



# Meeting Minutes

City of Gainesville  
Airport Advisory Board Meeting  
Airport Conference Room  
Monday, April 12, 2004  
5:15 PM

**Members Present:** Ginger Herrmann, Carroll Johnson, Earl Russell, Richard Lira, Nancy Brannon, Earl Clement

**Members Absent:** Mike McKenzie

**Staff Present:** Matt Quick

**Visitors Present:** None

The **first item of business** was calling the meeting to order at 5:19pm by Nancy Brannon.

The **second item of business** was discussion and action on meeting minutes from March 8, 2004. Ginger Herrmann noted a change needed to be made to include her name on the list of members present. The Airport Director stated a correction would be made as requested. A motion was made to approve the minutes with change noted, by Earl Russell, and a second made by Ginger Herrmann. Ayes: Herrmann, Russell, Johnson, Clement. Nays: None. Absent: Mike McKenzie.

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

The **fourth item of business** was discussion and action on proposed lease extension with Parsons Infrastructure and Technology Group, Inc. The Airport Director stated Parsons is requesting a one (1) year extension be added to their current lease of airport property, consisting of approximately 5,000 square feet, being used for ATF approved ammunitions

storage. The Airport Director stated the leased area is clear of all aviation activity. A motion was made by Earl Russell recommending a one (1) year extension be added to the current lease. A second was made by Ginger Herrmann. Ayes: Herrmann, Russell, Johnson, Lira, Clement. Nays: None. Absent: Mike McKenzie.

The proposed lease extension will be on the April 20, 2004 City Council Agenda for final approval.

The **fifth item of business** was discussion and action on current Capital Improvement Project and items to be considered. The Airport Director informed the Board on Project Representative Steve Williams's confirmation that, based on pay items, approximately 44% of the project is complete. With Monday, April 12, 2004 being 117 days from the project starting date, the contractor is aiming for a mid June completion date as planned. The Airport Director explained to members present, current work items and the decision to install non elevated taxiway edge buttons as an alternative to elevated taxiway edge markers, as a part of the project. The Airport Director then expressed his thoughts regarding the need for a new electrical vault building. The current building is small and without proper security devices to ensure limited access to electrical equipment. He stated the approximate cost for a new building for electrical hook ups to be \$20,000, which would come from the contingency fund set aside for the current CIP project. Project engineers recommend the purchase of a new building. Following discussion the Board agreed a new pre fabricated building should be purchased for storage of all electrical equipment for the Airport. No action was taken.

The **sixth item of business** was discussion regarding Master Plan process and items to be considered. The Airport Director delivered an update on the current stage of the Master Plan. All consultant proposals were to be received by TXDOT Aviation by April 6, 2004, and plans to start the selection process are being considered for the week of April 19, 2004. Proposed time for hiring a consultant for the Master Plan is set for early June. The Airport Director expressed emphasis on points the selection committee would like to include in the Master Plan and stated several consultants have visited the Airport showing interest in the project. Further updates will be given during future meetings regarding Master Plan progress.

The **seventh item of business** was Airport Director Reports. Reports were given on March 2004 fuel sales, aviation conferences, water tank, and water line extension, RAMP program work items, landing approach, and other business. The Airport Director stated fuel sales continue to fall behind previous yearly totals, due to Airport construction. The Airport Director informed the Board of aviation conferences he had attended and of the upcoming TXDOT Aviation Conference. The City has acquired two (2) storage tanks previously belonging to Weber Aircraft and is currently tying into a water line and the West storage tank for increased water pressure for airport tenants. The City plans to disassemble and dispose of the existing tank. Concerns of the Gainesville Fire Department and regulations on the Spill Prevention Countermeasures and Control (SPCC) Plan have deterred the proposed plan for a fuel farm cover. The Airport Director also stated the City is considering purchasing a GPS Precision Approach for the Airport. He informed the Board he is coordinating with the Cooke County Emergency Management Team regarding the possibility of holding an aircraft accident rescue exercise on the Airport.

The **eighth item of business** was Board member comments. Earl Russell inquired as to the status of the Ground Communications Outlet to be installed at the Airport. Carroll Johnson wanted to commend the staff at the Airport on a job well done in keeping daily operations intact during the current construction. He also stated his concerns of being deficient in staff while trying to meet future needs of the Airport. Richard Lira suggested the possibility of a mowing contract. Board members did not feel this would be in the best of interest of the Airport. Earl Clement stated hopes of the City moving forward on land annexation North of the Airport for future development.

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

The meeting was adjourned at 6:23pm.