THE SHERMAN MUNICIPAL AIRPORT ADVISORY BOARD MINUTES FROM

Tuesday July 15, 2008

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

Members Absent: none—all members present

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

Airport Staff Present:

Guests: Carlos Rivas

1. Call to Order: Luke Motley, chairman, called the meeting to order at 5:30pm and declared it open; quorum present.
2. Approve Minutes: The minutes from the last meeting, June 10, 2008, were approved on motion from Ross Richardson and seconded by Don Makinson. All members were in favor of the minutes as written.
3. Review of Airport Comprehensive Plan: President, Luke Motley, addressed the board about a conversation he and Ms. Perkins had with Scott Shadden, Director of Development. Scott discussed the benefits of an overlay district for Hwy. 11/Dewey Avenue. Scott gave Luke and Jessica Perkins copies of the regulations for other overlay districts in Sherman. Luke and Jessica plan to draft regulations for an overlay district for Hwy. 11/Dewey Avenue for the board to review. Luke told the board the overlay district would basically set a standard for a look for new commercial development. The board's overlay proposal would have exceptions for hangers located on City of Sherman property or be address separately in the overlay proposal. There are questions regarding zoning issues. Scott stated that the City Attorney said there wasn't a need to re-zone City owned property, however, in reviewing the sample overlay district regulations both Luke and Jessica has some concerns if Hwy. 11/Dewey Avenue isn't re-zoned for commercial development.
4. Update on Airport Projects
    a. Fuel System: Jessica Perkins reported that the tank is in the ground and basically everything is done. There is a small issue with the tanks not emptying at the same rate. RAMP grant reimbursement has been requested.
    b. RAMP Projects: Jeff Miller reported that the runway is in need of crack sealing to correct the separation in the seams on the runway. The two options are to wait till cooler day so the seams will be open on their own or need to be rotated to ensure the material gets down into the seams. Jeff stated that crack sealing is available for RAMP grant reimbursement. Cody asked if there was a routine maintenance checklist for the runway. Jeff mentioned that FAA does do inspections, but not for the runway. Ross asked for the cracks are a result of the rebuild and Jeff said yes and due to shifting soil. Jeff stated that he would inquire about get the tower painted under the 2008-2009 RAMP grant cycle. Jeff stated that the new year starts in September 2008.

5. Report on Airport Operations
    a. Fuel Sales: Mr. Miller stated fuel took another drop, but that we are on target to sell between 90 and 100 thousand gallons.
    b. Other Operations: Jeff stated he didn't have anything else unless there were questions. Ross Richardson asked about hangars. Jeff stated that he was asked by Robby Hefton, CFO, to do a presentation at the City Council budget workshop about the cost of building hangars. Cody asked how much of the budget process was open to the public. Jeff stated it was considered a regular council meeting, therefore, open to the public.

6. Board Member Comments:
    a. Bob Nunn inquired about approach lighting systems for the runway. Jeff stated he hadn't ever looked into it. Bob asked if we could look into that. Ross stated that this was the best option because of the new class D airspace getting a GPS approach wouldn't ever happen because of the overlap.
    b. Cody updated the board on his meeting the Doreen McGookey, City Attorney, about enforcement of the airport rules, specifically parking on the ramp. Doreen said that since the airport rules were accepted via city ordinance it should be enforceable. Doreen and Jeff made the Police Chief aware of the problem and he said he was willing to start issuing tickets. There were a few questions about what behavior would result in a ticket. Ross suggested if a final warning be put in the monthly bill stating that citations will be given for breaking airport rules. Don Makison commented that the city should have an annual lease for the tenants that states the airport rules as well as address other behaviors such as late payment etc…Jeff commented that the City Attorney agrees that the city should have an annual lease agreement with all the tenants. Ross Richardson, board member and tenant, stated he didn't mind considering an annual lease agreement, however, the last proposed lease agreement was very one sided. Jeff encouraged the board to invite Doreen to a meeting to ask questions about a lease agreement. Cody Stapp stated he heard that the City has done an annual lease agreement in the past because there was a concern about push back from the tenants. He suggested that the tenants be invited to a meeting to voice any concerns they may have about a lease agreement. Cody asked if a letter could go out in the August bill so the board doesn't get further behind on the parking issue. Jeff said yes.
    c. Ross inquired if the board was fully staffed. Guest Carlos stated his application to be on the board was turned in to the city.

8. Public Comments:

No comments.

9. Set Agenda for Next Meeting:
    a. Updated on Zoning and Overlay Issue
    b. Status of T-Hanger Presentation at Budget Workshop
    c. Doreen McGookey, City Attorney, to address enforcement of airport rules
    d. Lighting Approach
    e. Tower Repeater

f. DSL through Verizon

10. **Set Date for Next Meeting:** The next meeting is for Tuesday, August 15, 2008

11. **Adjournment**: The meeting was adjourned at 6:05 pm, on a motion by Doug Millsap and a second by Bob Nunn.

____
Airport Board Chair

____
Jeffrey R. Miller, Director of Public Works

____

Jessica J. Perkins, Project Coordinator