



# Meeting Minutes

City of Gainesville  
Airport Advisory Board Meeting  
Airport Terminal Conference Room  
Monday, June 21 2004 5:15 PM

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

**Members Absent:** Mike McKenzie, Richard Lira, Earl Russell

**Staff Present:** Matt Quick

**Visitors Present:** Councilman Jim King, Councilman Tony Manning

The **first item of business** was calling the meeting to order at 5:21pm by Nancy Brannon

The **second item of business** was discussion and action on meeting minutes from May 17 2004. A motion was made to approve the minutes by Earl Clement, with a second made by Carroll Johnson. Ayes: Johnson, Clement, Herrmann. Nays: None. Absent: McKenzie, Lira, Russell.

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

The **fourth item of business** was discussion and action on an Airport Master Plan Planning Advisory Committee (PAC). The Airport Director informed those present that Coffman Associates has been selected to develop the new Master Plan for the Gainesville Municipal Airport, and in addition, a Planning Advisory Committee (PAC) will be formed as part of the Master Planning process. The PAC will consist of ten (10) to twelve (12) individuals with an interest in the Airport. These individuals will meet four (4) times during the course of the Master Plan development. The Airport Director stated July 15, 2004 has been designated as the kick off date of the Airport Master Plan. Carroll Johnson made a motion stating the three (3) original Board members that served on the Master Plan Selection Committee serve on the PAC, pending their approval. A second was made by Ginger Herrmann. Ayes: Johnson, Herrmann, Clement. Nays: None. Absent: McKenzie, Lira, Russell.

Earl Clement stated he would be willing to serve on the PAC. The Airport Director will seek approval from Mr. Lira and Mr. Russell concerning their interest in serving on the Committee. The Airport Director will contact the City Manager and Mayor for input regarding the appointment of members to complete the Planning Advisory Committee.

The **fifth item of business** was discussion and action on Airport equipment and maintenance. As a result of age and usage, it is becoming more difficult to maintain Airport maintenance equipment, while Airport operations and operational areas are increasing in size. The Airport Director distributed a Capital Equipment List submitted to the City Manager earlier this year. Major items on the list included purchasing a tractor for mowing operations and leasing/purchasing a Jet fuel truck. The Airport Director stated future operations of Bell Aerospace will be an important factor in determining the necessity of purchasing a Jet fuel truck and fuel storage tank. At present, the intentions of Bell Aerospace are unclear and it has not been determined when operations will start, or what contribution the Airport will be asked to make. Board members feel the purchase of a new tractor and brush hog are priority items and Nancy Brannon suggested the Airport Director research quality tractors, gather pricing information, and deliver an update at the next meeting. The Airport Director will also continue to prioritize other maintenance issues, and gain more information regarding the future operations of Bell Aerospace. No action was taken.

The **sixth item of business** was Airport Director reports. Reports were given on May 2004 fuel sales; an update was given regarding the Antique Airplane Association Fly In. The Airport Director stated an aircraft registration total of 214 had been reported, and the Fly In was a success. Board members received a handout of a quarterly environmental inspection report, performed by Paradigm Engineering, stating the Airport is in compliance with EPA regulations; an update was given regarding the status of the Concessionaire Agreement with Enterprise Rent A Car; the Board learned of an unexpected visit to the Airport by the Department of Homeland Security and of a visit by the City of Gainesville's Fire Marshal requiring installation of a sprinkler system to the hangar leased by Chad Tuttle of Tuttle Aircraft Painting and Maintenance. The Airport Director will follow up with Mr. Tuttle and the Fire Marshal regarding this issue. In conclusion an update was given on the current CIP Project. Recent rains have caused a delay in plans for paving the runway extension and Kanza Construction is planning for a mid July timeframe regarding the extension, with early August being sited for project completion. The Airport Director also discussed several possible additions to the project to include: two taxiway exit signs, painting on the ramp apron, runway edge stripes, slurry sealing on east taxiway B, and base material extraction from the shoulder of runway 12-30. The Board agreed to the proposed additions. The Airport Director is waiting for word from Bob Jutton of GRW Willis, Inc., regarding TXDOT Aviations decision concerning these items.

The **seventh item of business** was Board member comments. None were given.

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

Meeting was adjourned at 6:27 pm.