



# Meeting Minutes

City of Gainesville  
Airport Advisory Board Meeting  
Airport Terminal Conference Room  
Monday, March 8, 2004 5:15 PM

**Members Present:** Mike McKenzie, Earl Russell, Richard Lira, Earl Clement, Nancy Brannon, Ginger Herrmann

**Members Absent:** Carroll Johnson

**Staff Present:** Matt Quick

**Visitors Present:** Chuck Willis, Bob Jutton, of GRW Willis, Inc.

The **first item of business** was calling the meeting to order at 5:20pm by Mike McKenzie.

The **second item of business** was discussion and action on meeting minutes from February 9 2004. A motion was made to approve the minutes by Richard Lira, with a second made by Earl Russell. Ayes: McKenzie, Clement, Russell, Lira, Brannon. Nays: None. Absent: Johnson, Herrmann.

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

The **fourth item of business** was an update given by Mr. Bob Jutton of GRW Willis, Inc., regarding the current Capital Improvement Project. Mr. Jutton stated there has been twenty (20) days of rain from the start of the project, and as a result, Kanza Construction estimates scheduling to be eighteen (18) days behind. Considering the recent poor weather, Mr. Jutton feels as though the project is progressing well considering the number of days the contractor has been able to work. He added that approximately 80% of the dirt work has been completed on the North end of the airport. The South end drainage has reached completion with the exception of pouring the headwalls. He stated transferring of base material to the taxiway and runway extension site will begin the week of March 8<sup>th</sup>. He informed the Board of a few changes being made to the project, including four pedestrian gates that will tie into the

security fencing, and three tie down spots to be added to the approximate 10,000 square foot ramp apron extension. Mr. Jutton handed out an updated project schedule and discussed the time frame of certain items. Mr. Jutton feels, weather permitting, the project may be completed by early June. Mr. Jutton believes Kanza Construction has made a good faith effort to man the job site in spite of the poor weather conditions, and is pleased with the overall progress being made regarding the Capital Improvement Project.

The **fifth item of business** was discussion and action on an Airport Project Participation Agreement with TXDOT Aviation, regarding the Airport Master Plan for the Gainesville Municipal Airport. The Airport Director explained the Airport Project Participation Agreement is a standard grant document TXDOT Aviation requires all sponsors to sign before starting any work associated with a particular project. He informed Board members that on January 6, 2004, City Council passed a resolution approving the use of Non Primary Entitlement (NPE) funds to develop a new Master Plan for the Gainesville Municipal Airport. On February 26<sup>th</sup>, TXDOT approved the Master Plan through their Commission Court. The Airport Project Participation Agreement is the only remaining document to be approved by City Council. The Airport Director stated his hopes of receiving approval during the March 16, 2004 City Council meeting. Following Council approval, this document will be sent to TXDOT and the master planning process will begin. A motion was made by Richard Lira to approve the Airport Project Participation Agreement regarding a new Master Plan and forward to City Council for final approval. A second was made by Earl Russell. Ayes: McKenzie, Clement, Russell, Herrmann, Lira, Brannon. Nays: None. Absent: Johnson.

The **sixth item of business** was discussion on the upcoming Master Plan process and items to be considered. The Airport Director informed the Board of the first meeting held on Friday, March 5, 2004, with the Master Plan Selection Committee. During this meeting he explained, to those present, the basic goals, objectives, and elements of a standard Airport Master Plan. Members present expressed ideas they would like to see emphasized during the master planning process. Some ideas included releasing more property on the East and South side of the Airport property perimeter for future industrial development. Included is the need to provide utilities (water, sewer, electric, etc.) in order to aid in the development process. Discussion also included the improvement of taxiways on the East side of the Airport for future hangar development. Another item of importance was the improvement of existing Airport access roads and the potential of constructing new access roads in order to provide trouble free transition of vehicles to and from the Airport. The Board agreed with numerous propositions and added that a lot of time and money has been spent on the areas on the East side of the Airport and released for industrial development. Mr. Chuck Willis, GRW Willis, Inc., discussed possible land use ideas with the Board, and what his firm has done, or are doing, with current Master Plans regarding the release of Airport property for industrial growth. Mr. Clement questioned Mr. Willis regarding a type of performance bond that may be put on the Master Plan Project in order to hold the consultant responsible for completing the project in its entirety and in a timely manner. Mr. Willis stated he was not aware of a sponsor being able to do so. Mr. Willis stated a typical Master Plan can take nine (9) to twelve (12) months to complete and briefly covered the selection process that TXDOT Aviation directs. The Airport Director informed the Board, TXDOT Aviations Planning Coordinator for the Gainesville Municipal Airport, Sandra Gaither, will be meeting with the Master Plan Selection Committee on March 9, 2004, to discuss in more detail, the master planning process and potential items of importance. The Airport Director will continue to

update the Board on progress being made and address issues regarding the Master Plan during future Airport Board meetings.

The **seventh item of business** was Airport Director reports. Reports were given on February 2004 Fuel Sales, Airport Signage Update, Upcoming Conferences and other business. The Airport Director stated current fuel sales are well behind sales incurred at this time last year, mainly due to poor weather and partial runway closure. The proposed Airport entrance sign discussed during last months meeting has been put on hold and the Airport Director plans to have the existing sign painted. He informed the Board of upcoming Airport conferences, including the FAA Partnership Conference, SCC/AAAE Conference, and TXDOT Aviation Conference. Additional discussion included Mr. Ken McCool being appointed as an Aviation Safety Counselor with the FAA, the upcoming Antique Airplane Association Fly In, and the current status of the Applied Technology fuel card reader system. The Airport Director stated the City's intentions of taking over the storage and water tank from Weber Aircraft and utilizing the water tank in order to enhance fire protection at the Airport. The Board agreed this would be the proper thing to do.

The eighth item of business was Board member comments. Earl Russell stated his concern regarding the Applied Technology fuel card reader system, and added he would like to see the City farm the system out to another entity. The Board discussed the clean up process with Weber Aircraft regarding the land purchased from the Airport a few years ago.

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

Meeting was adjourned at 6:34 pm.