



THE SHERMAN MUNICIPAL AIRPORT ADVISORY BOARD MINUTES FROM

Tuesday July 14, 2009

Members Present: Ross Richardson, Luke Motley, Bob Nunn, Doug Millsap, Carlos Rivas, Donald Makinson

Members Absent: None

City Staff Present: Jeff Miller, Director of Public Works and Katie Turner, Administrative Assistant

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

Guests: None

1. **Call to Order:** Luke Motley, chairman, called the meeting to order at 5:35pm and declared it open; quorum present.
2. **Approve Minutes:** There are no minutes to approve from the last meeting.
3. **Status of Airport Board Members:**
 - a. Ross and Bob are now on a month to month basis due to their terms expiring. Doug sent his letter in last week to renew for a second term. There are currently 3 vacancies that can be filled. Of these 3 vacancies only 1 of them can be a pilot due to Luke being a private pilot. Jeff advised he has been approached by an individual that is interested in being part of the airport advisory board. This individual is not a pilot but has an avid interest in aviation. Jeff advised this individual to submit his application so that it could be approved by City Council. Jeff will follow up with this individual.
4. **Discussion of Various Airport Board Issues:**
 - a. **Renewed Board Focus and Mission:** Jeff wants to take a new stance on how they are going to move the airport forward and promote the airport. Developing a "business plan" will provide a new road map for the airport and provide an improved forum to discuss airport issues with the City Council. Carlos mentioned some concern over knowing what the city council wanted from the advisory board in regards to the airport. Luke feels this council looks at the airport from a purely business standpoint in regards to the airport supporting itself. Luke was informed that the airport was only \$6000 shy of supporting itself with hangers and fuel sales alone. Luke feels that a business plan needs to be formed to present to the council what a benefit the airport is to get their attention. Business plan should show what is needed from the city to support the airport, and that there is a chance to make a profit. Jeff suggested improving record keeping to show that people are using the airport. Jeff and Luke suggested that one of the goals was to get the RAMP grant situation resolved. RAMP grants are needed to provide needed maintenance at the airport. Only source of revenue for the airport currently is fuel sales and hanger rentals. Option of building additional hangers to

generate revenue was discussed. Jeff restated that the way to build confidence with the council is letting them know that we have a plan.

- b. **Preparation of Airport Business Plan:** Luke asked for volunteers to put together a business plan. Bob suggested that every member of the board should work on the plan. Board decided to form a sub committee to handle forming the business plan. Board members would work on plan individually and contact via email. Plan needs to list what the benefits are to the city from the airport, benefits to the city from general aviation, all income sources that we see here and what can be done to improve sources we already have. Luke wants to include a section on hangers and the possibility of recruiting businesses. Carlos suggested addressing sustainability to begin with so that we can show that we are trying to break even with what is currently in place than to address other sources of revenue. Luke requested Carlos to develop an outline that the plan should follow and present it to the other members. In the meantime everyone else will gather ideas relating to benefits, income generating ideas or any other idea that will help move towards a self sustaining airport for presentation to the council.
- c. **City Council Presentation:** Luke advised that once the board has come up with and agreed to a business plan that he would present it to the board.

5. Report on Airport Operations:

- a. **Fuel Sales:** Jeff reported that the airport was doing very well with fuel sales considering the economy. The airport is on track to sell 100,000 gallons of fuel for this year. John advised that this is because there is a lot of cross country traffic coming to our airport because of the low fuel price. John also mentioned that the fuel price should be going down due to the recent delivery of fuel that was received.
- b. **Beacon Repainting:** One planned ramp grant project held over from last year was the beacon re-painting. This project is now complete, the airport paid \$6000 to get this done. Re-painting should last 4-5 years. Board agreed beacon does look better and are satisfied with the results.
- c. **Fuel System Dispensing Repairs:** New fuel system is still not functioning properly. The contractor has designed a fix for the problem and will not charge for the labor to install the fix. We will have to pay for the parts to fix the problem and it is roughly \$2800.
- d. **Non Airworthy Aircraft:** Jeff addressed a problem with a non-airworthy aircraft parked outside on the ramp. Airplanes in hangers have to be airworthy but there is no stipulation for airplanes on the ramp. The last annual inspection on this plane was in 1995. Luke suggested that someone talk to the owner and give them a heads up that the board is getting ready to make a decision on this airplane. John agreed to make the initial contact with the owner.

6. Board Member Comments:

- a. **Concerns:** Was mentioned to keep certain existing maintenance projects in queue in regards to the RAMP grants. Specifically in regards to hangers, taxi lights and landing approach systems.

7. Public Comments:

- a. Need soap dispenser replaced in the men's bathroom.

- b. Follow-Up on approach plates for airport. New taxiway is shown for this runway. Jeff and John will work on how to get this resolved.

9. Set Agenda for Next Meeting:

- a. Follow-Up on Business Plan
- b. Follow-Up on Non Airworthy Aircraft

10. Set Date for Next Meeting: The next meeting is for Tuesday, November 11, 2008

11. Adjournment: The meeting was adjourned at 6:35, on a motion by Carlos Rivas and a second by Doug Millsap.

Airport Board Chair

Jeffrey R. Miller, Director of Public Works

Katie Turner, Administrative Assistant