THE SHERMAN MUNICIPAL AIRPORT ADVISORY BOARD MINUTES FROM

Tuesday September 9, 2008

Members Present: Ross Richardson, Cody Stapp, Luke Motley, Bob Nunn, Doug Millsap, Don Makinson

Members Absent: Carlos Rivas

City Staff Present: Jeff Miller, Director of Public Works and Jessica Perkins, Project Coordinator

Airport Staff Present: John Hooker, Owner J &S Aviation

Guests: Ann Muirhead with Dallas 99 and friend

1. Call to Order: Luke Motley, chairman, called the meeting to order at 5:30pm and declared it open; quorum present. Luke welcomed the guests.

2. Approve Minutes: The minutes from the last meeting, August 12, 2008, were approved on motion from Ross Richardson and seconded by Bob Nunn. All members were in favor of the minutes as written.

3. Update on Airport Projects:
    a. Status on Hanger Construction: Jeff Miller reported that city staff and John Hooker have identified five (5) interested parties who are interested in building the hangars. Jeff stated that at this point in time the city has to wait until the new fiscal year to make sure the money is available. Then bring the RFP before the city council for approval to advertise. Also, the ground lease needs a little bit more work to make it the most appealing to a private contractor. Don Makinson asked if the hangars would be built by the city and Jeff corrected him saying the city would build the pads and a contractor would build the hangar because that is the way the council proposed it at the budget workship. Bob asked if after October 1, the new fiscal year, the RFP would go out. Jeff said, yes, we will look at getting it out if I get permission to advertise. Luke said, what do you mean if you get permission? Jeff said all RFP's where you seek input or public comment you have to go to council to seek permission to advertise.
    b. RAMP Projects:
        i. Fuel Tank Problem: Jeff deferred to John regarding the fuel tank problem. John said the cross feed isn't working properly. LTRC, Inc. has determined there is a minor air leak that is causing the problem. Jeff stated that the system works it just needs lots of manual attention by John at this point in time.
        ii. Crack Sealing: Jeff received proposals for the runway and secondarily for the taxiway. The low bidder was from A-1 asphalt. They didn't get the project completed as quickly as they thought. It was more difficult due to TxDOT standards and A-1 did have the proper equipment. Therefore, the runway was closed longer than expected, but the project is done now. Twenty-four

thousand linear feet of crack sealing was completed. Jeff said for next year's RAMP grant the board may want to look at putting a rejuvenator on the asphalt to maintain the condition. Cody asked what Jeff meant by a rejuvenator. Jeff said the sun wears out the asphalt and you can add a material to the surface to rejuvenate it and project it.

4. Report on Airport Operations:
    a. Fuel Sales: Fuel sales dropped off drastically for the month of August which may be due to the crack seal project. John commented that the weekend weather hadn't been good for flying, but our prices continue to be low. It is still anticipated to be over 90,000 gallons for the year.

5. Board Member Comments:
    a. Update on past concerns: Cody asked if there were any parking incidents. Jeff said none that he knew of and John said he passed out one warning. Cody asked if a scientific survey has ever been done at the airport to track usage. Cody thought it would be helpful to assess the activity so when the board asks the council for approval for different project the board could have backup for their request. John said the using fuel sales would give you about 70-80% of airport usage. John said airports with towers can count take offs and landings, but other airports like ours use fuel sales. Bob asked if other airports would share fuel sales information for comparison. John said for the most part other airports will share the information. Cody asked if John kept a running tally. John said no but he could gather a few months at a time for a need to know basis.
    b. New concerns: Thank you for the new flags. Jeff asked to go back to airport operations. Don asked about the zoning study project. Luke said it was his fault and he need to follow up on it.
       Jeff said that a sign for the new controlled airspace at NTRA was requested at a previous meeting and the sign is now up at the end of the runway. John commented that new maps will come out next month also. Ross asked if there was a sign at both ends and John commented no only on the north side.
       Cody asked about painting the tower. Jeff said he wants to propose painting the tower under the RAMP grant.

8. Public Comments:

Ann with the Dallas 99's (a women's flying club) came to discuss doing a fund raiser. Ann suggested doing a pancake breakfast or a BBQ at the airport. Ann said that typically the city or the airport "offers" a guarantee to insure the fund raiser is a success for the 99's. Ann inquired with the board what they were interested in. The board said they were supportive of doing a fundraiser they just need to get something on the calendar. Member Ross Richardson is to follow-up with Ann.

9. Set Agenda for Next Meeting:
    a. RAMP grant projects for FY 08-09
    b. Jeff to discuss repeater with Mike Shahan
    c. Updated on Zoning and Overlay Issue
    d. Update on Fuel Tank Problem
    e. Update on RFP for Hangar Construction

10. **Set Date for Next Meeting:** The next meeting is for Tuesday, October 14, 2008

11. **Adjournment**: The meeting was adjourned at 6:07, on a motion by Cody Stapp and a second by Doug Millsap.

Airport Board Chair

Jeffrey R. Miller, Director of Public Works

Jessica J. Perkins, Project Coordinator