

**MINUTES OF THE
AIRPORT ADVISORY BOARD FOR THE CITY OF LAMPASAS
WEDNESDAY, SEPTEMBER 9, 2020
JACK CALVERT MUNICIPAL BUILDING BOARD ROOM
302 E. THIRD STREET, LAMPASAS, TEXAS
6:00 P.M.**

The Airport Advisory Board for the City of Lampasas met in regular session on the above date with Chairperson Ken Cattles presiding:

Airport Advisory Board Members Present:

Ken Cattles
George Elsea
Robert Lansford
John Fingerhut
Mike Watson
Kevin Smith (arrived at 6:26 p.m.)

Airport Advisory Board Members Absent:

Mark O’Hair

City Staff Present:

Chris Eicher, Parks & Recreation Director
Jessie Acosta, Parks Superintendent
Vicki Tower, Parks Secretary

REGULAR SESSION

I. Call to order

Chairperson Cattles called the meeting to order at 6:01 p.m.

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

Timothy Mulhall and Sue Mulhall, Aviation Pilots and current tenants at Lampasas Municipal Airport, introduced themselves to the Board. Mr. Mulhall told the Board that they were upset because they did not receive a call to let them know that the large hangar was available. Mr. Mulhall told the Board that they are local residents, local taxpayers and current tenants at Lampasas Municipal Airport.

Chris Eicher, Parks & Recreation Director, told the Board that the City does not advertise for vacant airport hangars. Eicher explained that the City only contacts people on the hangar waiting list, starting with current tenants in Building 1 and by date requested to be on the list. Eicher explained that none of the existing tenants showed interest in renting the large hangar at the new rate of \$600 per month.

Mr. Mulhall told the Board that there should be a written policy for this large hangar.

Chairperson Cattles noted that this hangar was originally a privately-owned hangar, not a City owned hangar.

III. Discussion and possible action concerning approval of the amended minutes dated February 12, 2020

Board member Watson moved to approve the minutes. The motion was seconded by Board member Lansford and with a unanimous vote, the motion carried. (O’Hair absent)

IV. Discussion and possible action concerning approval of the minutes dated June 10, 2020

Board member Fingerhut told the Board that he felt that Item IV. of the June 10, 2020 minutes, should include that Eicher told the Board that none of the current tenants have shown interest in renting this hangar at the new rate of \$600 per month; that Eicher asked the Board if any of them had a problem with the mechanic from Georgetown leasing this hangar; and that it was the consensus of the Board, to allow the mechanic from Georgetown to lease this hangar.

Board member Fingerhut moved to amend the January 10, 2020 minutes under Item IV. and present at the next meeting. The amendment is to include that Eicher told the Board that none of the current tenants have shown interest in renting this hangar at the new rate of \$600 per month; that Eicher asked the Board if any of them had a problem with the mechanic from Georgetown leasing this hangar; and that it was the consensus of the Board, to allow the mechanic from Georgetown to lease this hangar. The motion was seconded by Board member Watson and with a unanimous vote, the motion carried. (O’Hair absent)

V. Discussion and possible action regarding Board member Watson’s concerns

Chris Eicher, Parks & Recreation Director, told the Board that Board member Watson had some concerns that he wanted to discuss with the Board.

Board member Watson asked why does the Airport Advisory Board not meet every month. Chris Eicher, Parks & Recreation Director, told the Board that some meetings were cancelled due to COVID-19. Vicki Tower, Parks Secretary, explained that this Board meets tentatively, the second Wednesday of each month if needed. Board member Watson suggested that the City contact Chairperson Cattles before cancelling a meeting.

Board member Watson moved that the City consult with the Chairperson before cancelling an Airport Advisory Board meeting. The motion was seconded by Board member Fingerhut with a vote of 3 in favor and one abstention (Lansford), the motion carried. (O’Hair absent)

Board member Watson asked about the Master Plan for the Airport. Chris Eicher, Parks & Recreation Director, told the Board that the Master Plan for the Airport is in the works and is included in the Comprehensive Plan that Halff & Associates is working on.

Board member Smith arrived at 6:26 p.m.

Board member Watson requested that the Airport Master Plan be kept on future agendas.

VI. Discussion and possible action regarding Airport Hangars

Chris Eicher, Parks & Recreation Director, discussed Airport Hangars with the Board.

Topics of discussion included:

- There is no written policy for the Airport Hangar Waiting List
- Eicher told the Board that he recently came across Airport Hangar Waiting Lists from 2007, 2009 and 2015. Eicher told the Board that these lists were before his time as Parks & Recreation Director.
- May need to create a written policy for Airport Hangar Waiting List
- May need to have a form for people to fill out to be on the Airport Hangar Waiting List
- Having a written policy for the Airport Hangar Waiting List may eliminate some confusion

It was the consensus of the Board to create a written policy for the Airport Hangar Waiting List and present it at the next meeting.

No action was taken.

VII. Discussion and possible action regarding possible requirements for a new Airport Terminal

Chris Eicher, Parks & Recreation Director, discussed with the Board, possible requirements for a new Airport Terminal. Eicher told the Board that Board member Elsea had requested this Item be on the agenda.

Topics of discussion included:

Board member Elsea reviewed the following:

- Need a list of requirements for what we need for the Lampasas Municipal Airport Terminal
 - Security
 - Pilots lounge
 - Snack machine
 - Courtesy vehicles
 - Training room(s)
 - WiFi
 - Telephone
 - Restrooms
- TxDOT will probably require us to have an FBO
- The Board would like to see some movement on TxDOT plans. Chris Eicher, Parks & Recreation Director, told the Board that Ed Mayle was the last contact he had, and that he would reach out to him.

Board member Fingerhut moved to recommend that City Council look into a new Airport Terminal and possibly hiring an FBO for the Lampasas Municipal Airport. The motion was seconded by Board member Elsea and with a unanimous vote, the motion carried. (O’Hair absent)

VIII. Discussion and updates regarding Airport Maintenance and Daily Operations

Chris Eicher, Parks & Recreation Director, and Jessie Acosta, Parks Superintendent, discussed Airport Maintenance and Daily Operations with the Board.

Topics of discussion included:

- Upgrades to the pilot’s lounge
 - Sheetrock
 - Texture
 - Paint
 - Flooring
- Jessie Acosta, Parks Superintendent, told the Board that there is a communication issue right now with the card reader at the fuel pump due to the AT&T phone line; possibly weather related due to recent heavy rain and lightning. Acosta told the Board that AT&T has been notified and we are waiting on notification from AT&T as to when it will be repaired. Chairperson Cattles asked Acosta to follow up with AT&T because it needs to be repaired as soon as possible. Acosta told the Board that he would follow up with AT&T.
- AWOS – telephone line is not working but the data link is working
- Need to send a thank you letter to TxDOT – the Board wants to send one along with the City’s letter
- Board member Lansford suggested inviting someone from TxDOT to attend one of the Airport Advisory Board meetings.
- Drainage ditch at the end of runway – waiting on feedback from TxDOT
- Rain water is draining well – no standing water at the Airport
- WiFi – recently purchased a Verizon jet pack and the IT Department will be installing it
- Fuel prices – staying competitive
- Board member Fingerhut told the Board that he thinks many people believe you can’t get fuel here because the card reader is bad.
- Large hangar – lease agreement has been signed and hangar is occupied
- Need to add City contact information inside the terminal and on City website – so people know who to contact for the airport hangar waiting list

IX. Any item the Board would like to have placed on the next agenda

- Airport Master Plan

X. Adjourn

Board member Elsea moved to adjourn the meeting at 7:14 p.m. The motion was seconded by Board member Lansford and with a unanimous vote, the motion carried. (O’Hair absent)

PASSED AND APPROVED this _____ day of _____, 2020.

Ken Cattles, Chairman

ATTEST:

Vicki Tower, Parks Secretary