

**MINUTES OF REGULAR MEETING OF THE
AIRPORT ADVISORY BOARD
OF THE CITY OF LAMPASAS,
WEDNESDAY FEBRUARY 12, 2025
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET LAMPASAS, TEXAS
6:00 P.M.**

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

Airport Advisory Board Members Present:

Ken Cattles
John Fingerhut
Robert Lansford
Mike Watson
George Elsea
Dale Kemp

Airport Advisory Board Members Absent:

Kevin Smith

City Staff Present:

Erin Corbell, City Manager
Lupe Charping, Parks Secretary

REGULAR SESSION

I. Call to order

Chairperson Cattles called the meeting to order at 6:00 p.m.

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

Mark O’Hair reported that the airport receiver is up and running. It is receiving touchdowns, departures, and approaches, and he is continuing to improve it. Gordon Thornton and Mark O’Hair installed all the equipment. The board and City appreciates their help. Eddie Bowden introduced Barbara Hagel to the Board, she owns property to the west of the airport.

III. Discussion and possible action concerning approval of minutes dated January 8, 2025
Board Member Lansford moved to approve the minutes dated January 8, 2025. The motion was seconded by Board Member Kemp and with a unanimous vote, the motion carried. (Smith Absent)

IV. Discussion regarding the job description for an airport manager

Erin Corbell, City Manager, reported that the Council had approved hiring a part-time Airport Manager. This employee would report to the City Manager. Ms. Corbell provided the Board with a job description for their feedback, the board will review it and will provide their feedback at the next board meeting.

V. Discussion and updates regarding Airport maintenance and daily operations

Erin Corbell, City Manager provided updates on the following items

- *Fuel Tank – waiting on plans to pull permits to install the tank*
- *AWOS- The Bid notifications have been posted in the local newspaper
The bids will close on March 7, 2025*
- *ALP- Have not received the ALP from the consultants, will follow up*
- *Lease agreements- the board requested it to be on the agenda for further discussions*

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

Lease agreement, Job description for airport manager

VII. Adjourn

Board Member Lansford moved to adjourn the meeting at 6:43 p.m. The motion was seconded by Board Member Elsea and with a unanimous vote, the motion carried. (Smith absent)

PASSED AND APPROVED this _____ day of _____, 20____.

Ken Cattles, Chairperson

ATTEST:

Lupe Charping, Parks Secretary