



Meeting Minutes

City of Gainesville
Airport Advisory Board Meeting
Airport Conference Room
Monday, October 11, 2004
5:30 PM

Members Present: Mike McKenzie, Ginger Herrmann, Carroll Johnson, Richard Lira, Earl Clement

Members Absent: Nancy Brannon, Earl Russell

Staff Present: Matt Quick

Visitors Present: Councilman Jim King

The **first item of business** was calling the meeting to order at 5:30 pm by Mike McKenzie.

The **second item of business** was discussion and action on meeting minutes from September 13, 2004. A motion was made to approve the minutes by Richard Lira, and a second made by Ginger Herrmann. Ayes: Herrmann, Johnson, Clement, Lira. Nays: None. Absent: Nancy Brannon, Earl Russell.

The **third item of business** was citizen/tenant comments. None were given.

The **fourth item of business** was an update and discussion on the Capital Improvement Project. The Airport Director stated the full six thousand feet (6,000') of runway 17-35 is open/in use and all runway and taxiway striping is complete. On Monday October 11, 2004, the electrical sub contractor started preparations for arrival of the electrical vault expected to be delivered on Thursday the fourteenth (14th) of October. A temporary vault will be put in place in order to maintain power sources to the runway lights, rotating

beacon and the Automated Weather Observation System (AWOS). The Airport Director added Viking Company, the contractor that conducted the slurry seal application, is expected to patch certain areas of slurry that did not set up properly sometime this fall. On Wednesday, October 13, Bob Jutton, Steve Williams, Garld Blanton and the Airport Director will perform a pre inspection walk through of the entire project to determine if there are any work items that need addressed. A final walk through administered by TXDOT Aviation will take place within the next few weeks, closing out the Capital Improvement Project.

The **fifth item of business** was an update and discussion on Airport Master Plan. The Airport Director informed the Board Coffman Associates has scheduled the next Planning Advisory Committee (PAC) meeting for October 20th at 4:00 pm. Following the PAC meeting, a Public Information Session is scheduled for 6:00 pm. Both meetings will be held at the Gainesville Municipal Airport Terminal Building. Coffman and Associates is currently developing inventory, facility requirements, and forecasting for the Airport and will give a detailed report regarding their findings and recommendations during the next PAC meeting. At some point in the next phase of the project, aerial photographs will be taken and layout plans will be developed. The Airport Director stated other items to be reviewed in the Master Plan include a future extension to Airport Drive, East side airside and landside development and access roads.

The **sixth item of business** was discussion and action on a proposed lease extension with Alan Ritchey, Inc. The Airport Director stated Alan Ritchey, Inc. entered into a two (2) year lease agreement with the Airport on approximately five (5) acres of land on the North end of Airport property for dirt storage. The lease expires October 31, 2004. Mr. Ritchey approached the Airport Director requesting a one (1) year extension. The Airport Director provided additional information regarding background of the current lease and rough grading project. Including all change orders, cost of the rough grading project totaled \$343,690.48. To date, the City has paid Alan Ritchey, Inc. \$237,917.95. The contract states a 10% retaining fee is effective until all work is completed by the Contractor and the site is returned to normal. GRW Willis has stated they will not sign off on the project as long as the dirt storage area remains, and recommends the City hold the 10% retaining fee of \$34,369.05 until the time Alan Ritchey, Inc. clears the storage area and it is returned to normal. The Airport Director will follow up with Alan Ritchey, Inc. GRW Willis and the City Manager regarding the dirt storage area and a lease extension. A motion was made by Richard Lira to extend the lease for one (1) year with the understanding the City will hold the 10% retaining fee from Alan Ritchey, Inc. A second was made by Carroll Johnson. Ayes: Clement, Lira, Herrmann, Johnson. Nays: None. Absent: Brannon, Russell.

The **seventh item of business** was Airport Director Reports. Reports were given on September 2004 and fiscal year 2003-2004 fuel sales, and also explained the operations of meter calibrations and fuel filter replacement. An update was given on the matter of Tuttle Aircraft Painting and Maintenance, Inc. Mr. Tuttle has been issued a letter of lease termination by the City Attorney stating October 22, 2004 as the date determined for eviction. The Airport Director stated his concerns and will follow up with the City Attorney regarding Mr. Tuttle's nonchalant attitude toward the letter of termination. The Airport Director informed the Board of an upcoming ribbon cutting ceremony performed by the Chamber of Commerce in celebration of the opening of the runway extension. The Board will be notified of the set date and time. An update was given on the progress of

Bell Aerospace Services, Inc. Bell has received approval for construction of helipads on the North side of their facility. Traffic is expected at the facility by February, 2005. In conclusion, the Airport Director informed the Board regarding the intentions of Bill Morrow, Tomlinson Avionics and Maintenance, Inc., and his wishes to construct two (2) additional hangars at the Tomlinson hangar site. The City Fire Marshall and Building Inspector are in the process of determining hangar size and requirements considered necessary.

The **eighth item of business** was Board member comments. Earl Clement stated considerations the Airport needs to address regarding access roads on the East side of the Airport for potential development, citing construction of a large fixed base operation could be a future possibility. He added it is his opinion the Airport should address the need for a larger staff and increasing hours of operation or consider farming out fuel operations and collect a fuel flowage fee. Other Board members feel it is not in the City's best interest to relinquish exclusive fueling rights, but are aware the City needs to consider increasing size and capabilities of the operation. Carroll Johnson stated he was approached by an officer of the Gainesville P.D. searching for a way to gain access on the Airport with the control access gates in operation.

The **ninth item of business** was a motion by Ginger Herrmann to adjourn, with a second made by Richard Lira. Ayes: Herrmann, Johnson, Lira, Clement. Nays: None. Absent: Brannon, Russell.

The meeting was adjourned at 6:35pm.