

**HONDO MUNICIPAL AIRPORT ADVISORY BOARD
MINUTES
December 18, 2007**

The Hondo Municipal Airport Advisory Board met in regular session at 10:00 a.m. on the 18th day of December, 2007 at City Hall Council Chambers, 1600 Ave. M, Hondo, Texas.

Present: Chairman Michael Corrigan, Aniceto Colunga, Sean Nooner, Larry Meridith, Tim Fousse, Airport Manager, and Sandra Rodriguez, Meeting Coordinator.

Absent: Mark Sunderman and Miles Lee.

1. Call to Order

Chairman Corrigan called the meeting to order at 10:01 a.m.

2. Quorum Check

3. Review and approve minutes of October 1, 2007 meeting.

Motion was made by Sean Nooner, seconded by Larry Meridith to approve the minutes as written. Motion carried; All Ayes.

4. Terminal Building Project:

- The terminal building design phase has now been completed and we are entering the bid phase.
- The project is scheduled to be advertised on January 13 and 20 in the San Antonio Express-News as well as the Hondo Anvil.
- The project bid documents – plans and specifications - will be available online at the TxDOT Aviation website.
- Bids will be opened by TxDOT Aviation in mid February.

Mr. Fousse stated that the ground breaking is expected to be on or before April 1, 2008 and that the terminal building should be completed by September 30, 2008.

5. Airport Manager's Report: (Discussion Items only)

Maintenance and Operations Issues:

▪ **Runway and Ramp Maintenance:**

Mr. Fousse informed the board that staff is trying to keep all the grassy areas along the runways and ramps well maintained.

▪ **Grounds Maintenance:**

Mr. Fousse informed the board that the City took over the airport grounds maintenance in mid October and they have been using the Parks Department equipment.

- **Equipment purchases:**

Mr. Fousse informed the board that the tractor has been order and should be delivered in January 2008. He also discussed issues regarding the shredder, radius mower, and advertising for a part-time position to do the majority of the shredding.

- **RizoJet Avionic Hangar rebuild:**

Mr. Fousse informed the board that the project is about to begin and the materials will be delivered on Friday, December 21st. Mr. Fousse stated that RizoJet has made arrangements to use John Killian's hangar during the rebuild. However, they will be able to utilize their office space.

- **Water system upgrades**

Mr. Fousse informed the board about the upgrading of water main lines from 8 inch to 10 inch. He went into more detailed regarding all the locations of the upgrades.

- **Hangar enclosing project:**

Mr. Fousse informed the board that the project has started and will take up to 30 days to complete. He informed the board that the lowest bid came in \$9,000 less that what was anticipated. Mr. Fousse also informed the board that out of the 7 hangars, he had 3 tenants ready to move in and will be rented out for \$150.00 per month.

- **Miscellaneous:**

Mr. Fousse informed the board that STLT is in the process of constructing 2 more buildings on their property and he had received FAA approval yesterday. He also reported that the sale of property release of the initial first phase of the 26 acre project, has been granted. He briefed the board in more detail regarding that project.

Mr. Fousse informed the board that the City has received a letter from the Southwest Regional Fly-In stating that they will not be holding the fly in due to insurance issues.

Fuel Sales:

- 100LL fuel sales totaled 11,468.8 gallons for F.Y. 2008 – Oct 1 thru Dec. 17
- JetA fuel sales totaled 12,640.0 gallons for F.Y. 200 – Oct 1 thru Dec 17
- JetA fuel is currently being sold for \$3.75/gal. self service and \$4.05/gal. full service;
- 100LL is currently being sold for \$3.58/gal self-service.

TxDOT/FAA Runway Rehabilitation Grant:

- Requests for Qualifications were advertised by TxDOT Aviation for engineering services for our runway rehabilitation project.

- Eight different Engineering Firms/Teams submitted detailed proposals.
- The firms were scored on five different criteria – recent experience of project team with comparable projects, technical approach, ability to meet schedules and deadlines, project design schedule, and construction management experience.
- The selection committee met yesterday in Austin at the TxDOT Aviation offices to review the proposals, score each proposal and thereby choose an engineering firm.
- The selection committee was comprised of Karon Wiedemann, Director of Grant Management, Linda Howard, Director of Planning and Programming, William Fuller, Director of Project Management and myself.
- TxDOT Aviation will negotiate the contract, including the final cost, for engineering services.
- The engineering phase of the project is scheduled to take no more than a total of 6 months.
- The construction phase is scheduled to be completed during F.Y. 2009
- The firm chosen for our project is KSA Engineers, with offices in Sugarland, McKinney, Austin, Tyler, Lufkin and Longview
- Craig Phipps will be the lead engineer for this project.
- Ed Mayle will be the onsite project manager/administrator for KSA.
- Stephanie Klieber will be the project engineer for TxDOT Aviation

Update on Air Force Lease:

- The Air Force has agreed upon a 5 year lease renewal with a 5 year optional period for the 31,000 square foot hangar and use of approximately 120,000 square feet of airport ramp around the hangar;
- The lease rate for the first five year period will be \$79,000 per year and \$84,270 per year for the second five year period;
- A separate contract for the grounds maintenance will be presented to the City in the next 45 days. The Air Force has agreed upon fees of \$38,160 for the first five years and \$40,449 for the second five years, paid to the airport fund;
- The lease renewal documents have been received from the Air Force and will be submitted for legal review and then signed by the City Manager.

2008 RAMP Grant:

- Grant documents have been completed and City Council has approved the 2008 RAMP Grant for our airport
- This grant is a 50/50 matching grant for a total of \$100,000
- Projects included in the grant are:
 - Ramp seal-coating with Grip-Flex;
 - New fencing for the aircraft refueling center;
 - Hangar enclosing project;
 - Additional mobile UNICOM radios;
 - Land clearing and grading;
 - Additional fire extinguishers.

Airport Land Sales:

- We received two separate requests to sell two parcels of land, both being located east of Castro Street;
- One is approximately 5.5 acres and the second is approximately 11 acres;
- The bids received for these properties prices are ranging from \$15,000 to \$15,250 per acre;
- Both parcels of land are scheduled to close in January, 2008.
- The proceeds from the sales will be added to the existing airport fund.

6. Comments from Public:

Mr. Meridith raised a question in regards to heating the RizoJet hangar. Mr. Fousse stated the Mr. Rizo had mentioned it to him in the past and he would be willing to explore it and stated that a gas main line runs right in front of the hangar.

7. Adjourn:

With no other business, Mr. Corrigan adjourned the meeting at 10:47 a.m.

Minutes approved February 26, 2008