

MINUTES AIRPORT ADVISORY BOARD

Thursday, March 24, 2016

6:30 p.m.

City Hall - 385 S. Goliad, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:32 PM. Present were board members Tom Woodruff, Mike Potter, Kellie Roby, Brad Bassett, Mark Berglund, Dwight Royall, and Matt Murphey. Also present were Council member David White and Joey Boyd, Director of Internal Operations.

II. DISCUSSION/ACTION ITEMS

1. Discuss responsibilities and duties of the Airport Advisory Board.

Joey Boyd, Director of Internal Operations, discussed the responsibilities and duties of the Airport Advisory Board as outlined in the ordinance approved by the City Council establishing the new board. He stated that the Board is charged with meeting at least quarterly, but proposed meeting monthly. The responsibilities and duties of the Airport Advisory Board shall include, but not limited to the following:

- Make recommendations on both short-term and long-term strategic planning
- Make recommendations how to use the airport for local and regional economic development opportunities
- Advise the City Council on how to market the airport to new customers
- Make recommendations as to how to build a partnership with all stakeholders for a successful airport
- Undertake direction from the City Council on any other related matters

No further action was taken.

2. Hear an update on the status of the Airport Development Plan / Airport Layout Plan.

Mr. Boyd gave a presentation related to the Airport Development Plan / Airport Layout Plan. The plan has been accepted by the City Council and the new Airport Layout Plan has undergone airspace analysis at the FAA and approved by TXDOT Aviation. Mr. Boyd informed the Board that the study focused on extending the runway to the north and the south. FAA regulations make it difficult to extend on either end of the airport due to the electric transmission lines and SH 66 on the north and both Airport Road and the railroad on the south. After discussion of the plan, the Board asked that staff prepare an agenda item for the next meeting to discuss and consider a recommendation to the City Council to develop a plan for purchasing land near the airport for airport development and to formally request that TXDOT Aviation place the airport development plan in the State's Aviation Capital Improvement Program.

3. Discuss and consider selection of a Chairperson and Vice-Chairperson, and take any necessary action.

Mike Potter made a motion to nominate Dwight Royall to serve as Chairman of the Board. Mark Berglund provided a second to the motion. The motion was unanimously approved.

Brad Bassett made a motion to nominate Mike Potter to serve as Vice-Chairman of the Board. Mark Berglund provided a second to the motion. The motion was unanimously approved.

4. Discuss and consider next Airport Advisory Board meeting and future agenda items, and take any action necessary.

It was decided that the Board would meet regularly on the 4th Monday of the month. The next meeting will be held on Monday, April 25, 2016 at 6:00 pm. The Board will meet at the airport for a tour of the airport and will reconvene at City Hall for the remainder of the agenda afterwards.

III. ADJOURNMENT

The meeting was adjourned at 8:17 pm.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 25TH DAY OF APRIL, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, April 25, 2016

6:00 p.m.

City Hall - 385 S. Goliad, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were board members Tom Woodruff, Mike Potter, Brad Bassett, Mark Berglund, Dwight Royall, and Matt Murphey. Board member Kellie Roby was absent.

II. DISCUSSION/ACTION ITEMS

1. Take a tour of the Ralph M. Hall / Rockwall Municipal Airport, 1701 Airport Road, Rockwall, Texas.

Todd Parks with Texas Air Center, the FBO of the airport, gave the board members a tour of the terminal building, maintenance shop, hangars, and discussed the condition of all the facilities and the current conditions of the airport.

2. Reconvene at Rockwall City Hall, 385 S. Goliad Street, Rockwall, Texas; and

The Airport Advisory Board meeting reconvened at City Hall at 7:14 PM.

3. Consider approval of the minutes from the March 24, 2016 Airport Advisory Board meeting, and take any action necessary.

Mr. Woodruff made a motion to approve the minutes of the March 24, 2016 meeting. Mr. Bassett provided the 2nd and the motion was approved 6-0.

4. Hear an overview of the Fixed Base Operator Management, Land Lease, and Through-the-Fence agreements associated with the airport.

Mr. Boyd gave an overview of the following contracts associated with the airport:

- FBO Agreement with Texas Air Center
- Land Lease Agreement with Eagles Nest Hangars
- Through-the-Fence Agreement with David Block
- Through-the-Fence Agreement with Paul Davis
- Through-the-Fence Agreement with Michael Peoples, Jr.
- Hangar home adjacent to the airport

5. Discuss and consider a recommendation from the Airport Advisory Board to the Rockwall City Council asking them to consider developing a plan for purchasing land near the airport for airport development; and to formally request TXDOT

Aviation to place the airport development plan in the State's Aviation Capital Improvement Program and take any action necessary.

The Board asked Staff to place an item on the agenda to discuss and consider forwarding a two-part recommendation to the City Council: 1) to develop a plan for purchasing land and 2) to request the Airport Development Plan be placed on the Aviation CIP.

Staff provided a draft recommendation from the Board to the City Council. No changes were made as a result of the discussion. Mr. Murphey made a motion to approve the recommendation and to forward it to the City Council for consideration. Mr. Berglund provided the 2nd and the motion was approved 6-0.

6. Hear a Staff Report and take any action necessary.

Staff gave a report of the following items:

Economic Impact Study

It was asked at the previous meeting if an economic impact study had been conducted for the airport. TXDOT Aviation does perform a study of Economic Impacts of General Aviation Airports on Local Economies, which is shown in the following link: http://ftp.dot.state.tx.us/pub/txdot-info/avn/tx_econ_summary.pdf

The most recent study was concluded in 2011 and TXDOT Aviation indicated that an update to the economic study is being considered although finding a funding source has been a challenge. TXDOT Aviation received a grant from FAA to complete previous system studies, but that is no longer the case. TXDOT will have to fund it themselves and no timeline has been established for conducting a new economic study.

Pavement Repair and Markings

Staff spoke with TXDOT Aviation last week and discussed asphalt repair and replacement as well as pavement markings. Planners at TXDOT are developing a scope of work and cost estimates for the project. The highest priorities from walking the airport appear to be:

- Entrance Road Rehab
- Apron Rehab
- Apron Overlay
- Miscellaneous taxiway and runway repairs; and
- Seal coat
- Restriping all pavement

The City has matching grant funds to perform this improvement project once TXDOT provides a scope of work and funds the project.

Airport Marketing

The City's webmaster is working on an airport page for the city website and will have a draft to review at the next meeting. The City's PIO was at the meeting and will work on marketing pieces for the airport. Mr. Royall discussed the opportunities to educate the public about the

value of the pilots and the types of public services they provide, such as the Civil Air Patrol, Angel Flights, Pilots N Paws Pet Rescue Services, Patriot Paws pickup and delivery, Wings of Witness Ministries, and Rockwall EMS flights.

Through-the-Fence Agreements

There was discussion of TTF's at the airport. It was asked if TXDOT and the FAA would allow future TTF's and what the general opinion is with regard to allowing those types of agreements at a GA airport. Staff will gather information from TXDOT and provide a report back to the Board.

Customer Appreciation Day Event / Meet & Greet / Open Forum

It was mentioned at the previous meeting about hosting an Airport Customer Appreciation Day at the airport. It was decided that the airport would host a meet and greet opportunity for the airport customers to meet the Board and have an opportunity to voice any comments / concerns. The event will be held on Saturday, June 4th from Noon to 3:00 PM.

III. ADJOURNMENT

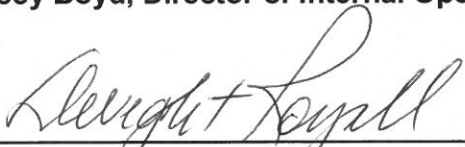
The meeting was adjourned at 8:17 pm. The next Airport Advisory Board meeting will be held on Monday, May 23, 2016.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 23rd DAY OF MAY, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES

AIRPORT ADVISORY BOARD

Monday, May 23, 2016

6:00 p.m.

City Hall - 385 S. Goliad, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, and Matt Murphey. Board member Brad Bassett was absent. Board member Mark Berglund arrived at 6:37 PM.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

- 1. Consider approval of the minutes from the April 25, 2016 Airport Advisory Board meeting, and take any action necessary.**

Mr. Murphey made a motion to approve the minutes of the April 25, 2016 meeting. Mrs. Roby provided the 2nd and the motion was approved 5-0.

- 2. Hear an update on City Council action regarding the Board's recommendation, including the Airport Development Plan Letter of Interest and Land Acquisition and take any action necessary.**

Mr. Boyd reported that the City Council accepted the Board's recommendation at its meeting on May 2, 2016. The City Manager sent a Letter of Interest (LOI) formally requesting TXDOT to place the Airport Development Plan improvements into the State's Capital Improvement Plan. In a follow up conversation with a TXDOT planner, staff was told that the plan will be included in the CIP update later this summer.

Staff also discussed land acquisition with TXDOT. If the City uses TXDOT's process and procedures to purchase land, then it can seek reimbursement when the City uses the land for an aviation related project. TXDOT will also act as the City's agent in purchasing the land if the City so chooses. TXDOT does support this purchase since additional land is needed for future improvements. Staff will submit a plan for City Council consideration as part of the budget process this summer.

- 3. Discuss and consider status of TXDOT grant for pavement repair, replacement, and markings and take any action necessary.**

Staff discussed the status of asphalt repair, replacement, and pavement markings with TXDOT and presented a draft scope of work and cost estimates to the Board. TXDOT is proposing

additional drainage on the southeast portion of the airport as part of this improvement. The scope of the project does not include a full overlay of the airport, but rather asphalt repair and replacement as needed with a seal coat, and new asphalt in the worst areas such as the fuel island and parking area to see if temporary drainage repairs can be made.

The City of Rockwall has federal funds allocated for fiscal years 2013-2016 in the amount of \$600,000. The design is estimated to take 7 months, followed by selection of an engineer, bidding, contract negotiations, and awarding of bids. Since TXDOT's process may take up to 10 months to design, bid, and contract for services, the City has contracted with Eagle Airport Marking, Inc. to restripe the airport. This project will be 90% funded by TXDOT with a 10% local match. This maintenance request will be submitted to the City Council for consideration in August. If approved, TXDOT will take the project to the Transportation Commission for approval on October 1, 2016.

Mr. Royall stated that the drainage plan associated with this project should be designed to integrate with the components of the future development plan. Mr. Potter suggested having the Engineering Department look at the survey from the previous drainage work and see if there are grade shots of this area.

4. Discuss and consider forming a subcommittee to work on a marketing plan for the airport and take any action necessary.

Mr. Murphey made a motion to table this item until the June 27, 2016 meeting. Mrs. Roby provide a 2nd and the motion was approved 5-0.

5. Discuss and consider customer appreciation day activities scheduled for Saturday, June 4th and take any action necessary.

Customer Appreciation Day on Saturday, June 4th from Noon to 3pm – invitations were sent to airport tenants. The City will provide BBQ for lunch a 12 Noon. This is an opportunity to allow customers an informal setting to meet the Board members and discuss any concerns they have.

6. Hear a Staff Report and take any action necessary.

The Board discussed future TTFs at its last meeting and asked staff to inquire more about whether TTFs would be allowed. Mr. Boyd discussed this issue with a TXDOT Aviation planner and he indicated that under the circumstances and due to constraints the airport has currently, that TXDOT would entertain future TTFs on a case by case basis. However, TXDOT would expect the City to have tight controls that dictates aviation use only. And, any future TTFs would have to be approved by the City Council and TXDOT Aviation. Staff has not received any formal requests for consideration of new TTFs at this time.

IV. ADJOURNMENT

The meeting was adjourned at 6:53 PM. The next Airport Advisory Board meeting is scheduled for Monday, June 27, 2016.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF
ROCKWALL, TEXAS, THIS 27TH DAY OF JUNE, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, June 27, 2016

6:00 p.m.

City Hall - 385 S. Goliad, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, Brad Bassett, and Matt Murphey. Board member Mark Berglund was absent.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

1. Consider approval of the minutes from the May 23, 2016 Airport Advisory Board meeting, and take any action necessary.

Mr. Potter made a motion to approve the minutes of the May 23, 2016 meeting. Mr. Murphey provided the 2nd and the motion was approved 5-0-1. Mr. Berglund was absent and Mr. Bassett abstained.

2. Discuss and Consider a request to hold the Rockwall Balloon Festival at the airport and take any action necessary.

JJ Smith requested an opportunity to present his plan to hold a Rockwall Balloon Festival at the airport. Mr. Smith was out of town and had Keeli James attend on his behalf. The Board generally likes and supports the idea of a balloon festival in Rockwall but there were several concerns regarding logistics, impact to operations, potential cost vs. revenue, safety, and other items the Board wanted Mr. Smith to address. Due to a significant number of concerns and questions the Board had about the event, it was proposed that the Board hold a special meeting when Mr. Smith arrives back in town to discuss the event further. Staff forwarded a list of concerns to Mr. Smith and asked him to appear before the Board to discuss the details of his proposal. The special meeting is scheduled for Monday, July 11, 2016 at 6 pm at the airport.

3. Discuss and consider forming a subcommittee to work on a marketing plan for the airport and take any action necessary.

Mr. Bassett discussed forming a Subcommittee to look at ways to better market the airport. He informed the Board about how effective the Parks & Recreation marketing plan has been so far and recommended looking at similar ways to promote the airport.

Staff reported that it has submitted a budget request for airport marketing promotional materials and website development as well. It is believed that by promoting the airport throughout the region, the City will benefit economically by having those with airplanes fly into Rockwall, enjoy many of the shopping, dining, and recreational destinations the City has to offer, spend the night, contribute to the local economy, and fly out the next day with little impact to city services.

The information on the website and the promotional materials can also be used by the REDC in their recruiting packets to prospective companies looking to locate in Rockwall. An example of the Mineral Wells Airport pamphlet was presented as an example. Mr. Bassett made a motion to form a Subcommittee to work on a marketing plan for the airport. Mrs. Roby provided the 2nd and the motion was approved 6-0. The Subcommittee will consist of Mrs. Roby, Mr. Woodruff, and Mr. Bassett.

4. Hear and update on the customer appreciation day activities held on Saturday, June 4th and take any action necessary.

The event held on Saturday, June 4th had approximately 35 participants. There was discussion about having another event during the holiday season. Staff will work on this and present some dates to the Board for consideration.

5. Hear a Staff Report and take any action necessary.

Staff gave an update on land acquisition. A request was submitted for consideration in the 2017 fiscal year airport budget. TXDOT Aviation has indicated they will act as the City's agent for land acquisition at such time as the City is ready to proceed. It is proposed the City use TXDOT's procedure for land acquisition in order to be eligible for a 90% reimbursement at such time the airport expands or the funds used for land acquisition can act as local grant matching for future airport CIP projects.


Staff will be out of town on July 25th. The next regularly scheduled Board meeting will be held on Monday, August 22nd.

IV. ADJOURNMENT

The meeting was adjourned at 6:51 PM. The next Airport Advisory Board meeting is scheduled for Monday, August 22, 2016.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 22nd DAY OF AUGUST, 2016.

ATTEST:


Joey Boyd, Director of Internal Operations


Dwight Royall, Chairman

MINUTES

AIRPORT ADVISORY BOARD

Monday, July 11, 2016

6:00 p.m.

**Ralph M. Hall / Rockwall Municipal Airport
1701 Airport Road, Rockwall, Texas 75087**

I. CALL MEETING TO ORDER

The meeting was called to order at 6:03 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, and Mark Berglund. Board members Brad Bassett and Matt Murphey were absent.

II. DISCUSSION/ACTION ITEMS

1. Discuss and Consider a request to hold the Rockwall Balloon Festival at the airport and take any action necessary.

JJ Smith requested an opportunity to present his plan to hold a Rockwall Balloon Festival at the airport to the Airport Advisory Board. Mr. Smith was scheduled to present his plans to the Airport Advisory Board on Monday, June 27, 2016 but was out of town on the day of the meeting and sent someone in his place to present the plan.

The Board generally likes and supports the idea of a balloon festival in Rockwall but there are several concerns regarding logistics, impact to operations, potential cost vs. revenue, safety, and other items the Board wanted Mr. Smith to address. Due to a significant number of concerns and questions the Board had about the event, it was proposed that the Board hold a special meeting when Mr. Smith arrived back in town to discuss the event further.

The special meeting was held on Monday, July 11, 2016 at the Ralph M. Hall / Rockwall Municipal Airport. Mr. Smith presented his plan for the festival and brought two experienced balloon pilots to speak about both the balloon operation and promotions of the event. Mr. Smith stated his plan is to model the Rockwall Balloon Festival after the Plano Balloon Festival and bring participants and spectators into Rockwall, as well as offer non-profit organizations an opportunity to earn money for their respective charitable endeavors. Mr. Smith presented the idea of selling sponsorships to local businesses in order to raise funds and charge for parking. At the time, Mr. Smith did not have a detailed budget to share with the Board.

The Board expressed their concerns regarding the ability to park thousands of vehicles on the airport property. Tenants of the airport also communicated their concerns with regarding security of personal property during the event. Other concerns communicated to Mr. Smith were overall logistics, crowd control, safety of spectators, and safety of flight operations. Mr. Smith said he would work to address the Board's concerns and provide additional information to the Board.


Mr. Berglund made a motion to table action until such time that Mr. Smith can provide details that address the Board's concerns. Mr. Woodruff provided a second and the motion was approved 5-0 of the members present.

III. ADJOURNMENT

The meeting was adjourned at 6:57 PM. The next Airport Advisory Board meeting is scheduled for Monday, August 22, 2016.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 22nd DAY OF AUGUST, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, August 22, 2016

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, Brad Bassett, and Matt Murphey. Board member Mark Berglund arrived at 6:21 PM.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

1. Consider approval of the minutes from the June 27, 2016 and July 11, 2016 Airport Advisory Board meetings and take any action necessary.

Mr. Bassett made a motion to approve the minutes of the June 27, 2016 and July 11, 2016 meeting. Mrs. Roby provided the 2nd and the motion was approved 6-0. Mr. Berglund was absent.

2. Discuss and Consider a request to hold the Rockwall Balloon Festival at the airport and take any action necessary.

JJ Smith further discussed holding a balloon festival at the Ralph M Hall / Rockwall Municipal Airport. After looking at several locations, Mr. Smith indicated that the airport is the best location. The Rockwall ISD denied his request due to the likelihood of high school football games being held at Wilkerson-Sanders Stadium. The Board continued to have concerns with safety, security, crowd and traffic control, parking, the impact to airport operations, the impact on city personnel, and who covers the cost of the event. Mr. Smith was asked how the proceeds would be allocated. He indicated the net profit will be split 50/50 between local non-profits and the Rockwall Balloon Festival organization. Mr. Smith also indicated that he has a back-up location in Rockwall. While there were still concerns with the location and logistics of the event, Mr. Berglund made a motion to recommend that the Rockwall Balloon Festival be held at the Ralph M Hall / Rockwall Municipal Airport. Mr. Woodruff provided the 2nd and the motion was approved 4-3. Board members Woodruff, Roby, Berglund, and Murphey voted in favor of the motion and Board members Royall, Bassett, and Potter voted against the motion.

3. Discussion with the City Council Airport Subcommittee regarding the current status of airport operations, and take any action necessary.

Mayor Jim Pruitt and Council member David White discussed the current state of the airport and told the Board that the airport cannot currently sustain itself. Texas Air Center requested an

operational supplement for the next fiscal year. There was additional discussion regarding ways to increase revenues. The Board is asked to look at all options to increase activity and revenues. With regard to future expansion, it isn't known when funding for improvements will become available through TXDOT Aviation or FAA grants.

4. Hear a Staff Report and take any action necessary.

Mr. Boyd discussed items related to the Rockwall Balloon Festival during that agenda item. There were no other items on the staff report.

IV. ADJOURNMENT

The meeting was adjourned at 7:17 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 26th DAY OF SEPTEMBER, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, September 26, 2016

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Dwight Royall, Mark Berglund, and Brad Bassett. Board members Mike Potter and Matt Murphey were absent. Board member Kellie Roby arrived at 6:13 PM.

II. OPEN FORUM

Pete Boronkay spoke about the Dallas Morning News articles discussing how airports can impact local economies and another about the amount of cargo that is shipped from DFW. Mr. Royall asked staff to send the links to these online articles and send them to the members of the Board.

III. DISCUSSION/ACTION ITEMS

- 1. Consider approval of the minutes from the August 22, 2016 Airport Advisory Board meeting and take any action necessary.**

Mr. Bassett made a motion to approve the minutes of the August 22, 2016 meeting. Mr. Berglund provided the 2nd and the motion was approved 4-0.

- 2. Hear an update on City Council action regarding the request to hold the Rockwall Balloon Festival at the airport and take any action necessary.**

Mr. Boyd gave an update to the Board that JJ Smith discussed the Rockwall Balloon Festival at the City Council meeting on Tuesday, September 6, 2016. Mr. Smith indicated to the City Council that he met with Plano Balloon Festival event planners as well as event planners for a similar festival held annually in the City of Celina. He stated the event may draw 10,000 - 20,000 people. There were similar concerns regarding expected numbers of attendees, vendor space, parking, budget / costs of the event, personal property of airport tenants, and the organizer's 501 c3 status. Councilmember White made a motion to deny the request to hold the balloon festival at the airport. Mayor Pro Tem Townsend seconded the motion, which failed by a vote of 3 in favor, 3 against (Pruitt, Milder and Fowler), and 1 absent (Lewis).

Mayor Pruitt made a motion to approve the recommendation of the Airport Board to allow the balloon festival to take place with the stipulation that Mr. Smith first obtain his tax exempt status, that there be no alcohol served, and that all owners at the airport not be inconvenienced (that they will have access to their planes throughout the time of the event). Councilmember Hohenshelt seconded the motion; however, he requested to have a more comprehensive plan presented to the city council by the first city council meeting in October (an operational plan reflecting parking, number of people, pricing, budget, etc.). Mayor Pruitt amended his motion to reflect that the event is approved contingent upon a comprehensive event plan (as described by

Hohenshelt) be presented at the Council's first meeting in October and that the plan ensure it addresses any concerns of property owners at the airport as well as city staff (fire, police, etc.), and insurance coverage. Councilman Milder explained that, although he just voted against denial of this request, he was also not in favor of it being approved at this point either. He stated that he generally felt that there are currently too many unanswered questions. Also, he does not feel that there is enough time to get all concerns properly vetted and addressed before the event was scheduled to take place in just over two months. The motion failed by a vote of 3 in favor, 3 against (White, Townsend, and Milder) and 1 absent (Lewis).

3. Hear an update on the fiscal year 2017 budget and associated FBO agreement amendment and take any action necessary.

Staff reported that the City Council approved an amendment to the FBO agreement that provides an operational supplement, extends the end date of the current agreement to coincide with the City's fiscal year, and relieves Texas Air Center of the expense of providing an aircraft for flight instruction, rental, or charter. The City will work with Texas Air Center to identify ways to increase revenues and reduce costs. With regard to the charge given to the Board at the previous meeting to look for ways to increase revenue and reduce costs, the Board asked staff to provide information for its review. Those items include:

- A copy of the original FBO agreement between the City and Texas Air Center.
- A copy of the contract amendment approved by City Council on Monday, September 19, 2016.
- A copy of the Land lease agreement with Bob Clements
- The previous 12 months of land lease fees paid to the City
- Texas Air Center Monthly Operation Reports
- Fiscal Year 2017 Airport Operating Budget

City staff has provided information to the Board and a work session will be held on Monday, October 24, 2016 to discuss all matters related to airport operations.

4. Hear a Staff Report and take any action necessary.

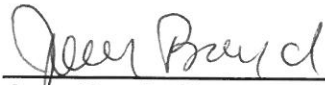
Staff reported that the Marketing Subcommittee held a meeting on Monday, August 22, 2016 and discussed strategies for marketing the airport. City staff is working to develop a website and other tools that will be used to market Rockwall and hopefully increase activity at the airport. Additional information will be provide as progress is made and upon review by the Subcommittee.

IV. ADJOURNMENT

The meeting was adjourned at 6:31 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 24th DAY OF OCTOBER, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, October 24, 2016

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, Brad Bassett, and Matt Murphey. Board member Mark Berglund was absent.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

1. Consider approval of the minutes from the September 26, 2016 Airport Advisory Board meeting and take any action necessary.

Mr. Bassett made a motion to approve the minutes of the September 26, 2016 meeting. Mrs. Roby provided the 2nd and the motion was approved 6-0.

2. Hold a work session to discuss airport operations, including revenues and expenditures, marketing, and all other aspects related to airport improvements.

Mr. Boyd discussed historic fuel sales from 2010 to the present. Mr. Royall provided a chart to the Board that shows the fuel sales trend for this time period and discussed his thoughts on the primary sources of revenue: fuel sales, hangar rentals, a portion of land lease proceeds, miscellaneous sales for items such as oil, charts, and the Texas Air Center maintenance operation. The two sources that can be impacted the most are fuel sales and hangars rentals. The data from April 2014 to present shows that there are 45 hangars. 40 are reported rentable, and 29 are rented monthly based on average. The recommendation is that if more hangars are rented and more fuel is sold on a monthly basis, the revenues would increase to the point that it would make up the \$25,000 supplement the City is providing to Texas Air Center for operational support.

Mr. Woodruff pointed out that in 2010 oil prices were high and now oil prices are low and that there may be a direct connection in the amount of revenues from 2010 to 2016. The funds to fly may not be available by the flying community as much as it was in 2010.

Mr. Potter asked when the change in the original contract occurred that allowed TAC to be closed on Sunday. The City Council approved the change due to fuel sales not covering the labor costs in October 2015.

The primary results of the data is that the goal should be to get back to 4000 gallons per month on average (based on historic sales) and to get more hangars rented to bring in additional revenue. Mrs. Roby asked when the last time there was a rental adjustment. Mr. Parks indicated he increased rent from \$70 to \$85 in August 2014. He also indicated that the airport doesn't have an active flying community to the same level as it once enjoyed.

Mr. Bassett discussed ways to get patio hangars in better shape to market them to the public and to make the spaces more desirable. City staff will get with the Engineering Department and look at ways to improve the patio hangars. Mr. Boyd told the Board that hangar drainage and parking spaces under the open hangars were looked at in the past with TXDOT Aviation Planners, but it was determined that due to the high cost of improvements coupled with limited grant funds, the airside improvements should be the top priority for using grant funds available from the State.

There was also discussion about exploring a private partnership to build new enclosed T-hangars on the east side comparable to the land lease agreement on the west side of the airport as a long-term solution. There have been inquiries in the past about potential land lease options on the east side but not in recent years.

The resulting action items from the discussion are:

- Empty hangars need to be rented (look at drainage and surface improvements)
- Increase fuel sales with a goal of 4000 gallons a month (based on historic figures)
- Evaluate the cost and feasibility of a self-service fuel island
- Promotional Events / Marketing
- Identify ways to maintain operations until 100% of the land lease hangar revenues are collected by the City

IV. ADJOURNMENT

The meeting was adjourned at 7:43 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 28th DAY OF NOVEMBER, 2016.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman

MINUTES AIRPORT ADVISORY BOARD

Monday, November 28, 2016

6:00 p.m.

Rockwall City Hall

385 S. Goliad Street, Rockwall, Texas 75087

I. CALL MEETING TO ORDER

The meeting was called to order at 6:02 PM. Present were Mike Potter, Kellie Roby, Dwight Royall, Mark Berglund, and Matt Murphey. Board member Brad Bassett was absent. Board member Tom Woodruff arrived at 6:20 PM.

II. OPEN FORUM

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

III. DISCUSSION/ACTION ITEMS

1. Consider approval of the minutes from the October 24, 2016 Airport Advisory Board meeting and take any action necessary.

Mr. Berglund made a motion to approve the minutes of the October 24, 2016 meeting. Mrs. Roby provided the 2nd and the motion was approved 5-0.

2. Discuss and consider ways to optimize revenue at the Ralph M. Hall / Rockwall Municipal Airport.

Mr. Boyd provided discussion from the last Airport Advisory Board meeting regarding how to optimize revenues. The primary discussion points that might positively impact revenues identified are:

- Empty hangars need to be rented (look at drainage and surface improvements)
- Increase fuel sales with a goal of 4000 gallons a month (based on historic figures)
- Evaluate being closed on Sundays (consider opening during peak flying season)
- Evaluate the cost and feasibility a self-service fuel island
- Promotional Events / Marketing
- Evaluate steps to sustain operations until land lease hangars become fully owned by the City and the related revenue is available
- Discuss if TXDOT will allow for construction of enclosed T-hangars on the east side (single-sided, facing west)?
- Look at building up spaces to make them more desirable
- Explore opportunities for private partnerships to build hangars
- Look to draw recreational pilots into Rockwall using the airport

There was also discussion about hangar drainage and surface improvements. City Staff met with Tim Tumulty, City Engineer and Director of Public Works, and members of the street department to look at the hangar drainage issues. Hangar 3 looks to have the least amount of standing water of the three hangars. Staff developed and presented cost estimates of \$5,400 for a concrete pad approximately 50 feet long, 16 feet wide, and 5 inches thick. This is eligible for 50/50 reimbursement through the TXDOT RAMP grant program.

Todd Parks, the FBO, said he would evaluate which spaces are the top priority and recommended that the east side of the hangars be done first instead of the west side. The discussion centered on making repairs until the City and the State are prepared to proceed with new construction. The goal is to optimize revenue by making the spaces that are not rentable because of their condition more desirable and available to rent by the public.

Mr. Berglund stated that the City shouldn't lose focus on the long-term goal of constructing new facilities. Surface improvements are a short-term solution to the more desirable enclosed hangars but this is a good start. Mr. Potter believes we should review the specifications to only provide the concrete width, length, and thickness sufficient to park aircraft. The City should approach this in the most economical way of installing a solution for getting these space in better condition and available to customers. Mr. Potter made a motion to direct staff to look at developing a design specification and identify a funding source for hangar surface improvements. Mr. Berglund provided the 2nd and the motion was approved 5-0.

There was a request at the previous meeting for some analysis of other area airports and some throughout the State as to how many airports are or are not subsidized. Staff researched airports in the local DFW area, North Texas, and Central Texas to compare revenues and expenditures. Many of the airports in the sample have more revenue and expenditures compared to our airport but a lot of them make a transfer to their respective airport funds from other sources, and a few of them in this sample operate at a loss for the fiscal year. The annual operating budgets for the following airports were presented to the Board for your review and reference.

1. Sulphur Springs Airport
2. Lancaster Regional Airport
3. Terrell Municipal Airport
4. Mesquite Municipal Airport
5. Granbury Regional Airport
6. New Braunfels Municipal Airport
7. Gillespie County (Fredericksburg)

Staff reported that a review of the airport budgets shows that some are operating at a minimal loss and others are thriving depending on the location and destination. Most of the airports are subsidized by various funds of their respective cities, and some have both full-time and part-time employees of the city. The Board suggested looking at similar airports such as Grand Prairie, Bridgeport, Decatur, Wills Point, and Commerce. Mr. Royall suggested the City look at ways to solve the short-term problems until the land lease agreement provides the City with more revenue.

The Board discussed the status of the Airport Improvement Plan. The State has accepted the plan and the new Airport Layout Plan. Programming the plan into the State's Capital Airport Improvement Program for funding is reliant upon both federal funding and the City's local match. Mr. Woodruff suggested the City continue to show interest to the State. It was suggested that

the Board provide a resolution to the City Council to consider placing the funding of the airport improvements on the next CIP bond election. Mr. Murphey made a motion to direct staff to prepare a resolution for Board consideration to recommend that funding for the Airport Development Plan be added to the next Capital Improvement Plan of the City. Mr. Potter provided the 2nd and the motion was approved 6-0. Staff will prepare a draft for review and consideration at the next Board meeting.

3. Hear a staff report and take any action necessary.

Mr. Boyd reported that the website is up and running at www.rockwallairport.com

Due to the holidays, it was decided the meeting for December 2016 would be cancelled and the next meeting will be held on Monday, January 23, 2017.

IV. ADJOURNMENT

The meeting was adjourned at 7:08 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 23rd DAY OF JANUARY, 2017.

ATTEST:



Joey Boyd, Director of Internal Operations



Dwight Royall, Chairman