

**HONDO MUNICIPAL AIRPORT ADVISORY BOARD
MINUTES
February 26, 2007**

The Hondo Municipal Airport Advisory Board met in regular session at 5:34 p.m. on the 26th day of February, 2007 at City Hall Council Chambers, 1600 Ave. M, Hondo, Texas.

Present: Chairman Michael Corrigan, Miles Lee, Mark Sunderman, Larry Meridith, Tim Fousse, Airport Manager, and Delia Pruneda, Administrative Assistant.

Public in Attendance: Manuel Rizo

Absent: Sean Nooner, Aniceto Colunga

1. Call to Order

Chairman Corrigan called the meeting to order at 5:34 p.m.

2. Review and approve minutes from the previous meeting.

No minutes available. Per Mr. Fousse the board will review and approve minutes of previous meetings at the next scheduled meeting.

3. Introduction of New Member, Miles Lee of South Texas Liquid Terminal

Mr. Corrigan announced that Bob Heyen had resigned from the Airport Advisory Board. He welcomed new member Miles Lee of South Texas Liquid Terminal to the Board. Mr. Fousse commented that Mr. Lee will be an asset to the Board because he comes from the non-aviation commercial side.

4. Airport Manager's Report: (Discussion items only)

(A). Maintenance and Operations issues;

- City Crews continue with water leak repairs. Much fewer leaks at this time.
- Grass mowing operations doing well. Area along north ramp will be cleared and mowed in the next month.
- Runway markings for RWY 35R have been repainted in the correct location.
- New "Hold Short" lines will be added this spring.
- Runway 35R threshold lights will be moved to bring lighting into compliance.
- ADA Compliance issues with the Corrigan Air Center hangars have been addressed.
- We have requested that the toilets be replaced instead of the "make-shift" repairs performed.
- A new UNICOM radio has been purchased from RizoJet Avionics for the terminal building.

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Mr. Fousse informed the board that the Maintenance and Operations grant had been increased from \$60,000 to \$100,000 a year and is a 50/50 match. He stated that the money was set aside in the budget and now the City has \$500,000 that can be used for specific maintenance and operations projects. He also stated that the grant is automatic every year. However, the City still has to apply on the projects instead of the money. The City submits a list of projects to TxDOT and they decide what projects can be done. Mr. Fousse briefly described what projects can or cannot be done with the grant money.

(B). BSA Merit Badge Event

- Event will be held March 16 and 17.
- Over 500 Boy Scouts are expected.
- EAA Chapter 35 will be providing Young Eagle Flights fro these boys, as well as any youth aged 7 to 17.
- Pilots from the region will be assisting to make this a successful event.
- The city will be assisting by providing chairs for the event.

(C). Fuel System Bidding Opening

- The fuel system bid opening was February 21, 2007 in Austin at the TxDOT Aviation offices.
- I attended the opening.
- After careful review by TxDOT, both bids were deemed ineligible and therefore rejected.
- The project has been re-advertised and will be opened March 27.

Mr. Fousse the tank will be:
12,000 gallon tank for jet fuel and 12,000 gallon tank for AVgas

(D). Fuel Supplier R.F.P.'s

- Three proposals were submitted to provide fuel for our airport.
- The three companies submitting proposals were AirBP, AvFuel, and Shell.
- A committee was formed to review the proposals. The members included Carol Buttler, ACM, David Kauffman, DOPW, Margie Ibarra, City Librarian, Michael Corrigan, AAB Chairman, and myself.
- Shell/Eastern Aviation was the highest scoring proposal received, second was AvFuel, AirBP was third.

Mr. Fousse informed the board that Shell/Easter Aviation offered a part of the program to supply the City with a JetA fuel truck for 12 months for no lease. That would be a \$12,000 savings. They also offered \$3,000 advertising revenues to help promote the airport for free and also offered 500 gallons of fuel free for the City to use for the Fly-In events.

(E). Air Force Shade Hangars Update

- I have been working on getting the “shade hangars” released from the government and turned over to the airport for the past 3 months.
- On Friday, February 23, I signed for the six larger hangars. The two smaller ones have not been released as of today.
- Our cost to acquire them is \$12,378.00
- I plan on enclosing some of these hangars and leaving some as “open hangars”

Mr. Fousse informed the board that he plans to lease the hangars for \$180.00 a month to recoup the cost of \$12,378.

(F). Terminal Building Update

- This project is fully funded and is now moving forward.
- We should begin advertising for an architect/engineering firm by next week.
- Our timetable is to have the design completed by summer and be ready to bid starting in September 2007.

(G). EAA-SWRFI Update

- The date has been moved to June 1 and 2, 2007.
- They continue with their planning to develop the best possible “show”.
- We have reviewed their proposed “financial agreement” with the city and have asked for and been granted several small changes.
- As always, many volunteers will be needed.

(H). Master Plan Update

The Master Plan was submitted in December and January and was rejected both times. Therefore, it was resubmitted and is still in review process. It was rejected for procedural problems.

(I). Lease Updates

- The City Council adopted a new standardized lease for commercial hangars as well as ground leases.
- I have included in you information a copy of the “license agreement” I propose to use for the “sun shade” hangars.
- The lease for RizoJet Avionics is set to expire on July 23, 2007.
- I have met with Mr. Rizo and we will be working on a new lease for his business in the next week or two.

Mr. Meridith addressed a concern with the Proposed Hangar License Agreement for the Hail Sheds regarding insurance matters. The board discussed the issue and Mr. Fousse informed them that he cannot as Airport Manager mandate one to insure their items.

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5. AOPA Airport Watch Program (Action Item)

Mr. Fousse asked to board if they could view a video presentation regarding the Airport Watch Program. Mr. Fousse ran the presentation. The board had a brief discussion and went on to vote on the item.

Motion was made by Mr. Sunderman and seconded by Mr. Meridith to install the AOPA GA Secure Watch Program. Motion carried; All ayes.

6. Airport Sign Project (Action Item)

Mr. Fousse began the discussion by stating that he would like to seek advice regarding the airport sign from the architect that designs the terminal building. He would like for the sign to resemble the terminal building. The board agreed to place the sign by the T-box 2 at the corner of Harper & Castro. The location will be considered the main entrance to the airport property. Mr. Fousse suggested having the airport sign lit. The board also discussed repairing and widening Harper Street. Mr. Fousse stated possible RAMP grant money could be used for the renovation of the street.

7. Airport Advisory Board meeting schedule (Action Item)

Mr. Corrigan began the discussion and asked the board what time would be best for the Airport Advisory Board meetings. Mr. Sunderman asked how often the Airport Advisory Board would be meeting. Mr. Fousse stated that the board would meet at least once every 60 days and then special called meeting for special projects would be scheduled as needed. Mr. Fousse suggested meeting on the second Monday of every other month at 5:30 p.m. Mr. Fousse requested the board's input regarding this issue.

Motion was made by Mr. Meridith, seconded by Mr. Sunderman to meet on the 2nd Monday of every other month at 5:30 p.m. and as needed. Motion carried; All Ayes.

8. Adjourn

With no further business, the meeting adjourned at 6:22 p.m.

Minutes approved on April 23, 2007.

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