City of Granite Shoals
2221 N. Phillips Ranch Road
Granite Shoals, TX 78654
(830) 598-2424 fax (830) 598-6538
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AGENDA FOR REGULAR MEETING
OF THE CITY OF GRANITE SHOALS AIRPORT ADVISORY COMMITTEE
GRANITE SHOALS CITY HALL, 2nd FLOOR COUNCIL CHAMBER
2221 N. PHILLIPS RANCH ROAD, GRANITE SHOALS, TX 78654
THURSDAY, SEPTEMBER 8, 2016
6:00 PM

Council Member Advisor to Committee: Tom Dillard, Place #4

1. Call to order/Welcome
2. Citizens Comments/Items of Interest
3. Discuss, consider, and possibly take action to approve meeting minutes from July 14th, 2016 Airport Advisory Committee meeting (no meeting held in August 2016). *(Secretary Sheryl Gardner)*
4. Update on Chair Haverlah's Committee report to City Council.
5. Discuss, consider, and possibly take action related to renaming the airport in honor of the late Bob Sylvester.
6. Discuss, consider and possibly take action continuing the setting of a list of priorities that we hope to accomplish within the next year, as discussed in previous meeting(s).
7. Discuss, consider and possibly take action related to reviewing paperwork needed to request a change in airport classification with the Federal Aviation Administration (FAA).
8. Future Agenda Items
9. Adjournment

CERTIFICATION

I certify that the foregoing agenda has been posted at Granite Shoals City Hall inside bulletin board and outside on the new Parks Information and City Notice Board, 2221 N. Phillips Ranch Road, a place assessable to the public at all times, and on the official city website at www.graniteshoals.org on Friday, September 2, 2016 on or before 5:00 PM and shall remain there continuously from such time until after adjournment of the meeting which begins 6:00 PM on Thursday, September 8, 2016. City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 8 hours prior to this meeting. Please contact the City Secretary at (830) 598-2424 for further information.

Elaine Simpson, TRMC/MMC - City Secretary

Item #3

MINUTES FOR A MEETING

OF THE AIRPORT ADVISORY COMMITTEE

GRANITE SHOALS CITY HALL

THURSDAY, JULY 14, 2016 AT 6:00 PM

1. Call to order by Chair Haverlah at 6:01 pm the regular meeting of the Airport Advisory committee of the City of Granite Shoals at Granite Shoals City Hall, 2nd Floor Council Chamber, 2221 N. Phillips Ranch Road, Granite Shoals, Texas 78654

   Present:
   Neil Haverlah, Chair
   David Dittmar, Vice-Chair
   Sheryl Gardner, Secretary
   Jeff Hunt
   Barry Sylvester
   Sandra Buschhorn
   George Forster
   Council Advisory Member is Council Member Tom Dillard

   City Staff:
   Elaine Simpson, City Secretary
   Ken Nickel, City Manager

2. Citizens Comments/Items of Interest

   Virgil Yanta and his son, Virgil Yanta Jr., introduced themselves and explained that they had just walked the runway and taken a look around.
   Jeff hunt commented that the lights were painted and repaired by Barry Sylvester and that the high voltage signs had been replaced. Everyone thanked Barry for the time and effort he had put in.
   Ken Nickel commented that there are more signs on the way.

3. Discuss, consider and possibly take action to approve meeting minutes from June 9th, 2016 Airport Advisory Committee meeting.

   Sandra Buschhorn made a motion to approve the meeting minutes from the June 9, 2016 Airport Advisory Committee meeting as presented. David Dittmar seconded and motion carried with unanimous vote of 7-0.

4. Discuss, consider and possibly take action related to renaming the airport in honor of the late Bob Sylvester.

   Chair Haverlah stated that he thought it was a great idea and welcomed comments. There was a discussion of various names, whether there was any difference legally between calling an airport or an airpark, and if there would be any cost related to changing the name. Jeff Hunt made a motion to rename the airport the Granite Shoals/Bob Sylvester Airpark. George Forster seconded the motion and the motion passed with a unanimous vote of 7-0.

5. Discuss, consider, and possibly take action continuing the setting of a list of priorities that we hope to accomplish within the next year, as discussed in previous meeting(s).

   There was an extended discussion of the possibility of record keeping of takeoffs and landings. Related ideas were presented such as, but not limited to: possibly using a counter slaved to the lights, game counters, and an electric eye set up on the windsock. Chair Haverlah recommended that we keep that in mind and move forward on the other priorities.
   George Forster suggested possibly getting a run-up pad and making it out of asphalt about 15 feet square.
   There was a discussion of which priorities have been taken care of and which still need to be addressed.
   Jeff Hunt digitized the map that he has which shows drainage, lot numbers, access points, etc. He stated he would email it to everyone on the list. Chief Haverlah stated that we still need a more accurate survey. Ken Nickel stated that we do not have GIS yet, but it is the works.
   There was a discussion of what order to put the priorities in.
   Tom Dillard asked if our goal was to make this airport a viable, usable and well used airfield and that the order we put our priorities in will accomplish this goal. He stated that an airfield that recoups its own cost is more viable than one that is a money pit for an elite few.
   Discussion of the recommendation to be made to City Council concerning the request to change the airport from private to public at the FAA has not been presented to them yet.
   There was a discussion of the signage needed at the airport such as, an airport info sign, high voltage warning signs, warning sign about drop off and a midway runway marker sign. The info about the signs will be given to Ken Nickel when we receive budget money in October of 2016.
   There was a discussion of the airport directory entry that George Forster created and gave to Elaine Simpson, City Secretary. It has not been given to Council or approved by the airport committee. Chair Haverlah stated that it was interesting but needed some work. A copy was passed around for everyone to take a look.
   Virgil Yanta commented that he thought we have a long way to before pilots from elsewhere or newcomers like me land there. Unless you have a plane that will not be damaged from the gravel. He wondered if watering the grass would make the grass thick enough for the gravel not to matter.
   George Forster discussed improvements that are needed at north end of airstrip and white washing around the lights so they could be seen easier at night. The run-up pad could be made of grass, just need to keep it watered.

There was a discussion of using sludge from the water plant on the airstrip.
Ken Nickel stated that we have pretty much spent the budget for now until October when the new budget comes into effect.
Discussion of things that get put on agenda at city council.
Ken Nickel made a suggestion that Chair Haverlah make a report to the city council about our status and it was discussed what to include in the report.
Barry Sylvester suggested that the appearance of the airport needs to be improved and that we maintain what we have. He would also like to see as an item on the priorities that we provide the city with a maintenance plan so the city knows what needs to happen.
There was a general discussion of the pros and cons involving volunteers doing the maintenance as opposed to the city workers. Liability issues, etc.
Sheryl Gardner made a motion to provide a detailed maintenance plan-as detailed as we can-to the City. What needs to be done and how it needs to be done. Then we can contact them as we need to with anything else. Chair Haverlah stated he would get with Barry Sylvester and try to get something worked up. There was a more detailed discussion of possibly signing a waiver and letting us do some of the work since the city really doesn't have that knowledge.
The motion was seconded by Sandy Buschhorn .
More discussion as to the climate affecting the schedule and what is an acceptable length of grass. George Forster resigned his position and left the meeting stating there was too much talk and not enough getting done. The motion passed with 5-1 Jeff Hunt opposed it.
Chair Haverlah called for a ten minute break starting at 7:15pm.
Chair Haverlah called the meeting back in order at 7:27pm.

6. Discuss, consider and possibly take action related to reviewing paperwork needed to request a change in airport classification with the Federal Aviation Administration (FAA).

   There was a discussion of which paperwork needed to file change with the FAA. 7480-1 is the Change of Use form according to Jeff Hunt's research and that a call would be needed to be made to Bill Gunn at 512-416-4507. There was some further discussion of George Forester's letter and what to do with it.
   Tom Dillard made a process recommendation for the council to authorize the staff to do a change of use.
   It was also discussed and decided that sending info to AirNav.com would accomplish nothing and that if we worked the process through TX-Dot and the FAA that the info will get to all the private directories. So all that needs to be done is to get the council to approve the change of use.
   It was decided that Chair Haverlah would make the report to the City Council and include in that report a recommendation to authorize a change of use for the airport.
   There was a discussion of what needs to be in report and what questions he needed to be ready to answer.

7. Discuss, consider and possibly take action to gather information on specifications/information/photos to present to the Planning and Zoning Commission.

Chair Haverlah stated that he met with Ken Nickel and the two code compliance officers, Preston Williams and Mike Bishop. The following is a summation from that meeting.

They will permit a hanger house. But the living quarters inside a hanger must be 1200 square feet. This is on the east side which is R-1. On the west side you can have a hanger with a mobile home, or a hanger with a house with at least 1000 square feet. But you can't have a hanger house and you can't live in your hanger. If you have a mobile home it must be five years old or less and you cannot connect the hanger directly to the mobile home. On the west side you can also construct a new hanger home with the living quarters inside as long as it complies with all the existing codes, fire codes and maintenance rules. The design will have to be approved by the code compliance officers. Case by case will be looked over. There are also no limitations on the size of any hangers or garages being built at this time.
You also cannot camp on your property in the city limits.
There was discussion of airport storage facilities. Which are not permissible at this time under current zoning regulations.
Discussion of how much room the city owns to put tie-downs and hail sheds on either side of runway. Possibly to promote the use of airport for fly-in storage. The potential for the city to make money from these ideas.
There was a discussion of whether you could rent your hanger out and whether that became a home based business. It was decided that was probably a question the city attorney could answer.
The general consensus was that we do not need to go to the Planning and Zoning Committee at this time. There are no impediments to building a hanger home as long as you take your plans to be approved by code compliance.

8. Future Agenda Items

Options for run-up pad, decide on one and figure out how to get it accomplished.
Improve our tools for info on airport.
Jeff hunt will email out the digitized maps to everyone.
Get a detailed maintenance plan for the City Manager
Also get details on signage: size – what - where
Work on getting items donated for projects
Barry Sylvester will take photos for possible run-up pad and also take some pics of the drainage ditch for possible location of sludge fill. He will also look at sludge to see if it is feasible to use.

There was a motion by Chair Haverlah to skip the next meeting in August. Sheryl Gardner seconded the motion and it was unanimous by a vote of 6-0.

9. Adjournment

The meeting was adjourned at 8:43 by Chair Haverlah

The next meeting of the committee will be September 8, 2016

CERTIFICATION

I, _____ , Chairman of the Airport Advisory Committee for the City of Granite Shoals, Texas certify that the attached are true and correct minutes taken from notes of the Airport Advisory Committee meeting of June 9,2016.

Item #4

ITEM #3.b.
AIRPORT ADVISORY COMMITTEE REPORT TO CITY COUNCIL-JULY 26, 2016
PRESENTED BY NEIL HAVERLAH-COMMITTEE CHAIR

This committee was established by City Council to maintain operational data and gather information on the airport to develop plans for maintenance, improvements, and future sources of revenue and uses of the airport. Review planning and zoning to ensure compatibility with the City's Comprehensive Plan and report to the city Council per ORD 686. Our Council Liaison is Mayor Pro Tem Tom Dillard.

First meeting was held April 14, 2016. Nominations were made and passed to elect:
Neil Haverlah- Chair, David Dittmar-Vice chair, Sheryl Gardner-Secretary

In this organizing meeting we discussed and looked at zoning maps, airport map, airplane tie-down locations, possible sources of revenue and future items- Beacon, radio communication to coordinate with Sunrise Beach Airport, and need for signs.

May12 Meeting,

Reviewed Bob Sylvester's detailed drawing of the airport and discussed education and promotion of the airport, zoning issues.

The committee created a collection of priorities:

Education/Promotion of the Airport
- Dispel misconceptions
- Airport Directory listings / Naming Airport / Branding Airport

Zoning Regulations for Hangar Homes
- Overlay District?
- What restrictions exist that prevent Hangar Homes?

Cut Costs and Recoup Costs for Operation of the Airport
- Improve facilities and processes
- Generate Revenue
- Fuel
- Hangars / Tie-downs

Long-Term Planning
- Longer Runway - 3200' ?

Committee Projects
- Signage
- Run Up Pad
- Gravel to mitigate the standing water problem
- 'Whitewash' the lights

Sludge Dump?
Accurate survey / inventory (tools) Possibly GIS mapping?

Clarity on Public/Private
FAA / State money availability
Send recommendations to City Council

Record Keeping (improving operations)

Tasks- review codes concerning Hangar Houses and past budgets for the airport.

June 9 Meeting

Discussed physical needs of the airport- maintenance, improvements, mowing, fuel tank/pump, Federal rules to remove the "Private" airport designation to encourage use. Motion made and passed to recommend to City Council to change the designator to "publicly owned, no permission needed to land".

Discussed budget request for 2017. Passed the motion made by Jeff Hunt of the Budget Sub-Committee to submit a budget of $3500.

Discussed Hangar Houses and the GS Zoning that applies to the airport adjacent properties and proposed a meeting with the code enforcement personnel to be coordinated with Ken Nichols before next committee meeting.

Discussed priorities and rankings-leaving record keeping as lowest for now.

July 14 Meeting

Open meeting with citizen input from Virgil Yanta Sr. and Jr. Re-iterrated zoning requirements for building and tree height to be enforced, need to spruce up the airport and surrounding areas, and zone for hangar houses on both sides. His comments also included the need for run-up areas to have provision to keep gravel out of the prop during engine testing/run-up. His comments were duly noted as he has been a potential property buyer

Reviewed and renumbered the priorities. Discussed implementation of the top ones.

Discussion on meeting with zoning personnel about hangar houses. The revised rules allow the concept of hangar houses and / or large garages.

CLOSING COMMENTS: THANKS Neil Haverlah