

STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, March 26, 2014

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:01 P.M., Wednesday, March 26, 2014, at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

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

BOARD MEMBER(S) ABSENT

Randy Johns

STAFF MEMBERS PRESENT

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

STAFF MEMBER(S) ABSENT

2. **APPROVAL OF MINUTES:** December 11, 2013

MOTION: A motion to approve the minutes, without changes, from December 11, 2013 was made by Keith Donley and seconded by Claude Lamoureux.

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 arrived late but, when given the opportunity, he brought to the attention of the Board, the slow flow of fuel from the pump. Randy Hansen will contact R&R Petroleum and have them check it out.

4. **AIRPORT MANAGER’S REPORT**

A. **Aircraft Count:** Airport Manager, Randy Hansen has counted 334 planes, either personally witnessed or with flight plans filed on flightaware.com, that have visited Mustang Beach Airport so far this year. The actual number is estimated to be 10%



lower than previous year, which is attributed to the poor weather. The total number of visiting aircraft in 2013 was 1,973.

- B. Overnight Fees: From January 11, 2013 (when overnight fee collection began, through December 31, 2013 Mustang Beach Airport collected \$7,950 for overnight fees. So far in 2014, \$1,824 has been collected. There is only one habitual non-paying visitor, Steve Orr. Staff will consult with the Finance Department to see if there are any actions that can be taken to collect.
- C. Other items discussed as part of the Airport Manager's Report: There are currently 28 planes on the waiting list. A NOTAM will be sent to FAA for the windsock not being lit.

5. **CITY MANAGER'S REPORT**

- A. Capital Improvement Project (CIP) Project Update: According to David Parsons, Texas Department of Transportation-Aviation Division originally bid the current year's construction project in August. However, due to the construction and contracts not being issued in a timely manner, it had to be re-bid. It was re-awarded last week. They are currently negotiating additional costs for hours of construction to limit the downtime during the peak-times at the airport. The environmental mitigation and permitting for the 2015 project is still on schedule, even though there was a delay with this year's project.
- B. Other items discussed as part of the City Manager's Report: The proceeds from the auction of hangar BB have not been officially earmarked for anything specific, however, during informal conversations with the Finance Director and Mayor, the money will be used for the CIP local match for next year.

6. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING**

The regular meeting was closed at 2:33 P.M. and the workshop was convened.

7. **CONVENE AIRPORT ADVISORY BOARD WORKSHOP**

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

- ❖ Creating an Airport Master Plan
 - David Parsons and Staff will meet with TxDOT-Aviation, GLO, and FAA to clearly define the guidelines necessary in a master plan.
 - Aransas County Airport (Rockport) has a master plan that should be comparable to ours and will be a good template to use.
 - Need to address: types of hangars (i.e. land lease/build to suit, City owned, etc.), protocol for hangar owners, protocols for commercial space, etc.
 - Staff will prepare samples and email to Board Members for review prior to the next meeting.
 - Staff will send out an email to individuals on the waiting list to ask their preferences as to if they would: rather own or lease their hangar, the hangar configuration (i.e. t-hangar, box hangar or single plane hangar) and if they would prefer it have optional residential capabilities.



9. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** A motion was made to adjourn the workshop by Robert Stluka and seconded by Keith Donley at 3:08 PM.
10. **RECONVENE AIRPORT ADVISORY BOARD MEETING**
11. **DISCUSSION AND TAKE APPROPRIATE ACTION ON COMMENTS RECEIVED DURING THE AIRPORT ADVISORY BOARD WORKSHOP:**
No formal actions were taken.
12. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**
- ◆ Next meeting is scheduled for May 7, 2014 and will be a workshop.
 - ◆ Mark Creighton voiced concern for invasive weeds near the taxiway that are encroaching onto and under the taxiway. Randy Hansen is working with the Public Works Department to alleviate this problem.
 - ◆ Mark Creighton also voiced a concern for debris on the ramp. Randy Hansen will call Island Construction to get a cost estimate for a street sweeper.
 - ◆ There is a fly-in scheduled for May 3, 2014. Mark asked that Randy make sure the airport is mowed the week prior to the fly-in.
13. **ADJOURNMENT:** A motion was made to adjourn the meeting by Keith Donley and seconded by Claude Lamoureux at 3:17 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

FRIDAY, MAY 9, 2014

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:07 P.M., May 9, 2014 at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman (arrived at 2:15)
Robert Stluka, Vice-Chairman
Mark Creighton
Claude Lamoureux

BOARD MEMBER(S) ABSENT

Randy Johns
Keith Donley, Alternate

STAFF MEMBERS PRESENT

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

STAFF MEMBER(S) ABSENT

2. **APPROVAL OF MINUTES:** March 26, 2014

MOTION: A motion to approve the minutes, with changes or without changes, from March 26, 2014 was made by Claude Lamoureux 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 was present and, at the end of the meeting, voiced his approval of the “no parking” signs that were posted to hinder fishermen from parking near the taxiway and hangar aprons. To him, it appeared to be working as planned.

4. **MANAGER’S REPORT**

A. **Aircraft Count:** Airport Manager, Randy Hansen has counted 605 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, is virtually the same time last year, with only 611 last year. Any difference is attributed to the poor weather experienced at the beginning of this year.



- B. Overnight Fees: From January 1, 2014 through today, we have collected \$3,201 in overnight fees.
- C. Fuel Pump Update: The pump is currently pumping only 7 gallons per minute and the standard should be closer to 12 gallons per minute. Brad with R&R Petroleum Services, who installed the pump, has been out to troubleshoot this perceived blockage and went through the entire pump. Nothing was found to be wrong with the pump. Phillip Brooks with Bassco Services, who installed the tank, has also tried to troubleshoot the flow issues. Both contractors agree the problem is with the suction portion of the process. Once the fuel level drops, Bassco will come to inspect the inside of the tank to ensure there is nothing, like a rag or oil diaper, causing the blockage.
- D. Disposition of old aircraft: After a brief discussion, it was decided that 90 days of no activity would initiate a demand letter being sent to the owner of record for an aircraft. Staff will research the procedures for taking possession of an abandoned vehicle and draft a procedure that will keep it consistent with State laws and regulations.
- E. Recommendation from a visitor to waive overnight fee with purchase of fuel: Randy Hansen conveyed a message from a visitor to the airport regarding waiving the overnight fees if fuel is purchased. An administrative problem is created by the credit card reader not transferring the tail number data with the dollar amount data. The visit suggested including the receipt in the drop box instead of a payment, thus showing his purchase of fuel and waiving his fee. The Board will take this into consideration but no action was taken.
- F. Beacon Light: The beacon light recently stopped turning. After inspection it was found the bearings are completely rusted away. The previous beacon light had been kept in the terminal building so it was used to replace the broken light.

5. **CITY MANAGER'S REPORT**

- A. Capital Improvement Project (CIP) Project Update: Tx-DOT Aviation crews were out on May 8, 2014 performing an archaeological dig as required as part of the construction. The report should be soon to follow. There is a Pre-Construction Meeting scheduled for May 16, 2014.

6. **CLOSE REGULAR AIRPORT ADVISORY BOARD MEETING**

The regular meeting was closed at 2:27 P.M. and the workshop was convened.

7. **CONVENE AIRPORT ADVISORY BOARD WORKSHOP**

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

- ❖ Creating an Airport Master Plan
 - According to Daniel Benson at Tx-DOT Aviation, Mustang Beach Airport should focus on an Airport Layout Plan update before creating a Master Plan. Master Plans are created by consultants who work closely with Tx-DOT Aviation



and cost around \$200K. There is grant money for these plans, but at this point, an ALP should suit the needs of Mustang Beach Airport. The last ALP was completed in 2003 and David Parsons has sent information to Daniel Benson to get started on the update. GLO requires a 'development plan' and an ALP should suffice. Staff will contact Daniel Benson to investigate how much detail is necessary in the ALP.

- A group from Fredricksburg has purchased and plans to develop the tract directly across SH 361 from the airport. They are contacting TX-DOT to request drainage under the highway to connect their wetland area to the wetland area on the rear side of the airport. This will require them to tie into our current drainage plan.
- Staff will send out an email to individuals on the waiting list to ask their preferences as to if they would: rather own or lease their hangar, the hangar configuration (i.e. t-hangar, box hangar or single plane hangar), if they would prefer it have optional residential capabilities, where is their home base, and if they would be interested in purchasing jet fuel.

9. **CLOSE AIRPORT ADVISORY BOARD WORKSHOP:** A motion was made to adjourn the workshop by Ed Wiatt and seconded by Robert Stluka at 2:58 PM.

10. **RECONVENE AIRPORT ADVISORY BOARD MEETING**

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

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

- ◆ Next meeting going to be determined after David works with TX-DOT on the current items. Date for the meeting will be set after there have been more developments.
- ◆ The fly-in scheduled for May 3, 2014 went very well according to Mark Creighton. There were approximately 98 planes and they raised over \$1,800 for the Cub Scouts of Port Aransas. The longest distance visitor was from Memphis, TN.

13. **ADJOURNMENT:** A motion was made to adjourn the meeting by Ed Wiatt and seconded by Robert Stluka at 3:15 PM.


Ed Wiatt, Chairman


Francisca Nixon
Executive Assistant



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, SEPTEMBER 24, 2014

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:00 P.M., September 24, 2014 at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
Robert Stluka, Vice-Chairman
Claude Lamoureux

BOARD MEMBER(S) ABSENT

Randy Johns
Mark Creighton
Keith Donley, Alternate

STAFF MEMBERS PRESENT

City Manager David Parsons
Airport Manager Randy Hansen
Executive Assistant Francisca Nixon

STAFF MEMBER(S) ABSENT

2. **AIRPORT MANAGER'S REPORT**

- A. **Aircraft Count:** Randy Hansen, airport manager, has counted 1508 aircrafts that have visited the Mustang Beach Airport this year. This number would be estimated to be higher if airport would have been operational through the month of September.
- B. **Overnight Fees:** The total amount of overnight fees collected from January 1, 2014 through today is \$10,204.
- C. **Fueling System Update:** Bassco Services was able to check the tank once the fuel level was low enough and found there was a check valve not functioning correctly and was causing the pump to pulsate only pumping 6 gallons per minute. The technician removed the check valve and the pump is currently pumping 12 gallons per minute. Bassco Services informed Randy that the fuel level for the pump must remain above 18 inches or the pump will start to malfunction and the entire system will lose its prime.
- D. **Abandoned Aircraft Procedures:** The Aircraft with tail number N421KW has been abandoned for 3 years at the airport. The owner, Mike Carey, was contacted in regards to the late payment fees and informed us that he sold the plane and the new owners have not transferred the records. Randy has spoken with the Code Enforcement Officer, Nicole Hammock, and she informed him the airplane will be treated as a junk vehicle and certified letters will be sent to the owner to notify the owner of the procedures that will be taken if the aircraft is not removed.
- E. **Airport Construction Update:** New runway lights and new fence have been installed and a cable and bollard fence with a gate will be installed at the west end of the taxiway behind the hangars. Keys to this gate will be given to the hangar owners so that they can access this area. The taxiway has been coated with cold slurry and the striping will be completed soon. The PAPI lights are now up on the east end. The runway will be swept for rocks and other debris



when the construction is complete. The NOTAM that was issued stating the Mustang Beach Airport would be shut down from September 2- October 1, 2014 will be extended to October 9, 2014, due to some bad weather days that the contractors experienced. The airport may be open for day time operations until the door is shipped for the electrical storage unit.

3. **PUBLIC COMMENTS:**

- Ken Marsh made comments after the airport manager's report was given about the location of the wooden fence and gate. David Parson's informed Ken that it would be placed behind the hangars coming off of Piper Boulevard. Ken stated having access behind the hangars would be a good solution to keep vehicles off of the taxiway.
- Glenn Woolsey was present but did not make any comments.

4. **CITY MANAGER'S REPORT**

A. Capital Improvement Project (CIP) Project Update: David Parsons had a phone conference with URS and TX-DOT Aviation regarding the required mitigation for the 2015-2016 runway extension through the wetlands and the process is moving along very well. The environmental impact statement is 90% complete and is enough to submit the corp permit the process for the permit can take 18- 24 months.

5. **APPROVAL OF MINUTES:** May 9, 2014

MOTION: A motion to approve the minutes, without changes, from May 9, 2014 was made by Claude Lamoureux and seconded by Robert Stluka. Motion 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)				X

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

- ◆ Next meeting scheduled for October 29, 2014 and will be a workshop to discuss an Airport Master Plan and minimum standards document.

7. **ADJOURNMENT:** A motion was made to adjourn the meeting by Robert Stluka and seconded by Claude Lamoureux at 2:30 PM.



Francisca Nixon
Francisca Nixon, Executive Assistant

Ed Wiatt
Ed Wiatt, Chairman



STATE OF TEXAS

AIRPORT ADVISORY BOARD MEETING

COUNTY OF NUECES

CITY HALL – 2:00 P.M.

CITY OF PORT ARANSAS

WEDNESDAY, OCTOBER 29, 2014

1. **CALL TO ORDER:** The Airport Advisory Board meeting was called to order at 2:00 P.M., October 29, 2014 at City Hall, Port Aransas, Nueces County, Texas with the following members present; to wit:

BOARD MEMBERS PRESENT

Ed Wiatt, Chairman
 Robert Stluka, Vice-Chairman
 Claude Lamoureux
 Keith Donley
 Mike Sasser

BOARD MEMBER(S) ABSENT

Mark Creighton

STAFF MEMBERS PRESENT

City Manager David Parsons
 Airport Manager Randy Hansen
 Executive Assistant Francisca Nixon

STAFF MEMBER(S) ABSENT

2. **STATEMENT AND OATH OF APPOINTED OFFICER:** Statement and Oath of Appointed Officer was administered by Francisca Nixon to each appointed member of the Airport Advisory Board that was present at the meeting.
3. **DISCUSS AND TAKE ACTION TO ELECT A CHAIRMAN AND VICE CHAIRMAN OF THE AIRPORT ADVISORY BOARD:**

MOTION: A motion to have Ed Wiatt remain as Chairman and Robert Stluka remain as Vice Chairman was made by Keith Donley and seconded by Mike Sasser. Motion carried with the following vote:

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

4. **CITIZEN COMMENTS AND REPORTS:** *In accordance with the Open Meetings Act, the Board is prohibited from acting or discussing (other than factual responses to specific questions) any items brought before them at this time. Comments will be limited to three (3) minutes or less.*



Ken Marsh, 356 Blue Heron Dr., inquired on the update of the lease renewal process. David Parsons informed Mr. Marsh that he and the executive assistant, Francisca Nixon, have been working on the new hangar lease and it would be mailed to hangar owners in November.

5. **AIRPORT MANAGER'S REPORT**

- A. **Aircraft Count:** Randy Hansen, airport manager, has counted 1646 aircrafts that have visited the Mustang Beach Airport this year. This number would be estimated to be higher if airport would have been operational through the month of September.
- B. **Overnight Fees:** The total amount of overnight fees collected from January 1, 2014 through today is \$10,453.
- C. **Airport Construction Update:** Work under this phase of the contract has been completed. URS engineers issued a certificate of substantial completion and issued a punch list that needs to be corrected but should not affect the everyday operations. One item on the punch list will be to haul in dirt on the north side of the runway due to the drop off spec. Rural Electric will be in town on November 5th to get started on the corrections on this punch list, and for the FAA fly over so the PAPI can be calibrated.
- D. **Usage for land located behind the Hangars:** Randy has had a local Mustang Beach Airport user inquire about the land located behind the Hangars and asked if the City would consider having the usage for that land be used for vehicle storage and parking.

6. **CITY MANAGER'S REPORT**

- A. **Capital Improvement Project (CIP) Project Update:** The next phase for the 2015 CIP Project will be all of the permitting needed for the 2016 phase of the project to extend the taxiways paralleling the ramp on both sides and extending the runway towards State Highway 361. The Corp of Engineering permit for this phase will be submitted along with the environmental assessment this month and should take 18 months to get the permit in place. Construction will begin once the City has received the Corp of Engineering permit providing it does not fall during the summer months if this should happen then construction will be moved to later in the year. David Parsons informed the board that the complete closure of the Airport would depend on the regulations TXDOT Aviation has for work in the cone area.

7. **CLOSE THE REGULAR AIRPORT BOARD MEETING:** The regular Airport Board Meeting was adjourned at 2:30PM

8. **CONVENE THE AIRPORT ADVISORY BOARD WORKSHOP:** The Airport Advisory Board Workshop was convened at 2:30PM.

9. **DISCUSSION ON A MASTER PLAN AND MINIMUM STANDARDS DOCUMENT:** David Parsons spoke with Daniel Benson with TXDOT Aviation about developing an in house Master Plan. Mr. Benson informed David that the Master Plan could not be done in house it would need to be developed and approved with the



assistance of TXDOT Aviation. Mr. Benson stated he did not think a new Aviation Master Plan would be needed, but recommended the City complete a Master Plan that would meet the requirements of the GLO and incorporate this Master Plan into a new updated Airport Layout Plan. A new ALP would be needed when requesting funding so that it is identified as a future need. Each board member was given a map and asked to make recommendations for a future Master Plan so that it can be discussed at the next meeting.

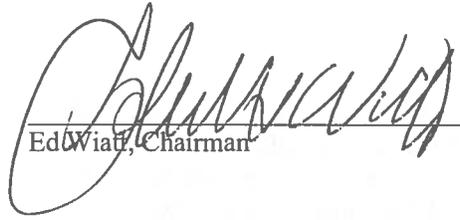
10. **CLOSE THE AIRPORT ADVISORY BOARD WORKSHOP:** The Airport Advisory Board Workshop was adjourned at 3:00PM.
11. **RECONVENE THE REGULAR AIRPORT ADVISORY BOARD MEETING:**
12. **APPROVAL OF MINUTES:** September 24, 2014

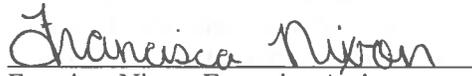
MOTION: A motion to approve the minutes, without changes, from September 24, 2014 was made by Robert Stluka and seconded by Claude Lamoureux. Motion carried with the following vote:

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

13. **DISCUSS AND TAKE APPROPRIATE ACTION ON THE COMMENTS RECEIVED DURING THE AIRPORT ADVISORY BOARD WORKSHOP:** The Board will use the map that was provide during the Workshop to make suggestions and recommendations for the future Master Plan that will be discussed at the next Airport Advisory Board Meeting.
14. **AIRPORT BOARD MEMBER COMMENTS AND ITEMS FOR FUTURE CONSIDERATION:**
 - ◆ Next meeting scheduled for December 3, 2014 and will be a workshop to discuss an Airport Master Plan and minimum standards document.
 - ◆ Discuss the recommendations for a Master Plan from the board members.
15. **ADJOURNMENT:** The Airport Advisory Board was adjourned at 3:06 PM.




Edd Wiatt, Chairman


Francisca Nixon, Executive Assistant

