



# Meeting Minutes

City of Gainesville  
Airport Advisory Board Meeting  
Airport Terminal Conference Room  
Monday, February 20, 2006 4:00 PM

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

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

**Staff Present:** Matt Quick

**Visitors Present:** Alan Ritchey

The **first item of business** was calling the meeting to order at 4:10 p.m., by Nancy Brannon.

The **second item of business** was Discussion and Action on meeting minutes from January 9, 2005. It was noted a change be made in the wording of a line at the end of the Third Item of Business; "Carroll Johnson left the meeting at this time". A motion was made to approve the minutes with change noted by Earl Russell, with a second made by Ginger Herrmann. Ayes: Johnson, Clement, Russell, Herrmann. Nays: None. Absent: McKenzie, Lira

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

The **fourth item of business** was Discussion on issues related to the FY 2002-2003 Airport Rough Grading Project. The Airport Director stated the City entered into an agreement with Alan Ritchey, Inc. (ARI), on the storage of dirt material on the north area of the Airport during the rough grading project. As a result, the City is withholding a five percent (5%) retainage fee until the dirt is removed by ARI and the area is returned to normal. The dirt does not interfere with the runway approach surfaces but will need to be removed in the event Runway 17-35 is extended to the north. Alan Ritchey stated he met with the City Manager requesting the City release the five percent (5%) retainage fee without moving the dirt. The

Board members conveyed a general recommendation to the Airport Director to contact the City Manager and inform him they approve the release of the retainage fee to ARI.

The **fifth item of business** was Discussion and Action on T-Hangar and Ground Lease Rates at the Gainesville Municipal Airport. The Airport Director stated he had provided a survey comparison of t-hangar and ground lease rates of area airports in the January 2006 meeting, and Board members had requested re-visiting the issue after having a chance to review those rates. Board members stated they would welcome a study that would compliment the Master Plan, as a possible student project, dealing with economics, financing, etc., of what would be needed to increase future Airport development in terms of building hangars, installing infrastructure in the form of water and sewer utilities, and implement that study in determining the rates at the Gainesville Municipal Airport. The Airport Director met with the North Central Texas College Small Business Office to discuss the formation of a business plan. Board members requested the Airport Director further research the idea of a college student performing a study as a graduate/undergraduate project, and recommended he also contact the University of North Texas School of Engineering or School of Business Administration and explore additional alternatives. A motion was made by Ginger Herrmann to leave the current rates and charges to the discretion of the Airport Manager, with a second made by Earl Russell. Ayes: Clement, Johnson, Russell, Herrmann. Nays: None. Absent: McKenzie, Lira. No changes are currently being made to t-hangar or ground lease rates at the Airport.

The **sixth item of business** was Discussion and Action on Utility Easement Right of Way on Airport Property. The Airport Director stated he has been working with TXU Electric Delivery and City Staff to determine the best location for buried utility service on the southeast side of the airfield, leading to the private hangar development. It has been proposed that a fifteen foot (15') easement be located on the north side of the east/west taxiway for buried electric utility service, and a twenty foot (20') easement be located on the south side of the east/west taxiway for future water/sewer utility service. A motion was made to approve the utility easement as proposed by Carroll Johnson, with a second made by Ginger Herrmann. Ayes: Russell, Herrmann, Johnson, Clement. Nays: None. Absent: McKenzie, Lira.

Carroll Johnson needed to leave the meeting early and left at this time.

The **seventh item of business** was Update and Discussion on Current Airport Projects. The Airport Director delivered updates on a minor rough grading project at the north end of the Airport to clear the runway approach surface of any penetrations, the drainage project at the south end of the Airport to lessen the effects of water runoff businesses on the south side of U.S. Highway 82 are experiencing, private hangar development and Height Hazard Zoning Ordinance.

The **eighth item of business** was Airport Director Reports. Reports were given on January 2006 fuel sales, January 2006 Performance Measures and Objectives and the development of a new Airport quarterly newsletter. The Airport Director also informed Board members the City is considering possible billboard development adjacent to U.S. Highway 82 on Airport property, and leasing property for the construction of five (5) billboards; lease revenue would be collected by the Airport. More information will be provided in future meetings. In conclusion, the Airport Director informed the Board of the upcoming annual TxDOT Aviation

Conference being held in Austin on March 22-24, and invited any interested members to attend.

The **ninth item of business** was Board Member Comments. Ginger Herrmann questioned the Airport Director regarding the rumors of drug trafficking at the Airport and he informed her he had discussed the matter with the Gainesville Police Department.

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

Meeting was adjourned at 5:15 pm.