

# MINUTES

## AIRPORT ADVISORY BOARD

Monday, March 27, 2017

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, Dwight Royall, Mark Berglund, Brad Bassett, and Matt Murphey. Board member Kellie Roby arrived at 6:02 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 January 23, 2017 Airport Advisory Board meeting and take any action necessary.**

Mr. Bassett made a motion to approve the minutes of the January 23, 2017 meeting. Mr. Potter provided the 2<sup>nd</sup> and the motion was approved 6-0 with Mrs. Roby absent.

2. **Discuss and consider forming a Subcommittee to identify and develop recommendations related to airport rules and regulations, airworthiness of aircraft requirements, and hangar use policies, and take any action necessary.**

Mr. Boyd reported that each department of the City developed and presented strategic plans to the City Council for consideration in 2016. The City Council adopted these strategic goals in January 2017. One of the adopted goals is to: identify and implement best practices related to airport operations, specifically focusing on airport rules & regulations, hangar use policies, and airworthiness of aircraft. As part of implementation of these strategic goals, staff asked that the Board appoint a Subcommittee to develop draft policies and make recommendations to the full Board for consideration. Mr. Boyd provided copies of TXDOT Aviation's model guidelines for each of these subject matters that will serve as a template for the Subcommittee.

Mr. Bassett asked if there are specific issues the City wants to address or if this is the City being proactive. There are currently no established guidelines at the airport and this objective will develop standard operating procedures.

Mr. Royall said there will be some push back as there was when a previous draft in 2015 was developed but this version will use a basic template provided by TXDOT Aviation and can be tailored specifically for Rockwall. Mr. Boyd discussed that the Board has the option to hold a public hearing to hear comments and can place it on the website for tenants to review on their own and send comments by email.

Mr. Bassett made a motion to appoint Mark Berglund, Mike Potter, and Dwight Royall to the Subcommittee. Mr. Murphey provided the 2<sup>nd</sup> and the motion was approved 7-0.

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

Mr. Boyd provided an update on the following:

#### **Board Resolution**

At the February 20, 2017 regular meeting, the City Council formally accepted the Board's resolution recommending the local match for the airport improvements be added to the next City capital improvement plan bond election.

#### **Airport Advisory Board Member Terms**

The City Secretary, Kristy Cole, attended the previous meeting to draw terms for each Board member. Board members drawing a 1-year term are: Mike Potter, Kellie Roby, and Mark Berglund. Members drawing at 2-year term are: Matt Murphey, Dwight Royall, Brad Bassett, and Tom Woodruff.

Mrs. Cole indicated to the Board that she intended to take a request to the City Council to call for annual appointments to this board to be made in August of each year, rather than in March. This brings appointments to the board in line with the timeframe associated with appointments for most all other city boards and commissions.

At the meeting on February 6, 2017, the City Council approved extending the initial terms to August 2017. Board members that have an initial one-year term are eligible for reappointment by the City Council for a full two-year term.

#### **Budget Requests**

Mr. Boyd reported that staff will be working on budget requests for next year. Some of the items under discussion are: a self-serve fuel island, concrete hangar pads, other repairs.

#### **Other Items**

Mr. Boyd will also work on a report to tenants concerning actions the Board has taken over the first year.

The consultant has provided an initial report on the asphalt repair and drainage improvements at the airport. The City's Engineering Department and TXDOT are currently reviewing the report.

Staff will also set a Marketing Subcommittee meeting to further discuss marketing opportunities and will provide a report to the Board at the next meeting.

## **IV. ADJOURNMENT**

The meeting was adjourned at 6:24 PM

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 22<sup>nd</sup> DAY OF MAY, 2017.

ATTEST:

  
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Joey Boyd, Director of Internal Operations

  
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Dwight Royall, Chairman