

**HONDO MUNICIPAL AIRPORT ADVISORY BOARD
MINUTES
September 20, 2006**

The Hondo Municipal Airport Advisory Board met in regular session at 5:36 p.m. on the 20th day of September, 2006 at City Hall Council Chambers, 1600 Ave. M, Hondo, Texas.

Present: Chairman Michael Corrigan, Bob Heyen, Larry Meridith, Aniceto Colunga, Robert T. Herrera, City Manager, Tim Fousse, Airport Manager, and Sandra Rodriguez, Meeting Coordinator.

Public in Attendance: Laura Wentz, Terry Teague and Manuel Rizo

Absent: Mark Sunderman and Sean Nooner

1. Call to Order

Chairman Corrigan called the meeting to order at 5:36 p.m.

2. Quorum Check

Mr. Corrigan introduced Tim Fousse –Airport Manager. Mr. Herrera made an opening statement. He stated that there is not much of a learning curve for Mr. Fousse, he will probably step right on in and carry on the projects the Airport Advisory Board and the City have talked about. He is very well connected with the Texas Aviation Division. In fact, yesterday Mr. Fousse and I met with a senior official from TxDOT-Aviation Division and he paid Mr. Fousse with compliments and complimented the City for having the ability to attract Mr. Fousse to Hondo, Texas. Mr. Herrera also stated that there are some projects that have been started and would like for him to watch over and make them happen. Mr. Fousse has put together a report for you and I think you will be pleased with it.

4. Airport Manager's Report:

Mr. Fousse started the meeting by handing out copies of the Airport Manager's report.

(A). General Airport Conditions

- Currently the airport is in good condition, though there are several items that will be improved in the coming months.
- Fence lines along the flightline are in need of weeding and having weed killer applied.
- Several new water leaks have been identified and will be repaired in the near future.
- All runways are currently having weeds removed from cracks and will be swept

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in the next week.

Mr. Meridith asked if the contractor for the airport was responsible for the weeds in the cracks. Mr. Fousse stated that it was the responsibility of the City and stated that if the problem got out of hand, a maintenance program for the runway surfaces may be implemented. Mr. Fousse also mentioned that 17L & 35R runways were cleaned today and 1-3 & 3-1 will be started tomorrow and on Friday the taxi areas & 17L will be swept with the street sweeper and runways 826 & 422 will be started next week. Mr. Meridith stated that runways 1-3 & 3-1 definitely need to be looked at.

(B). R.A.M.P. Grant 2007-Funding & Projects

- Available grant funding has been increased from \$60,000 to \$100,000 per year.
- This is a 50/50 matching grant, meaning \$50,000 is available from the state to be matched with \$50,000 from the airport budget.
- Projects currently being considered for F.Y. 2007 include water main repairs and upgrades, runway paint striping and repainting to complete the displacing of the threshold on runway 35R, NDB radio maintenance, and fence repairs.
- I will be continuing to review current infrastructure conditions to determine any other grant eligible projects.
- Airport Advisory Board input on possible projects is always welcomed.

Mr. Herrera stated that the City has taken advantage of the matching grant money for the past 3-4 years and will continue to do so anytime there is grant money available.

The board discussed displacing the threshold of 35R, lengthening & extending 1735. Mr. Herrera suggested measuring the runway area by the abandoned landfill.

Mr. Fousse advised the board to bring any projects that need to be done to his attention. He also informed the board of a potential commercial aviation tenant looking to relocate to the Hondo Municipal Airport. He will try to set up a meeting with them to look into their needs & desires.

(C). Aviation Farm Fuel-Update

- Our request for grant funding has received preliminary approval by TxDOT Aviation.
- The total funding for this project will be \$200,000 with \$150,000 coming from our Non-Primary Entitlement grant (F.Y 2005) and the remaining balance from airport fund reserves.
- We are tentatively scheduled for final approval from the Texas Transportation Commission at their November meeting.
- We have been asked to help develop the model specs for fuel farms by TxDOT Aviation.
- This project will include 100LL avgas as well as JetA refueling systems.

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- This project is tentatively scheduled to be completed in April/May 2007.

Mr. Fousse stated that the grant is 75/25 match. Mr. Meridith suggested not getting into extensive plumbing for the fuel farm. Mr. Fousse stated that the fuel pipes are above ground.

(D). New Terminal Building-Update

- We will be beginning the design phase for the new terminal building very shortly.
- I will be scheduling a meeting with TxDOT Aviation to start the process.
- We are approved for the design phase in F.Y. 2007 and construction in F.Y. 2008.

Mr. Fousse informed the board that the grant is 50/50 match for the design phase of the terminal building. He also mentioned that he spoke to Chris, Airport Planner and they will be getting together along with Mr. Herrera and John Greer within the next 10 days for a meeting to start the process. Mr. Herrera stated that he had a conversation with TxDOT officials a few months ago and mentioned how it has gotten more difficult on how the type of engineering and architectural companies that are around do this kind of work. Mr. Fousse stated that the terminal building in Castroville was the last one where they allowed the airport sponsor to be the project manager. Other airports ran into architectural and engineering issues and have spent extra money fixing other airports. The city's terminal building will have to be fully engineered and we will have to meet their new criteria and the engineering will be reviewed by TxDOT.

The board continued and discussed the following:

Other terminal buildings in Texas, proposed size of Hondo's terminal building, restrooms, ADA compliance, counter heights, pilot information area, airport manager's office, meeting room, and foyer.

Mr. Fousse informed the board that a restaurant is not allowed in the terminal building. The board discussed several other alternatives for a restaurant to be available out at the airport. Mr. Fousse also informed the board that 60% of the terminal building has to be for public use and 40% of office space is available for lease.

Mr. Fousse described Castroville's terminal building to the board and informed the board that they will have great input with the design, size and what is wanted in the building.

Mr. Heyen asked if local contractors would be allowed to bid on the terminal building project. Mr. Fousse replied "yes".

(E). Temporary Terminal Building-Update

- I am setting up my office in the temporary terminal building on the flightline.
- I have constructed a wall dividing the building into two rooms, so the building

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- can remain open for pilots.
- My cell phone number is 210-275-2664; office number is 830-426-3810
- My e-mail address is tfousse@hondo.net

(F). Runway/RAMP Repairs

- Numerous locations on runway 17L/35R have been repaired as well as several locations on the south part of the ramp.
- The repairs were completed on schedule.
- One aircraft did suffer landing gear and wing damage while taxiing to depart the airport.
- It currently appears that the contractor performing the repairs did not adequately barricade around the work areas to prevent this from occurring.

Mr. Herrera stated that the City's insurance carrier was contacted about the aircraft incident and the contractor had all the proper insurance. The damage amount is unknown; he has heard several different amounts.

Mr. Fousse asked the board if they had questions or comments.

Mr. Meridith mentioned that he had found a piece of steel on a runway and stated that could be dangerous to an aircraft engine and suggests that Mr. Fousse conduct a daily FOD (Foreign Object Damage) check on the runways that are always used. Mr. Herrera stated that the Air Force firemen already do that. Mr. Rizo suggested the City checking on a piece of equipment with a magnet attached to pick up metal on runways. Mr. Herrera suggested that Mr. Fousse get with the Director of Public Works about that type of equipment.

Mr. Heyen inquired about the hail sheds. Mr. Herrera informed the board that the City had entered into discussion with the Air Force and they checked their records/contract and about two weeks ago the City received verbal confirmation that the hail sheds would be returned to the City and provide us the proper paperwork

Mr. Herrera asked Mr. Fousse to describe how the T-3's were destroyed. Mr. Fousse went on to do so.

5. Review – Discussion – Appropriate Action to Standards for Fixed Base Operator (FBO)

Mr. Fousse handed out a copy of the Minimum Standards for the Fixed Base Operator for the board to review and informed them that in order to move forward with the grants, the Minimum Standards must be approved and on file with TxDOT. Mr. Fousse suggested that the board review and discuss the minimum standards today.

Mr. Fousse began the discussion and went over the minimum standards and the board discussed the development of exclusive rights by the airport owner and

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exclusive rights regarding fueling.

Mr. Rizo inquired about fuel sale at the airport and the board entered into discussion.

Mr. Herrera requests to discuss T-hangar grants at the next meeting.

Mr. Fousse went on to read several pages of the minimum standards to the board.

Mr. Herrera suggested meeting next week to approve the minimum standards and take to City Council on October 2nd and then make a presentation to TxDOT Transportation Commission in order to get the fuel grant. He stated to the board to read and study the minimum standards and get together next week for a 10-15 minute meeting.

Mr. Corrigan asked to move to Item #3.

3. Approval of Minutes – June 29, 2006 meeting

Motion was made by Mr. Heyen, seconded by Mr. Meridith to approve the June 29, 2006 minutes as written. Motion carried; All Ayes.

6. Comments:

Mr. Heyen asked if the minimum standards were pulled out from the state law. Mr. Fousse stated “yes” and that he had gone to the TxDOT website and printed the minimum standards with few corrections and additions. Mr. Fousse stated that once the City Council approves the minimum standards by ordinance, a copy of the ordinance will be sent to the State for filing.

Mr. Herrera stated that our current standards are old and stressed the importance of approving new minimum standards.

7. Adjournment:

With no further business, the meeting adjourned at 6:57 p.m.

Minutes approved on April 23, 2007.

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