



Meeting Minutes

City of Gainesville
Airport Advisory Board Meeting
Airport Terminal Conference Room
Monday, July 17, 2006 10:30 AM

Members Present: Earl Clement, Mike McKenzie, Nancy Brannon, Ginger Herrmann

Members Absent: Richard Lira, Earl Russell, Carroll Johnson

Staff Present: City Manager Mike Land, Matt Quick

Visitors Present: Leonard Hoffman

The **first item of business** was calling the meeting to order at 10:32 a.m., by Nancy Brannon.

The **second item of business** was Discussion and Action on meeting minutes from June 19, 2006. A motion was made to approve the minutes by Mike McKenzie, with a second made by Earl Clement. Ayes: Clement, McKenzie, Herrmann, Brannon. Nays: None. Absent: Johnson, Lira, Russell.

The **third item of business** was Citizen/Tenant Comments. Leonard Hoffman attended the meeting to deliver a report regarding storm damage to his hangars and the progress of those repairs. Mr. Hoffman was asked what the status was on his t-hangar complex. Mr. Hoffman informed the Board repairs have been done on the roof and doors have been replaced but he is undecided whether or not he will fully repair the t-hangar complex or install tie downs and lease spaces out as shaded hangar areas; he has begun the process of major repairs to his corporate hangar.

The **fourth item of business** was Discussion and Action on Ground Lease with Leonard Hoffman Regarding Current Hangar at the Gainesville Municipal Airport. Mr. Hoffman is requesting to re-extend his ground lease back out to a thirty (30) year primary term as he prepares to perform major repairs to his corporate hangar, due to damage sustained during the storm on April 28, 2006. Mr. Hoffman is also requesting an additional four hundred square

feet (400') of space to the north side of his hangar for office space. The Airport Director is currently working with the City's building inspector and fire marshal regarding any requirements to comply with on a hangar expansion. Mr. Hoffman's ground lease currently has twenty two (22) years left. A motion was made by Earl Clement to re-extend Mr. Hoffman's ground lease back out to a thirty (30) year primary term and approve the four hundred square foot (40') addition to his hangar. A second was made by Mike McKenzie. Ayes: Clement, McKenzie, Herrmann, Brannon. Nays: None. Absent: Johnson, Lira, Russell. This recommendation will go before City Council for final approval.

The **fifth item of business** was Discussion on Hangars and Airport Property. An announcement was made by Chairperson Brannon that the Board would convene into closed/executive session at 10:46 am, to discuss matters related to real property. Matters were discussed related to recent inquiries into airport t-hangars and hangar development at the Gainesville Municipal Airport. An announcement was made by Chairperson Brannon to adjourn closed/executive session at 11:02 am. No action was taken.

The **sixth item of business** was Discussion on Airport Director Search Process for the Gainesville Municipal Airport. The City Manager stated the City is accepting applications for the position. The City is advertising in local newspapers and on national airport websites. Board members, City Manager and Airport Director, discussed the Airport Director position, job description and overall operations of the Airport. All were in agreement the City needs to emphasize marketing the Airport. Discussion also included forming a search committee to aid the City Manager in the selection process. A motion was made by Mike McKenzie to appoint Chairperson Brannon, Herrmann and Clement to the search committee, with a second made by Ginger Herrmann. Ayes: Herrmann, Clement, McKenzie, Brannon. Nays: None. Absent: Johnson, Russell, Lira.

The search committee will work with the City Manager on the Airport Director search process in the weeks ahead.

The **seventh item of business** was Update and Discussion on the Airport Budget Process. The City Manager and Airport Director discussed the budget process, reviewed the continuation budget and supplemental budget requests. Within the supplemental budget, the Airport has the purchase of new computers and updating computer software to include better internet service, implementing uniform purchases to include shirts with the airport logo, a lease purchase on a newer model jet fuel truck, an additional self-serve fuel pump at the fuel island and utility development on the east side of the airfield. Also discussed was adding a temporary/seasonal employee for the Airport; the Airport Director will work with City Staff to include this item in the supplemental budget. The Airport budget will go before City Council on Thursday, July 20th, at the budget workshop. Additional updates will be given regarding budget at a later date.

The **eighth item of business** was Airport Director Reports. Reports were given on June 2006 Fuel Sales, June 2006 Performance Measures and Objectives, and June 2006 Airport Financials. The Airport Director stated a public hearing on the Airport Hazard Zoning Ordinance is set for Tuesday, July 18th, 2006, at 6:00 pm, at the Gainesville Civic Center. The Wright Amendment issue was also discussed and the Airport Director and City Manager

are working together to determine a course of action in working with other airports to protect the rights and issues related to general aviation airports in north Texas.

The **ninth item of business** was Board Member Comments. Mike McKenzie inquired into lease language regarding the City having the first right of refusal on any private hangar for sale at the Airport, or at least there being language regarding the City having to approve the sale of hangars or other infrastructure at the Airport. The latter is what is included in current ground leases at the Airport. Earl Clement discussed the low number of board member attendees at the past two meetings, which have each had only four (4) members present.

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

Meeting was adjourned at 12:53 pm