



THE SHERMAN MUNICIPAL AIRPORT ADVISORY BOARD MINUTES FROM

Tuesday May 13, 2008

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

Members Absent: Doug Millsap (unexcused)

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

Airport Staff Present: John Hooker

Guests: Ben Dever, Carlos Rivas, Mark__(came late)____, Scott Shadden

1. **Call to Order:** Luke Motley, chairman, called meeting to order at 5:30pm and declared it open
2. **Approve Minutes:** The minutes from the last meeting, March 11, 2008, were approved on motion from Don Makinson and seconded by Ross Richardson. All members were in favor of the minutes as written.
3. **Update on Airport Projects**
 - a. T-Hangers: Jeff Miller introduced Scott Shadden, director of development for the City of Sherman. Scott attended to answer the boards' questions regarding the process someone or a company goes through to get approval to build hangers at the airport. Scott shared with the board that if someone was interested in building a hanger that faced Hwy 11/Dewey Avenue, they would need to start with a site plan that would need to be approved by the Planning and Zoning board. The site plan would include the details of the location, other buildings, elevations, a drawing of what the building would look like etc...Scott continued by stating that building along Hwy 11 may require a masonry front to the building. Scott stated that the masonry front isn't a requirement yet, but maybe in the near future because Hwy 11 is being looked at in the City's Comprehensive Plan as a possible overlay district. Ross Richardson inquired whether or not the overlay district would keep someone from building hangers. Luke Motley added that the board needs to know what it takes to get a basic hanger approved otherwise it gets too expensive and no one will want to build. Don Makison commented that the plans the City received from a Engineering Company are more sophisticated than the airport needs and that there are companies out there that can build hangers, but don't have a licensed engineer on staff and that can be a hang up. Jeff Miller asked Scott if having bi-fold doors vs. rolling doors are an issue. Scott replied no, but that the large door isn't considered an exit, therefore, the hangers need to have a man door. John Hooker inquired if a man door was necessary for each hanger or sets of hangers. Scott said it depends on the size of the hanger and he would check on the code. Cody Stapp inquired about the current zoning of the airport. Cody mentioned that he was told the airport was zoned residential and how would that affect building a commercial building at the airport. Scott Shadden said a zoning change would need to be brought

before the Planning and Zoning Board. Scott commented that he didn't know for sure what the current zoning was so city staff agreed to research the issue. Luke Motley inquired about what types of issues Scott's department inspected for. Scott told the board that all construction has to meet the minimum standards of the building codes. Scott encouraged the board to attend a Comprehensive Plan meeting to learn more about the possibility of an overlay district and for the board to offer their comments/concerns on the topic. Scott shared more details on what the Comprehensive Planning process is and that it is important for all residents to get involved. Cody Stapp followed up on the zoning issue inquiring if the board could propose to have the zoning change so that the zoning would not be an issue when someone was ready to build. Scott said yes the board can initiate the process using the 20 year plan as the site plan. Cody summarized by saying the board wants to have as many issues resolved so the process for future builders is clean and simple.

- b. Fuel System: Jessica Perkins reported that the contract has been executed and the tank has been purchased. The contractor has been on site preparing for the project. The only glitch at this stage is whether or not the current pump is strong enough to draw from both tanks.

4. Report on Airport Operations

- a. Fuel Sales: Mr. Miller reported that the trend for fuel sales is lower than last year, but among area airports Sherman still has one of the lowest gas prices in the area.
Other Operational Issues: The board started a discussion about advertising and promoting the airport. Mr. Miller commented that he could invite John Boswell, President of SEDCO, and the President of the local Chamber to be at the next airport board meeting. Bob Nunn commented that the area had a new city council member and inquired about inviting her to the next meeting. Cody reminded the board that the City Attorney's presence at a board meeting has been requested to review the airport rules.

5. Board Member Comments:

- a. Ross Richardson requested if a separate reminder to all the tenants of the airport rules could be mailed apart from the bill. The rest of the board agreed that a letter to all tenants about the airport rules was needed. Cody Stapp offered to go to the city attorney and report back to the board about how to enforce the airport rules.
- b. Airport Board Vacancy—there are no applications on file at this time. There were a few visitors at the meeting.

6. Public Comments:

No comments.

7. Set Agenda for Next Meeting:

Board requested a list of meetings and locations for the Comprehensive Plan
SEDCO and Chamber Presidents to attend next meeting
Invite Council Woman, Pamela Howeth to attend June meeting
Bob Nunn to report on internet access at terminal

8. **Set Date for Next Meeting:** The next meeting is for Tuesday, June 10, 2008
9. **Adjournment:** The meeting was adjourned at 6:23pm, on a motion by Bob Nunn and a second by Ross Richardson.

Airport Board Chair

Jeffrey R. Miller, Director of Public Works

Jessica J. Perkins, Project Coordinator