

MINUTES
AIRPORT ADVISORY BOARD
Monday, January 28, 2019
6:00 p.m.
Rockwall City Hall
385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Dwight Royall, Mike Potter, Matt Murphey, Brad Bassett, and Tim Wolf. Kellie Roby was absent.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

- 1. Consider approval of the minutes from the October 22, 2018 regular meeting and take any action necessary.**

Mr. Murphey made a motion to approve the minutes from the October 22, 2018 regular meeting. Mr. Woodruff provided the 2nd and the motion was approved 6-0.

- 2. Discuss and consider selection of a Chairperson and Vice-Chairperson and take any action necessary.**

Mr. Royall made a motion to nominate Mr. Woodruff as the new Chairman. Mr. Wolf provided the 2nd and the motion was approved 6-0. Mr. Bassett made a motion to nominate Mr. Potter as the new Vice-Chairman. Mr. Royall provided the 2nd and the motion was approved 6-0.

- 3. Discuss and consider the results of the TXDOT Aviation Economic Impact Study and take any action necessary.**

Mr. Boyd discussed the TXDOT Aviation 2018 Economic Impact Study. The results of the study are located on the TXDOT website and the airport's website for reference. Mr. Wolf stated that he discussed the results with TXDOT and that the information that was provided to him addressed his concerns.

- 4. Hear a report on the status of projects at the airport to include: Asphalt Repair and Drainage Improvement, Self-service fuel island, Land Acquisition, Hangar pad improvements, security cameras, Airport Traffic Study, Segmented Circle / Pattern Designator Project with the Civil Air Patrol, and take any action necessary.**

Staff provided an update on the following projects:

Asphalt Repair and Drainage Improvement

The asphalt repair project is complete with exception of some areas that still need to be addressed by the contractor. The concrete flume on the west side of the entrance road is not draining, and Lone Wolf Construction will have to completely reconstruct the entrance road at their expense when the weather is favorable. The base of the entrance road was not prepared properly and the surface experienced cracks almost immediately upon completion. It is anticipated this will begin in late April to mid-May after the cold and rainy season.

Land Acquisition

The Airport Development Plan shows the need for additional land adjacent to the airport for future expansion improvements. Funds (\$600,000) are available for land purchase but the City has not received a commitment from TXDOT Aviation for funding the improvements. Land purchase for aviation purposes is currently on hold until such time the City receives an indication that improvements will be funded.

A Letter of Interest was submitted in August 2018 requesting funding for airport improvements under the 2018 Consolidated Appropriations Act, also known as the Omnibus Airport Improvement Program. Rockwall is in the DFW Metropolitan Statistical Area and is not eligible for the first round of funding. However, since there is potential to have an opportunity to receive funds remaining after the initial call for projects, the City of Rockwall asked for funding consideration of the phased projects identified in the Airport Development Plan, which includes land acquisition.

Staff provided clarification on the law and procedures regarding purchasing land through eminent domain.

Hangar Pad Improvements

The City Council approved funds in the budget this year for hangar pad improvements. The improvements are eligible for 50/50 reimbursement through the Routine Airport Maintenance Program. It is anticipated that 5 pads can be rebuilt this year with the funds that are allocated. The project will begin once the temperatures are favorable.

Security Cameras

The FBO reported theft of fuel at the October meeting. Interior and exterior security cameras were installed at the airport in December 2018.

Airport Traffic Study

TXDOT Aviation recently purchased a new system that records the number of takeoffs / landings and types of aircraft using the field. TXDOT will setup the system for up to 6 months. Staff has discussed this with the FBO and based on previous data collected, we will target June through December as the study parameters. TXDOT does not charge a fee for this service.

Segmented Circle / Pattern Designator Project with the Civil Air Patrol

The Rockwall CAP cadets and adult sponsors repainted the pattern designator barrels and concrete pads that form the segmented circle on the northwest end of the airport on October 27,

2018. This was a great community service project for the cadets and provided a needed improvement at the airport. Staff has spoken to Captain Valerie Schroder with the CAP and a time will be scheduled to recognize their contribution to the airport at a future meeting.

5. Hear a report from Melissa Hardin, FBO / Airport Manager, and take any action necessary.

Self-Service Fuel Island

Melissa Hardin, FBO told the Board that the self-service equipment is installed and that she has advertised it and it is beginning to bring in outside business. She also stated that the airport was commissioned in November 1962 and that she would like to have a special event in November to commemorate the date.

6. Hear a staff report and take any action necessary.

IV. ADJOURNMENT

The meeting was adjourned at 7:11 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 25th DAY OF MARCH 2019.

ATTEST:



Joey Boyd, Director of Internal Operations



Tom Woodruff, Chairman

MINUTES

AIRPORT ADVISORY BOARD

Monday, July 22, 2019

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:01 PM. Present were Tom Woodruff, Dwight Royall, Mike Potter, and Matt Murphey. Board members Brad Bassett, and Tim Wolf were absent.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. APPOINTMENTS

1. **Appointment with Clark Staggs of Avia Realty to hear an update on the 18.96-acre piece of property that he represents east of the airport and take any action necessary.**

Mr. Staggs, real estate broker for 18.96 acres adjacent and east of the airport, indicated he is looking for developers for this site. He stated that the overall tract has approximately 5-6 acres of net usable land due to much of the property being in the flood plain. His vision for the property is for a light industrial use and a buyer that will develop, build, and sell condo hangars. He stated that there is demand for hangars if individuals own the land. He says this has been done successfully at other airports. He indicated that there will also be space available for the City to have a new terminal, parking, hangars, and services in the land on the south end of the property with frontage on Airport Road. His estimate would be that each hangar site would be marketable in a range from \$85,000 to \$120,000. Mr. Staggs asked if it were possible to sell the hangars on the west side and use the revenue to develop the improvements on the east side. It was explained to Mr. Staggs that the City only owns the land on the west side and that the hangars are on a long-term ground lease and owned by a private individual. Mr. Potter asked if there was a company surveying the site and Mr. Staggs indicated that it was being surveyed. Mr. Woodruff asked if the City's development plan shows the flood plain. Mr. Boyd indicated that the development plan anticipated flood plain needing to be mitigated but the plan shows the majority of the property to be used for airport improvements.

IV. DISCUSSION/ACTION ITEMS

1. **Consider approval of the minutes from the March 25, 2019 Airport Advisory Board meeting and take any action necessary.**

Mr. Royall made a motion to approve the minutes from the March 25, 2019 regular meeting. Mr. Murphey provided the 2nd and the motion was approved 4-0.

2. Discuss and consider special events at the Ralph M. Hall / Rockwall Municipal Airport and take any action necessary.

Melissa Hardin reported that November 2nd is the birthday of the airport. She wants to have a special event to honor that day and will work with city staff to put together an event to honor the airport. The Civil Air Patrol will provide breakfast. There is also concerns about people using fireworks on the airport on the night of July 4th. City Staff discussed that they would work to have a better police presence at the airport next year during the fireworks display.

3. Discuss and consider waste disposal on the airport and take any action necessary.

Mr. Woodruff discussed trash on the airport. Brush and other garbage are left out for collection in the area of the west entrance to the airport property. Mr. Boyd discussed that the City provides the airport a commercial dumpster at the airport terminal for tenants to use. The residents that live adjacent to the airport place their garbage on the right-of-way on Airport Road to be collected by Republic Services. There was discussion about whether the City could place another dumpster on the west side of the airport for customers to use. The cost to add a commercial size dumpster on the west side of the airport is \$172 / month for a once per week collection.

4. Hear a report from Melissa Hardin, FBO / Airport Manager and take any action necessary.

Melissa Hardin provided a report regarding airport activities and operations. The self-service island is proving to be a good investment and a popular service to customers. She also informed the Board that groups from the school district and a local daycare were visiting the airport on field trips in August.

5. Hear a staff report and take any action necessary.

Mr. Boyd provided the Board an update on the following:

Airport Traffic Study

The traffic counter was installed by TXDOT Aviation on Friday, June 28, 2019 and will monitor and calculate activity for 6 months.

Land Adjacent to the Airport (Athey Property)

There has been a lot of discussion over the previous years concerning the City's interest in purchasing the property adjacent and east of the airport. The city learned that this property was becoming available for purchase in May. The City Council authorized city staff to present a letter of intent to purchase and an option agreement to Ms. Athey and her attorney in May. A letter of intent is the initial requirement of the TXDOT purchasing procedure. The City must use the State's procedure for land acquisition in order to use the property as its local match in any future state and/or federal aviation grant funding programs.

Staff had multiple conversations with Ms. Athey regarding the City's interest and the funds already being available. Ms. Athey decided to place the property along with other properties on the market with a local real estate agent. Ms. Athey thanked the City for our interest but did not

feel comfortable waiting for the City to go through the TXDOT procedure. She did not give the City right-of-entry to begin performing surveying, appraisal, and environment due diligence. She said she appreciated the City for its interest but declined working with us. On June 26, 2019, staff received a call from Clark Staggs informing that he was representing Ms. Athey and that the site is now on the market. Looking at the Avia Realty website, this property was listed at \$686,000. He further stated that he wants to give a presentation at the next Airport Advisory Board meeting. Mr. Staggs made a presentation at the meeting on Monday and has provided his marketing package for the property for the Board's review and reference.

Asphalt Repair and Drainage Improvement

The entrance road pavement reconstructed performed in 2018 exhibited cracking shortly after construction and just prior to the project's final walk through. At the time, the contractor agreed to repair the road in late spring 2019, but that schedule is delayed due to an unusually wet spring and early summer. This repair procedure will minimize impacts to airport operations. We also anticipate the work will be completed by the contractor with no additional costs to the City or TxDOT.

Hangar Improvements

The new hydraulic door on the north hangar is installed.

Hangar Pad Improvements

Five pads were scheduled to be rebuilt this year with the funds that are allocated.

V. ADJOURNMENT

The meeting was adjourned at 6:41 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 9th DAY OF MARCH 2020.

ATTEST:



Joey Boyd, Assistant City Manager



Tom Woodruff, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, March 25, 2019

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Dwight Royall, Kellie Roby, Mike Potter, Matt Murphey, Brad Bassett, and Tim Wolf.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

- 1. Consider approval of the minutes from the January 28, 2019 Airport Advisory Board meeting and take any action necessary.**

Mr. Bassett made a motion to approve the minutes from the January 28, 2019 regular meeting. Mr. Murphey provided the 2nd and the motion was approved 6-0-1, with Mrs. Roby abstaining.

- 2. Discuss a Ground Communications Outlet at the airport and take any action necessary.**

Mr. Royall reported that he researched this item and F46 does not qualify because it does not meet the minimum annual IFR operation requirements.

- 3. Discuss a permanent NOTAM regarding taxiways and runway and take any action necessary.**

It was asked if the Airport can place a permanent NOTAM explaining that the taxiway on the north can only accommodate certain size aircraft and direct pilots the preferred route to take on the taxiways. Melissa Hardin said that she would study and see how many airplanes have that issue at the airport. It was also suggested that staff consider signage to help with this effort.

- 4. Discuss signage at the airport and take any action necessary.**

Mr. Wolf reported that he has seen cars get lost on the airport and going down the runway. He suggested that staff and the FBO look at signage for vehicular traffic.

- 5. Hear a report from Melissa Hardin, FBO / Airport Manager and take any action necessary.**

The FBO gave a report on activity at the airport. January and February were record months for fuel sales compared to previous years. The self-service island is proving to be a good investment and a popular service to customers. Melissa also mentioned that November 2nd is the birthday of the airport. She wants to have a special event to honor that day and will work with city staff to put together an event to honor the airport.

6. Hear a staff report and take any action necessary.

Staff provided an update on the following projects:

Airport Traffic Study

TXDOT is scheduled to install an ADSB Traffic Counter on Monday, June 10, 2019. The device will remain in place until December 2019. TXDOT does not charge a fee for this service.

Asphalt Repair and Drainage Improvement

Staff is meeting with TXDOT, PSC Engineers, and Lone Wolf Construction on April 2nd to discuss the outstanding items related to the asphalt repair project. The contractor will completely reconstruct the entrance road and improve drainage issues. Weather permitting, this work will be completed by the end of April.

Hangar Pad Improvements

The City Council approved funds in the budget this year for hangar pad improvements. It is anticipated that 5 pads can be rebuilt this year with the funds that are allocated.

Civil Air Patrol

The Rockwall CAP cadets and adult sponsors will come to the City Council meeting on Monday, April 15 to provide an update on activities and contributions to Rockwall.

Marketing

The city staff is working on a more comprehensive plan to market the entire City but that plan has not yet been formally adopted. I want to allow time for that strategy to materialize and see how the airport might play a role in that effort. I will be scheduling a time in the near future with the AAB Marketing Subcommittee to discuss how the airport might be a contributor to the overall strategy.

FBO / Airport Manager's Report

Melissa Hardin will provide a report on previous month fuel sales and operations (copies included).

IV. ADJOURNMENT

The meeting was adjourned at 6:32 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF
ROCKWALL, TEXAS, THIS 22nd DAY OF JULY 2019.**

ATTEST:



Joey Boyd, Assistant City Manager



Tom Woodruff, Chairman