



# Meeting Minutes

**City of Gainesville  
Airport Advisory Board Meeting  
Airport Terminal Conference Room  
Monday, March 21, 2005 5:15 PM**

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

**Members Absent:** Earl Russell

**Staff Present:** Matt Quick

**Visitors Present:** Councilman Jim King

The **first item of business** was calling the meeting to order at 5:16pm by Nancy Brannon.

The **second item of business** was discussion and action on meeting minutes from February 14, 2005. A motion was made to approve the minutes by Earl Clement, with a second made by Carroll Johnson. Ayes: Johnson, McKenzie, Lira, Herrmann, Clement. Nays: None. Absent: Russell.

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

The **fourth item of business** was update and discussion on Airport Master Planning process. The Airport Director stated Coffman Associates is currently starting the Airport Layout Plan, a set of plans depicting existing airport infrastructure, runways, taxiways, current airport land uses, future airport land uses, etc. This process will take approximately one (1) month to put together. Coffman Associates is also beginning the airport's financial plan and environmental assessment. All information will be presented at the next Planning Advisory Committee meeting and Public Information Workshop, tentatively scheduled for the end of May, 2005. The Airport Director inquired as to Board members' recollection of the removal of the water storage tanks on the southeast corner of airport property being included in the release of approximately seventy four (74) acres of land back in the late 1990s. Board members present

had no knowledge of the storage tanks being included in that release of land. Richard Lira stated his interest in negotiations by the City regarding the property to the north of the Airport, for any future runway extensions that may take place. The Airport Director stated any future runway extension construction would depend on the length and how it would equate to amount of property acquired to the north. A five hundred foot (500') extension would require the City to purchase approximately four (4) acres of property, whereas a one thousand foot (1,000') extension would require a purchase of approximately thirteen (13) acres. The Airport Director stated the six thousand foot (6,000') main runway will now accommodate a large majority of corporate aviation jets. A future extension would provide additional safety for these aircraft operating in and out of the Airport, especially during summer months when the weather is hot and humid. Coffman Associates will make a recommendation to the Planning Advisory Committee members regarding a runway extension in the future. Further discussion included the potential extension to Airport Drive to the north in connection with County Road 404. Included in the three (3) landside alternatives proposed in Phase II of the Master Plan Report, Airport Drive is shown extending to County Road 404, in order to provide an additional access route to and from the Airport and provide for future Airport development on the north side of the airfield. The Airport Director will provide more information regarding development of the Master Plan at the next meeting.

The **fifth 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 five thousand square feet (5,000'), currently being used for storage of equipment. Mike McKenzie made a motion granting a one (1) year lease extension to Parsons Infrastructure and Technology Group, Inc., with an added stipulation that any ammunitions and/or ordinances being stored on the property be removed after one hundred twenty (120) days of being recovered in the field. A second was made by Richard Lira. Ayes: McKenzie, Johnson, Herrmann, Lira, Clement. Nays: None Absent: Earl Russell.

Following the meeting, the Airport Director contacted Al Ebner with Parsons Infrastructure and Technology Group, Inc. Mr. Ebner stated no ordinance related material is kept on the leased property. Only equipment used to detect the ordinances in the field are kept on site. As a result, the amendment to the lease of not storing ammunitions and/or ordinances for more than one hundred twenty (120) days does not apply.

The proposed lease extension will be placed on the April 5, 2005 City Council Agenda for final approval.

The **sixth item of business** was discussion and action on proposed use of Fiscal Years' 2004 and 2005 Non Primary Entitlement funds. The Airport Director informed Board members the Gainesville Municipal Airport is included in the National Plan of Integrated Airport Systems (NPIAS), thus making it eligible for Non Primary Entitlement (NPE) funds from the federal and state government each year. Since inception of the program, the Airport has received the maximum amount of NPE funds each year, in the amount of one hundred fifty thousand dollars (\$150,000). He added, the current Master Plan development was originally intended to be funded using fiscal year 2004 NPE money. The Texas Department of Transportation's Aviation Division, however, funded the Master Plan through their Capital Improvements Program, and in turn, gave the City of Gainesville fiscal year 2004 NPE money to use toward other projects. Recently, the Airport received fiscal year 2005 NPE money as well. As a

result, the Gainesville Municipal Airport has three hundred thousand dollars (\$300,000) in NPE funds to use for projects. Depending on the use of the funds, a local ten percent (10%), twenty five percent (25%) match must be made on the NPE funds. The Airport Director stated, many of the airfield improvements have been taken care of with the completion of the 2004 Capital Improvement Project and it may be possible to use NPE funds to assist in preparation for taxi lane access for future T Hangar development. No motion was made regarding the use of NPE funds. The Airport Director will provide more information regarding T Hangar development and additional uses of NPE funds at the next meeting.

The **seventh item of business** was Airport Director reports. Reports were given on February 2005 fuel sales, as well as recent conferences the Airport Director has attended. The Airport Director recently attended the American Association of Airport Executives South Central Chapter Conference and the Federal Aviation Administrations Partnership Conference. Topics of discussion centered on the proposed six hundred million dollar (\$600,000,000) cut the Bush budget is proposing for the Airport Improvement Program. Should this occur, the Gainesville Municipal Airport would lose the NPE funds it has received the past several years. Security on general aviation airports was also mentioned. Currently, there are no guidelines governing security at airports such as Gainesville. The Airport Director also spoke with area airport managers and found fuel sales and numbers of operations to be down at local airports. So far this year operations are down at Gainesville and fuel sales are holding steady compared to last year. The Airport Director also discussed placing minimum standards in place at the Airport in order to support the current Rules and Regulations and provide additional detail as to what is expected from commercial operators on the Airport. More information regarding minimum standards will be provided at the next meeting.

The **eighth item of business** was Board member comments. Carroll Johnson brought to attention the possibility of commercial aviation activity being conducted on the Airport that has not gained approval of the Airport Director, Airport Board or City Council. The Airport Director will investigate this matter and provide an update for the Board. Earl Clement questioned the status of the Airport purchasing a new tractor for maintaining Airport property at the start of mowing season. The Airport Director stated a new tractor has been included in the Airport Capital Equipment Program for City Council approval at a later date. A Capital Improvement and Capital Equipment Program workshop, between Department Heads and City Council members, is scheduled to take place at City Hall on April 5, 2005. More information regarding the possible purchase of a new tractor may be obtained following the workshop.

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

Meeting was adjourned at 6:45 pm.