City of Granite Shoals
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MINUTES FOR A MEETING
OF THE AIRPORT ADVISORY COMMITTEE
GRANITE SHOALS CITY HALL
THURSDAY, APRIL 14, 2016 AT 6:00 PM

A group picture was taken of the new committee at 5:55 PM.

1. Call to order by Mayor Carl Brugger/Introductions / Welcome

Mayor Brugger, called to order the inaugural meeting of the Airport Advisory committee of the City of Granite Shoals at 6:00 PM at Granite Shoals City Hall, 2221 N. Phillips Ranch Road, Granite Shoals, Texas 78654.

Present:

George Forster
Neil Haverlah
Sandra Buschhorn
Jeffrey Hunt
Barry Sylvester
David Dittmar
Sheryl Gardner

Council Advisory Member is Council Member Tom Dillard (absent)

Mayor Brugger and the members of the new committee introduced themselves and explained their interests in the airport, respectively.

Absent:

City Staff:
Ken Nickel, City Manager
Elaine Simpson, City Secretary (recording)

City Council Members:
Mayor Carl Brugger

2. Citizens Comments/Items of Interest

- 50th Year Bash for April 23-24th, 2016
- City Wide Clean Up Day on Saturday, April 30, 2016

Ms. Nancy Sylvester, discussed that she believes there will be new hanger(s) built soon at the airport.

Virgil Yanta: property owner here in Granite Shoals, part-time resident. Both he and wife are pilots. Expressed concerns regarding the city losing the airstrip. Noted that it was an amenity that drew them to purchase property here. Explained that he saw the airport in Boerne many years ago pass up an opportunity to grow their airport and it did not turn out well.

3. Review: Ordinance 686 which established the Committee, discuss and consider the charge of the committee and general background of discussion(s) held by Council previously on topic.

Mayor Brugger reviewed the Ordinance with the committee members, stressing that the City Council doesn't want to see the airport languish.

He notes the section of the ordinance that lists the committee's purpose, as well as the portion that lists expectations for the members and the meeting organizers. There was a discussion that Open Meeting Training normally takes place at city hall in June, presented by the City Attorney. The City Secretary will keep the committee informed related to this required training.

Ord. 686 – Section B. Purpose

B. PURPOSE:

The Airport Advisory Committee is established to accomplish the following purposes:

1.) To maintain operational data (i.e. flight logs) and to gather information related to the airport and to develop plans and recommendations for maintenance, repairs, improvements and possible future sources of revenue and use(s) of the airport.

2.) To provide reports to the Planning and Zoning Commission and City Council in order to provide recommendations for updates to and to ensure compatibility with the City's Comprehensive Plan. These recommendations and plans shall be presented to the Planning and Zoning Commission, City Council and the City Manager.

3.) To provide reports from time to time to the City Council and city staff related to budget revenue and expenditures related to the airport.

C. MEMBERS, ORGANIZATION AND MEETINGS

1) The Committee shall consist of no fewer than 5 and no more than 7 property owners or residents. Additionally, there may be one Council Member serving as a non-voting (advisory) member.

2) The terms of all members shall commence upon appointment. Any and all members will serve for an indefinite period and at the discretion of the City Council.

3) Members of the Advisory Committee shall serve without compensation but may be reimbursed for actual expenses with prior approval by the City Council.

4) The committee will elect from the appointed members a Chair, Vice Chair, and Secretary.

5) All committee meetings will be open to the public and shall be posted and conducted in compliance with the Texas Open Meetings Act.

6) A quorum is four members.

7) All members present including the Chair shall vote on every motion. A member who abstains from a vote, with or without cause or conflict, shall have their vote recorded as "abstained" but no vote will be counted for or against the motion as though that member were not present.

8) The Committee shall keep minutes of its proceedings which shall be filed with the City Secretary within fifteen (15) business days of the meeting.

4. Discuss, consider and possibly take action on open officer positions on the Committee:
   a. Chair
   b. Vice Chair
   c. Secretary

The following members stepped up to volunteer: Neil Haverlah, David Dittmar, and Sheryl Gardner for the offices of Chair, Vice-Chair and Secretary, respectively.

Sandra Buschhorn made a motion, and David Dittmar seconded, to elect Neil Haverlah as the Chair of the Airport Advisory Committee. Motion carried by a 6-0 vote. Mr. Haverlah abstained. Newly-elected Chair Haverlah took Chairship duties from Mayor Brugger and conducted the remainder of the meeting (approximately 6:24 PM).

Jeffrey Hunt made a motion, and Sheryl Garner seconded, to elect David Dittmar as Vice-Chair. Motion carried unanimously by a 7-0 vote.

Sandra Buschhorn made a motion and David Dittmar seconded, to elect Sheryl Gardner as Secretary of the committee. Motion carried unanimously by a 7-0 vote.

There was a brief discussion of the roles and responsibilities of the committee officers and the assistance that they can expect from clerical staff, regarding agenda posting and committee communications.

5. Review Airport Ordinance and Zoning Ordinance sections related to the Airport.

The Committee didn't review the city's entire zoning ordinance, which is Chapter 40 of the City Code of Ordinances. They reviewed the zoning map, as well as the section of their agenda packet concerning City Code Chapter 6, Aviation.

There was a brief note that the Comprehensive plan has only a few pages related to the airport. These were provided to the members.

There was a discussion of hangars including the need for the committee to have a clear map, or plat or survey document, which they can use to determine available space for the building of hangars by the city for rental purposes. This map needs to have information such as access points and layout of existing structures currently at the airport (including gravel pile if gravel storage is going to be long-term). Ideally, this would have an 'inventory' of items such as available tie-downs. There was a short discussion that the airstrip is not exactly centered, and is slightly curved; this needs to be noted on map.

There was a discussion that hangar space to rent is valuable and would be a source of income for the airport. There was a short discussion of the cost(s) of building a standard hangar.

There was a discussion that the airport area zoning should be modified to facilitate making it easier for property owners to build hangars on the airport. The Airport Advisory Committee would be charged to made recommendations to Planning and Zoning Commissioners, who then recommend to City Council. If there were an airport zoning area district created which would govern the building of new hangars/hangar houses; there could be uniformity established and it would add value to the property more so than allowing 'hodge podge' hangar building.

There was a brief discussion of the city pursuing a partnership with a private company to provide fuel on site at the airport. Something similar to this was done in Llano at their airport. There are still some fuel tanks at the Granite Shoals airstrip from long ago, but these have rusted and are not considered to be salvageable.

There was a short discussion that during the Comprehensive Planning period of 2009 – 2010, some Comprehensive Plan Committee members discussed possibility of extending the airstrip another thousand feet, to the North. (This extends outside city limits). If developers could be interested in working with the city to extend the airstrip toward the industrial area / quarry area, it could be extended to 3 thousand feet and would be eligible to be re-classified from the

'Private' classification it now holds. If it were reclassified, it would also be eligible for both state and FAA grants. It was noted, however, that this area to the North is in the MUD district and cannot be annexed by the City.

City Manager Ken Nickel takes for action to research issues of processes to building houses and hangars. How does Granite Shoals compare with other cities with airports regarding development department requirements for building?

There was a discussion of the Committee establishing its priorities at the next meeting. If the committee lays out what it wishes to do related to making recommendations to Planning and Zoning Commissioners and to City Council, then the committee will be more effective and efficient. Need to decide the best way for the airport to develop. What is the vision?

The large ideas discussed and agreed upon were that the committee would like to see the airport remain an airport, and also would like to see the airport grow and develop. The committee would like to see the city make improvements at the airport which would allow the airport to generate revenue and become more 'self-sufficient'.

The smaller, detailed ideas agreed upon by the committee members were that they would like to see a detailed map or survey of the airport property. They would like to see airport signage improved. They would like to know the 'typical processes that a property owner would go through to build a house / hangar on their property bordering airport. They would like to revisit the Comprehensive plan regarding extended the airstrip. The committee members would like to have as much budget information as possible related to the 'overhead' costs of operating the airport. Committee would like to discuss fuel in the future. Also, there is desire to increase interest in the community. Barry Sylvester noted that the airport is designated 'private' by the FAA due to size. This may mislead some pilots that they are forbidden to use the airstrip. This further complicates efforts to generate interest in the airport.

There was a brief discussion about City Council providing a commitment statement that they do not wish to convert the airport to soccer fields. City staff reminded the committee members that Ord. 686 states the Council's desires for the airport.

6. Review calendar for 2016 and discuss, consider and possibly take action to establish a regular meeting time/night.

Vice Chair Dittmar made a motion, and Secretary Gardner seconded, to set the committee's regular meeting night to be at 6:00 PM at City Hall on the 2nd Thursday of each month. (This will be May 12th, June 9th, and July 14th…) Motion carried unanimously by a 7-0 vote.

7. Future Agenda items.
   - Items discussed in agenda item 5.
   - Research regarding property tax revenue from properties bordering airport?
   - Coordinate radio frequency with airstrip at Sunrise Beach.
   - Discuss Beacon.

8. Adjournment.

There being no further business and no objections from the committee, Chair Haverlah adjourned the meeting at 7:57 pm.

The next meeting of the committee will be May 12, 2016.

CERTIFICATION

I, NEIL HAVERLAH, 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 April 14, 2016.

A. Neil Haverlah

May 12, 2016 *date*