



Meeting Minutes

**City of Gainesville
Airport Advisory Board Meeting
Airport Terminal Conference Room
Monday, March 1, 2010
10:30 A.M.**

Members Present: Nancy Brannon, Carroll Johnson, Mike McKenzie and Dan Ott

Members Absent: Ginger Herrmann, Richard Lira and Earl Russell

Staff Present: Dave Vinton

Mike McKenzie called the meeting to order at 10:35 A.M.

The **second item of business** was Discussion and Action on minutes from January 25, 2010. A motion to approve the minutes was made by Nancy Brannon with a second from Carroll Johnson. Ayes: Brannon, Johnson, and Ott. Nays: None.

The **third item of business** was Citizen/Tenant Comments. None were made.

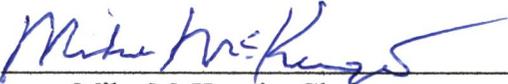
The **fourth item of business** was on Hangar and Office Rental (300 Series). Director Vinton informed the board that board member Dan Ott is interested in leasing the #301 office and #303 hangar. The two units are adjacent to each other and share a personnel door. Mr. Vinton stated that Mr. Ott is fourth on the hangar waiting list and he and Mr. Ott are requesting approval to forgo the normal waiting list process as there are no other individuals or businesses that have expressed interest in a hangar that includes office space. Mr. Ott advised the board that should a commercial entity request use of the office and hangar aforementioned, considering the airport advisory board grants approval, he would vacate. Carroll Johnson commented that a precedent had been set for leasing the two units together. Director Vinton also mentioned that he contacted the US Aviation Flight Academy in Denton, TX, about setting up a satellite flight school office and aircraft operation from here, to which they declined. A motion to approve was made by Nancy Brannon with a second from Carroll Johnson. Mr. Ott recused himself from the motion and vote. Ayes: Brannon, and Johnson. Nays: None.

The **fifth item of business** was CBS Hangar Expansion. Director Vinton advised the board that CBS Corporation has expressed interest in expanding their current hangar space. Mr. Ledbetter noted that he would be at the airport to discuss options and dimensions, but has not yet met with Mr. Vinton. Director Vinton advised the board he was trying to get this on the agenda for the next city council meeting but without any information from the CBS principles, he could not provide the board with any details. A motion to table was made by Nancy Brannon with a second from Dan Ott. Ayes: Brannon, Johnson, and Ott. Nays: None

The **sixth item of business** was Update on the TXDOT Project. Director Vinton reported to the board that we are still waiting for outside temperatures to remain above 50°F to resume the project. This includes applying the cold tar sealant and painting of the surfaces. He further advised that it might be necessary to use the current grant funds to purchase and install a new rotating beacon, which includes demolition of the old beacon and tower. The age and various OSHA safety issues of the current structure were cited as the need for a new unit. The cost is estimated at \$38,500.00. Director Vinton advised that this would be at the 90/10 match cost structure. The board agreed this was a good use of the Capital Improvement Project funds already paid to the state.

The **seventh item of business** was Airport Director Reports. Director Vinton reviewed the fuel reports noting that the fuel sales for January and February were off 45% and 50% respectfully. Mr. Vinton informed the board that Mr. John Brown passed away a week ago. Mr. Brown built 2 hangars at the airport and was a positive advocate for the airport. Mr. Vinton further reported that he had met with the airport staff and advised them that due to the current fiscal position of the city and airport, changes to their job duties and hours of work would be implemented and effective immediately. Carroll Johnson recommended that a training sheet be utilized to document all training received by the employees. Director Vinton continued his report informing the board of the difficulty in calculating appropriate revenue from the airport's property used for hay production. Mike McKenzie inquired if the current lease terms were in line with the monies the airport would receive utilizing the per acre method. Mr. Vinton responded that they were according to the Cooke County Agriculture representative. Mr. McKenzie stated that he sees no reason to change the terms for the hay lease and that we should proceed with the bid process. The other board members agreed these terms were appropriate. Director Vinton asked the board for their input on long-term tie-down fees and call-out fees. The general consensus was a dollar-a-day for long-term tie-down that could be waived at the director's discretion, i.e., a 500 to 1,000 gallons of fuel purchased over the term. The board also thought that \$30 for an unscheduled call-out fee was in line with other airports in the area and that this too could be waived at the responding personnel's discretion, i.e., 400 gallons or more of fuel purchased. Mr. Vinton advised the board that he would begin the process to implement these new charges into the airport fee schedule.

The **eighth item of business** was to adjourn. A motion to adjourn was made by Nancy Brannon with a second from Dan Ott. Ayes: Brannon, Johnson, and Ott. Nays: None



Mike McKenzie, Chairperson



Deb Turbeville, Administrative Assistant

MARCH 2010

Fuel Sales	Av Gas Tank	Av Gas Truck	Total Av Gas	Jet A	Daily Sales
1-Mar-10			0.00		0.00
2-Mar-10	55.20	1,050.00	1105.20		1105.20
3-Mar-10	108.84	136.30	245.14	300.00	545.14
4-Mar-10	343.22	1,060.10	1403.32	129.00	1532.32
5-Mar-10	80.31	1,113.30	1193.61	495.00	1688.61
6-Mar-10	274.97		274.97	380.00	654.97
7-Mar-10			0.00		0.00
8-Mar-10			0.00		0.00
9-Mar-10	330.05	32.90	362.95	804.00	1166.95
10-Mar-10	115.92		115.92	851.00	966.92
11-Mar-10	253.28		253.28	1,492.00	1745.28
12-Mar-10	143.73	63.10	206.83	250.00	456.83
13-Mar-10	241.94	103.00	344.94	111.00	455.94
14-Mar-10	338.63		338.63	1,287.00	1625.63
15-Mar-10	96.92		96.92	180.00	276.92
16-Mar-10	101.84		101.84	154.00	255.84
17-Mar-10	249.39		249.39	755.00	1004.39
18-Mar-10	422.17		422.17	943.00	1365.17
19-Mar-10	182.97		182.97	273.00	455.97
20-Mar-10	80.34		80.34		80.34
21-Mar-10	17.66		17.66	502.00	519.66
22-Mar-10	103.65		103.65	862.00	965.65
23-Mar-10	36.74	13.80	50.54	300.00	350.54
24-Mar-10			0.00		0.00
25-Mar-10			0.00	505.00	505.00
26-Mar-10	410.72	51.50	462.22	684.00	1146.22
27-Mar-10	25.11	36.50	61.61	868.00	929.61
28-Mar-10	113.89	22.00	135.89		135.89
29-Mar-10	266.80	2.80	269.60	196.00	465.60
30-Mar-10	44.49	36.20	80.69	395.00	475.69
31-Mar-10	45.01		45.01		45.01
Total	4,483.79	3,721.50	8,205.29	12,716.00	20,921.29
2009-2010	Mar Fuel Sales:	20,921.29	Gallons	Year to Date:	97,980.66
2008-2009	Mar Fuel Sales:	23,586.88	Gallons	Year to Date:	135,710.22
	Difference:	(2,665.59)	Gallons	Difference:	(37,729.56)

Mar 10 Daily Avg. 674.88
08-09 Daily Avg. 538.36