THE SHERMAN MUNICIPAL AIRPORT ADVISORY BOARD MINUTES FROM

Tuesday August 12, 2008

Members Present: Ross Richardson, Cody Stapp, Luke Motley, Carlos Rivas (new member)

Members Absent: Bob Nunn, Doug Millsap, Don Makinson

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

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

Guests: none

1. Call to Order: Luke Motley, chairman, called the meeting to order at 5:30pm and declared it open; quorum present. Luke welcomed new board member Carlos Rivas.
2. Approve Minutes: The minutes from the last meeting, July 15, 2008, were approved on motion from Ross Richardson and seconded by Cody Stapp. All members were in favor of the minutes as written.
3. Update on Airport Projects:
    a. Status on Hanger Construction: Jeff Miller reported that he gave a presentation on the cost to construct hangars to the City Council at the July budget workshop. According to Mr. Miller, the City Council agreed to allow construction of hangars at the airport if a private investor builds the building and leases the hangars and the city provide the concrete pad. Luke Motley asked how much the concrete pads would cost. Mr. Miller stated he believed around $80,000 for each pad. Ross Richardson asked how the solicitation for a builder would work if the city was going to prepare the pad. Jeff said a RFP would be pulled together and whoever was awarded the contract would just have to meet basic building requirements and the pad would be poured at the time of construction and the city would just pay the bill. Cody Stapp asked what the reserve would be in the airport budget if the city were to build the pad(s). Jeff said there was more than enough money to do the project; the current airport balance is over $400,000. Jeff asked if it was a direction the board wanted to go. Ross Richardson made a motion to pursue hangar construction with the city providing the concrete pad and Cody Stapp seconded. All were in favor—motion carried.
    b. RAMP Projects:
        i. Fuel Tank Problem: Jeff and John Hooker reported there was a problem with the cross feed and possibly a small leak in a fuel line. LTRC Inc. is looking into the problem at no cost to the city and John is overseeing their work. The problem is expected to be resolved shortly.
        ii. Crack Sealing: Jeff received bids from asphalt companies to do the runway. He informed the board that the crack sealing project would require closing the runway temporarily. Jeff asked the board if they wanted to move forward with the project and reminded them it was time sensitive due to TxDOT's fiscal year ending in August. Ross asked if the companies who bid are familiar with FAA

requirements. Jeff said no, the two companies who bid do not have airport experience, but have done similar work. Cody asked what was involved in closing the airport. John said putting out X's and notices; John said he has experience in closing runways. Cody motioned to approve the low bidder and move forward with the crack seal project. Carols seconded. All members were in favor; motion carried.

4. Report on Airport Operations:
    a. Fuel Sales: Fuel sales continue to be lower than previous years; however, we are still on track to sell between 95,000 and 100,000 gallons which is decent. Ross asked what our savings in fuel delivery is now that we are able to take a full load because of the increased capacity because of the new tank. John replied approximately 3 cents a gallon.
    b. Enforcement of Airport Parking Rules: Jeff reported that a letter went out to all hangar tenants in the August bill to serve as a "final" reminder about parking rules and other airport rules before we started reporting violations to the Police Department.

5. Board Member Comments:
    a. Update on past concerns: Jeff updated the board on options to get internet service in the airport terminal. Jeff prepared a spreadsheet outlining the companies, types of service and cost. Jeff went on to say that the city's computer services department was interested in seeing if a router from John's internet service would work. Carlos Rivas made a motion to pursue getting internet service either using a router or purchasing service from a local provider. Ross Richardson seconded. All members were in favor; motion carried.
    b. New concerns: there were no new concerns.

8. Public Comments:

No comments.

9. Set Agenda for Next Meeting:
    a. Updated on Zoning and Overlay Issue
    b. Update on Internet
    c. Update on RFP for Hangar Construction
    d. Update on Fuel Tank Problem

10. Set Date for Next Meeting: The next meeting is for Tuesday, September 9, 2008

11. Adjournment: The meeting was adjourned at 6:17 pm, on a motion by Cody Stapp and a second by Luke Motley.

Airport Board Chair

Jeffrey R. Miller, Director of Public Works

Jessica J. Perkins, Project Coordinator