mark Creighton.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				X

12. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

- ◆ David Parsons to track down ownership of the grass area between hangars B & C. Randy will provide David the information on the plane that often parks there.
- ◆ Next meeting is scheduled for August 28, 2013, cancelling the July 31, 2013 meeting.

13. **ADJOURNMENT:** A motion was made to adjourn the meeting by Ed Wiatt and seconded by Claude Lamoureux at 4:00 PM.



Ed Wiatt, Chairman

Prepared by:



Jennifer Shafer



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, August 28, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:00PM, Wednesday, August 28, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

BOARD MEMBER(S) ABSENT

Ed Wiatt, Chairman
 Randy Johns, Vice-Chairman
 Mark Creighton
 Patrick McKeever
 Claude Lamoureux
 Keith Donley, Alternate

STAFF MEMBERS PRESENT

STAFF MEMBER(S) ABSENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

2. **APPROVAL OF MINUTES:** June 26, 2013

MOTION: A motion to approve the minutes, with the no changes, from June 26, 2013 was made by Claude Lamoureux and seconded by Randy Johns.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				X

3. **PUBLIC COMMENTS:**

- Dan Campbell, of Camtronics Aviation, currently leases space at San Patricio County but wants to move to Mustang Beach to run his business. He spoke in favor of the airport developments and improvements.
- Sandy Stokes, of Stokes Aviation, asked for consideration in waiving the overnight parking fees for his plane because of the amount of fuel he has purchased from Mustang Beach.
- Jason Towns, of Skydive South Texas, suggested a street sweeper go through the airport areas as well as a banner towing business and sightseeing business.



4. **MANAGER'S REPORT**

- A. **Aircraft Count:** Randy Hansen has counted 1450 planes that have visited Mustang Beach Airport this year, based on observations made solely by the Airport Manager or flight plans filed on flightaware.com; the actual number of aircraft to visit is approximately 1/3rd higher. This is 25% higher than the same time last year, with only 1204 last year.
- B. **Overnight Fees:** From January 11, 2013 through August 27, 2013, we have collected \$5,610.00 in overnight fees. There are still outstanding payments due; this number reflects monies collected.
- C. **Vehicle Parking Incident:** Randy Hansen updated the board on an incident that occurred on August 4, 2013. There was a truck parked on the taxiway without license plates. The owners of the truck were fishing on the other side of the runway but the truck was blocking access to the hangars. FAA and FBI are investigating radio traffic that occurred at the same time. David Parsons is to obtain and place a 'No Parking' sign near the last hangar. He also made a suggestion to identify a valid parking area and adequately sign it.

5. **CITY MANAGER'S REPORT**

- A. **Budget Update:** David Parsons advised the Board that the Council approved the Capital Improvement Plan during the adopting of the budget on September 11, 2013. They included the \$88K necessary for FY14/15 as well as included half of the local portion for FY15/16 along with a promise to budget the other half next year.
- B. **CIP Project Update:** Recent change was made to increase the value by approximately \$3K to upgrade to LED lighting.
- C. **Fuel Tank Update:** Bassco has completed the installation of the new tank and they are currently working on the electrical work and pump.
- D. **Lease Procedures Update:** Lease procedures were sent to Michael Morris, City Attorney for his opinion.

6. **DISCUSSION AND TAKE APPROPRIATE ACTION REGARDING TXDOT-AVIATION DIVISION USAGE PERCENTAGE REQUIREMENTS IN HANGARS**

Mr. Bill Gunn, Director of Systems and Training for TxDot-Aviation Division gave a brief presentation on the required uses of airport property. In order to receive funds from TxDot Aviation, the City must confirm that airport property, including hangars, is used for the purposes of aviation and to promote aviation.

Staff will send certified letters to the hangar owners requesting an inspection of their hangar and will address making an addendum to the minimum standards of Mustang beach Airport.

7. **DISCUSSION AND TAKE APPROPRIATE ACTION ON POTENTIAL LEASE OPTIONS FOR THE VACANT AREA BETWEEN HANGARS B AND C.**

After a brief discussion it was decided Staff would analyze the uses of thoroughfare for space available between hangars B and C to include access to additional hangars for possible construction.



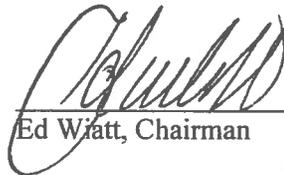
8. **DISCUSSION AND TAKE APPROPRIATE ACTION ON THE GLO LEASE, ALLOWABLE TERMS AND CONDITIONS**

David Parsons read Section 4. Use of the GLO Lease Agreement with emphasis on commercial operations being authorized by the Lessee.

9. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

- ◆ Next meeting will be a workshop for the Airport Development Plan. David Parsons will obtain diagrams and/or back-up from Bob Pettit from the last workshop.
- ◆ A suggestion was made for the City to spray the airport for mosquitos, at least, behind the hangars and at the fuel area, and possibly even on the runway.
- ◆ Ed Wiatt made everyone aware of a fly-in being held as a luau at the beach on September 18-20, 2013.
- ◆ Next meeting is scheduled for September 25, 2013.

10. **ADJOURNMENT:** A motion was made to adjourn the meeting by Ed Wiatt at 3:45 PM.



Ed Wiatt, Chairman

Prepared by:



Jennifer Shafer



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, October 30, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:00 P.M., Wednesday, October 30, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
 Randy Johns, Vice-Chairman
 Mark Creighton
 Robert Stluka
 Claude Lamoureux
 Keith Donley, Alternate

BOARD MEMBER(S) ABSENT

Patrick McKeever

STAFF MEMBERS PRESENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

STAFF MEMBER(S) ABSENT

2. **APPROVAL OF MINUTES:** August 28, 2013

MOTION: A motion to approve the minutes, with changes, from August 28, 2013 was made by Mark Creighton and seconded by Ed Wiatt.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Patrick McKeever				X
Claude Lamoureux	X			
Keith Donley (Alternate)	X			

3. **ADMINISTER THE OATH OF OFFICE AND STATEMENT OF APPOINTED OFFICER TO NEW BOARD MEMBER, ROBERT STLUKA**

Ed Wiatt introduced new member, Robert Stluka and told everyone of his vast experience in city government. Robert worked with the City in renegotiating the current airport land lease with the General Land Office, thus having good insight into the present and future needs of the airport.

Jennifer Shafer delivered the Oath of Office to Robert and he now replaces Patrick McKeever on the Airport Advisory Board.



4. **TAKE ACTION TO APPOINT A CHAIRMAN AND A VICE-CHAIRMAN OF THE AIRPORT ADVISORY BOARD**

After a brief discussion, there was a nomination from Mark Creighton for Randy Johns to be voted Chairman and a nomination from Keith Donley for Ed Wiatt to remain the Chairman. The motion for Ed Wiatt to be Chairman was carried with the following vote:

Name	Vote
Ed Wiatt	Voted for himself
Randy Johns	Voted for himself
Mark Creighton	Voted for Randy Johns
Robert Stluka	Voted for Ed Wiatt
Claude Lamoureux	Voted for Ed Wiatt
Keith Donley (Alternate)	No vote as alternate

After a brief discussion, there was a nomination from Mark Creighton for Robert Stluka to be voted Vice-Chairman. The motion was carried unanimously with the following vote:

Name	Vote
Ed Wiatt	Voted for Robert Stluka
Randy Johns	Voted for Robert Stluka
Mark Creighton	Voted for Robert Stluka
Robert Stluka	Voted for himself
Claude Lamoureux	Voted for Robert Stluka
Keith Donley (Alternate)	No vote as alternate

5. **PUBLIC COMMENTS:**

- Dylan Foley represents the FBO for the City of Alice Airport. He has been there since 2011 and is interested in assisting the City of Port Aransas with their FBO Operations. His information can be found at kaliaviation.com.
- Glenn Woolsey of Port Aransas is present to show his interest in a hangar space and to stay current with Airport Improvements.
- Greg Gebherdt of Houston, is a pilot for PreCheck and present to voice his concern for the safety of the skydive operations after experiencing occurrences that required some deviation in his flight path due to parachute jumpers.
- Ken Marsh of Port Aransas, voiced his concern for people/fisherman on and near the runway. To solve this, he would like consideration for an access road located at the rear of the hangars. He is also concerned about parachutes between the runway and the taxiway.
- Jason Towns, owner/operator of SkyDive South Texas, is present and will take his opportunity to comment later in the meeting during the agenda items concerning him and/or his business.
- Sandy Stokes of Port Aransas, is present to inquire on the status of a waiver for his overnight parking fees.



- Dan Campbell of Camtronics Aviation is present to show his interest in moving his operations to Mustang Beach Airport, as well as to stay current on the airport improvements.

6. **MANAGER'S REPORT**

- A. **Aircraft Count:** Airport Manager, Randy Hansen has counted 1808 planes, either personally witnessed or with flight plans filed on flightaware.com, that have visited Mustang Beach Airport this year. The actual number is estimated to be 1/3rd higher. This number is still, on average, 20% higher than the same time last year, with only 1,524 last year.
From January through September 30, 2013, 1,640 aircraft were witnessed visiting Mustang Beach Airport. Of this number, 713 were different aircraft and 215 airplanes made 927 returning trips.
- B. **Overnight Fees:** From January 11, 2013 through October 19, 2013, we have collected 6,750.00 in overnight fees. There are still outstanding payments due; this number reflects monies collected.
- C. **Fuel Pump Update:** When the tank was replaced, the same fuel pump was used. The pump is 'vintage' and was built in 1985. Parts are impossible to find, so it was decided to replace the pump. A new pump has been ordered and is being built to our unique specifications necessary. The new pump will cost \$5,600, including installation, and will be completed in approx. 5 weeks.
- D. **Waitlist Update:**
There are currently 22 pilots/planes on the waiting list for a hangar space at Mustang Beach Airport.

7. **CITY MANAGER'S REPORT**

- A. **Capital Improvement Project (CIP) Project Update:** According to David Parsons, the Notice to Proceed for the first construction phase was issued by Texas Department of Transportation-Aviation Division last month and the contractor should be breaking ground in the next few weeks. Completion date is expected for Feb-March, 2014.

8. **DISCUSSION AND TAKE APPROPRIATE ACTION REGARDING POTENTIAL LEASE DISPOSAL/AUCTION/SEALED BID OPTIONS FOR THE VACANT AREA BETWEEN HANGARS B AND C**

Staff had been directed to review the Airport Layout Plan (ALP) for the Capital Improvement Project (CIP) and to determine a possible use of the vacant area for thoroughfare access to the grassy area behind the hangars. It was determined the grassy area behind the hangars can only be used for vehicular traffic since the wing clearance is not viable for airplane traffic. Staff recommends available, vacant space be auctioned off for the construction of a hangar similar to the existing hangars.

After further discussion regarding the size of a possible hangar, the area to be auctioned could support a larger hangar, however, the height restrictions and the Obstruction Free Zone guidelines may interfere with larger plans. Conformity with existing hangars should support several aircraft needing hangar space. Additional discussion is needed regarding the terms of the new lease, but it was decided to move forward with a recommendation to City Council to start the process.



MOTION: A motion was made by Randy Johns to recommend to the City Council to sell, via live auction, the option to lease and construct a like sized hangar. The motion was seconded by Claude Lamoureux and carried with the following vote:

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Robert Stluka	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				

9. **DISCUSSION AND TAKE APPROPRIATE ACTION ON HANGAR CONSTRUCTION PROPOSAL FROM JASON TOWNS DBA SKYDIVE SOUTH TEXAS.**

Jason Towns gave a brief presentation to reassure the Board and Audience of the safety of his skydive operations. Mr. Towns stated he does not intend on coordinating the Fixed Based Operations of the airport, but would like to run his skydive operation in a larger hangar to be constructed adjacent to the hangar he is currently subleasing from Kelli Polewchak.

David Parsons reminded the Board that the area is all accounted for in the ALP. Due to the reconfiguration of the transient plane parking area, that area is in the Object Free Zone. Building in that location may cause problems with the CIP and, to avoid this, TxDoT should be consulted prior to any decisions being made.

MOTION: A motion to table this item and direct staff to coordinate a meeting between interested parties and TxDoT-Aviation Department to establish areas for potential hangar construction sites was made by Randy Johns and seconded by Mark Creighton.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Robert Stluka	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				

10. **DISCUSSION AND TAKE APPROPRIATE ACTION ON SUBLEASE AGREEMENT FOR HANGAR G-2**

Jason Towns and Mark Creighton, owner of hangar G-2, had considered entering into an agreement for sublease of the space. Currently, Jason's sublease with Kelli Polewchak (hangar I-2) is secure.

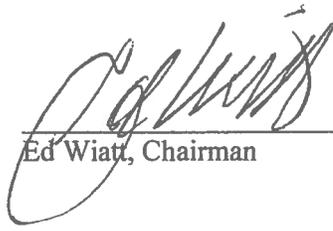


No action is necessary at this time, however, should it arise again, David Parsons requests a site plan for the locations of parking areas, Skid-O-Cans, etc be submitted by Mark Creighton.

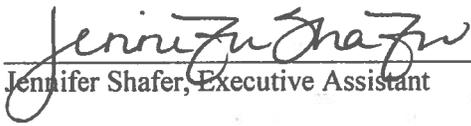
11. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

- ◆ Mark Creighton would like the no parking signs to be posted at the airport before the next meeting.
- ◆ Next meeting is scheduled for December 4, 2014.

12. **ADJOURNMENT:** A motion was made to adjourn the meeting by Ed Wiatt at 4:33 PM.



Ed Wiatt, Chairman



Jennifer Shafer, Executive Assistant



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, December 11, 2013

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:00 P.M., Wednesday, December 11, 2013, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

BOARD MEMBER(S) ABSENT

Ed Wiatt, Chairman
 Robert Stluka, Vice-Chairman
 Randy Johns
 Mark Creighton
 Claude Lamoureux
 Keith Donley, Alternate

STAFF MEMBERS PRESENT

STAFF MEMBER(S) ABSENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Jennifer Shafer

2. **APPROVAL OF MINUTES:** October 30, 2013

MOTION: A motion to approve the minutes, with changes, from October 30, 2013 was made by Keith Donley and seconded by Mark Creighton.

Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Robert Stluka	X			
Claude Lamoureux	X			
Keith Donley (Alternate)	X			

3. **PUBLIC COMMENTS:**

- Ken Marsh addressed the Board and asked for permission to make comments as the items are discussed.

4. **MANAGER’S REPORT**

A. **Aircraft Count:** Airport Manager, Randy Hansen has counted 1906 planes, either personally witnessed or with flight plans filed on flightaware.com, that have visited Mustang Beach Airport this year. The actual number is estimated to be 1/3rd higher.



This number is still, on average, 15% higher than the same time last year, with only 1,692 last year.

- B. Overnight Fees: From January 11, 2013 through December 10, 2013, we have collected \$7,900.00 in overnight fees.
- C. Fuel Pump Update: They are currently replacing the fuel pump and it should be operational by December 12th. There has not been an abundance of traffic at the airport so the missed fuel sales while the pump was down were minimal.

5. **CITY MANAGER'S REPORT**

- A. Capital Improvement Project (CIP) Project Update: According to David Parsons, Texas Department of Transportation-Aviation Division did not execute the contract within the 60 day terms due to legal issues. This allowed the contractor to retract his bid, which he did. He was the low bidder, but there was some belief he had unintentionally underbid the grading of the dirt. TxDot Aviation attempted negotiations with the contractor, but he declined. This delay, however, will not affect the 2015 project plans.
- B. "No Parking" Sign Update: The signs have been placed at the end of the taxiway and problem vehicles are now finding other places to park which may or may not become problematic.
- C. Update on potential lease space between hangars B and C: This item is set to be discussed at the December 19, 2013 City Council meeting and will be presented as discussed in the previous Airport Advisory Board meeting.

6. **DISCUSSION AND TAKE APPROPRIATE ACTION ON HANGAR CONSTRUCTION PROPOSAL FROM JASON TOWNS DBA SKYDIVE SOUTH TEXAS.**

At the last Airport Advisory Board meeting a presentation was made by Jason Towns to construct a new hangar. In his proposal, the location was found to be unsatisfactory due to: impacts to the setbacks from Piper Blvd, impacts to transient parking locations and to the Object Free Area (OFA). At that time, the direction from the Board was for Staff to work with URS and TxDOT to identify potential locations that would not interfere with the CIP and did not interfere with any of the items found unsatisfactorily. Staff identified two locations (diagrams included in packet) and reviewed them with URS, TxDOT and Jason Towns. Pros and cons were identified with both locations with option A having the fewest possible problems. Option A, as shown, is the largest footprint that would be possible. The diagram also shows the end of the City's right-of-way off of Piper Blvd and where Piper Blvd becomes a private road. The driveway shown is at the end of the City's right-of-way from Piper Blvd to grant access to the back of the existing hangars. After discussing, the consensus of the Board is to allow Jason Town's proposal, with the lease rates, and term to be decided by the City Council. Speaking out in opposition was Keith Donley, who expressed concerns relating to the Council's approved auction of another footprint of land recently and believes this property should be handled similarly.

MOTION: A motion was made by Randy Johns to recommend approval of the proposal made by Jason Towns DBA SkyDive South Texas to the City Council with the exception of rate and term to be decided. The motion was seconded by Claude Lamoureux and carried with the following vote:



Name	Yes	No	Abstain	Absent
Ed Wiatt	X			
Randy Johns	X			
Mark Creighton	X			
Robert Stluka	X			
Claude Lamoureux	X			
Keith Donley (Alternate)				

7. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**

- ◆ Mark Creighton would like to discuss a possible credit to Sandy Stokes for overnight transient parking fees based on his fuel expenditures.
- ◆ Ed Wiatt would like to discuss a possible conflict with the land auction.
- ◆ Robert Stluka would like to discuss the Airports Master Plan and begin workshops for planning the upcoming years.
- ◆ Next meeting is scheduled for January 29, 2014.

8. **ADJOURNMENT:** A motion was made to adjourn the meeting by Randy Johns and seconded by Claude Lamoureux at 3:10 PM.

Ed Wiatt, Chairman

Jennifer Shafer, Executive Assistant

