

# MINUTES

## AIRPORT ADVISORY BOARD

Monday, January 23, 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 6:03 PM. Present were Tom Woodruff, Kellie Roby, Dwight Royall, Mark Berglund, Brad Bassett, and Matt Murphey. Board member Mike Potter 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 November 28, 2016 Airport Advisory Board meeting and take any action necessary.**

Mr. Berglund made a motion to approve the minutes of the November 28, 2016 meeting. Mrs. Roby provided the 2<sup>nd</sup> and the motion was approved 5-0-1-1, with Mr. Potter absent and Mr. Bassett abstaining.

2. **Discuss and consider approving a resolution regarding a recommendation that airport improvements be added to the next City of Rockwall bond election for consideration and take any action necessary.**

At the previous Board meeting there was discussion about adding the local match for the airport improvements to the next City capital improvement plan. The Board directed staff to prepare a resolution for consideration. The timeframe for the next City bond election has not yet been determined. Mr. Bassett made a motion to approve a Resolution recommending that the City Council consider adding the local matching funds necessary to participate in the State of Texas Airport Capital Improvement Program to the next City of Rockwall bond election. Mr. Berglund provided the 2<sup>nd</sup> and the motion was approved 6-0 of the members present. Mr. Potter was absent.

3. **Discuss and consider terms of the Airport Advisory Board members and take any action necessary.**

The City Secretary, Kristy Cole, attended the 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. Board members that draw an initial one-year term are eligible for reappointment by the City Council for a full two-year term. Mrs. Cole indicated to the Board that she intends 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 will put appointments to this particular board in line with the timeframe associated with appointments for most all other city boards and commissions.

**4. Hear a staff report and take any action necessary.**

At the November meeting, Staff presented budgets for other airports in the State similar to Rockwall. Staff was asked to research a few other smaller airports. Budgets for the Grand Prairie, Bridgeport, and Decatur airports were included for review. Based on what has been researched and reviewed, many of the airports receive some type of supplemental transfer in funding their operations.

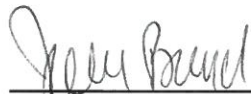
It was also reported that the City Council Airport Subcommittee, the FBO, and city staff will attend the State of Texas Aviation Conference April 19-21.

**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 27<sup>th</sup> DAY OF FEBRUARY, 2017.**

**ATTEST:**



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**Joey Boyd, Director of Internal Operations**



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**Dwight Royall, Chairman**

# **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

# MINUTES

## AIRPORT ADVISORY BOARD

Monday, May 22, 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, Kellie Roby, Dwight Royall, Brad Bassett, and Matt Murphey. Board member Mark Berglund was absent. Board member Mike Potter arrived at 6:44 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 March 27, 2017 Airport Advisory Board meeting and take any action necessary.

Mr. Murphey made a motion to approve the minutes of the March 27, 2017 meeting. Mr. Bassett provided the 2<sup>nd</sup> and the motion was approved 5-0 with Mr. Berglund and Mr. Potter absent.

#### 2. Hear an update on airport marketing and take any action necessary.

Mr. Boyd gave an update on the activities and efforts of the Marketing Subcommittee. Staff prepared an annual report from the Board to airport customers. The report will be placed on the airport's website and Mr. Parks will send it out on his constant contact email distribution program.

Staff has placed promotional items in the Airport Terminal for the following:

- Rockwall Chamber of Commerce – visitrockwall.com brochure
- Guide to Downtown Rockwall brochure
- San Jacinto Plaza Music Series brochure
- Founders Day Festival Poster
- Concert by the Lake Poster

Fly-In, Spend the Night, Have Fun - Todd Parks coordinated a meeting with Jacque Elliott, Director of Sales for Springhill Suites by Marriott to discuss how the airport can work with them to provide opportunities to fly-in and stay at the hotel. The Springhill Suites has two getaway packages they are offering: Room and Dinner and Room and Gift Card for shopping. Mr. Parks has contacted the Hilton at The Harbor about a similar partnership. Ms. Elliott agreed to partner with the airport to cross market the Springhill and the airport through our respective websites

and social media. The City's PIO and Main Street Manager are looking for ways to market Rockwall using a more regional and State-wide approach through Texas Tourism programs. The overall goal is to market Rockwall as a destination and use the airport as a gateway to get here from both within the metroplex or from neighboring states.

One item of concern is getting those entering through the airport to their destination in Rockwall. The hotels do not have their own ground transportation. Staff will continue to look for reliable transportation options such as: Uber, Lyft, or local private carriers for this service. There was discussion about engaging STAR transit to see if they would provide transportation on the weekends as well.

The City of Rockwall and the East Trinity Masonic Lodge in Rockwall co-hosted a pancake breakfast / fly-in event at the Ralph M. Hall / Rockwall Municipal Airport on Saturday, May 13th. Approximately 50 people attended.

[www.rockwallairport.com](http://www.rockwallairport.com) is continuing to evolve and the City's PIO will work with the airport manager to expand the airport's presence on social media. There was also discussion about holding an event on the date of the Rib Rub Run and Roll to promote the airport and aviation.

**3. Hear an update regarding the strategic plan for the Ralph M. Hall / Rockwall Municipal Airport and take any action necessary.**

Staff gave an update to the Board regarding the strategic plan for the airport. In 2016, each department of the City developed and presented strategic plans to the City Council for consideration. The strategic items for the airport were developed between staff and the city manager. The City Council adopted these strategic goals in January 2017. The City is committed to revisiting the strategic plan each year to ensure the plan encompasses the top priorities.

An update on the strategic plan was presented to the Rockwall City Council on May 1, 2017. These efforts will be ongoing and a process is being developed for updating the strategic plan which will be reported to the Board once it is complete. It's anticipated that the Board will discuss items to place on the plan in the future.

**4. Discuss and consider the status of the Fixed Based Operator contract and consider options for future FBO services, and take any action necessary.**

Todd Parks, the FBO, has a contract that currently expires on September 30, 2017. Mr. Parks has indicated that he is interested in a new 5-year contract to provide FBO services at the airport. Mr. Parks provided a draft contract as a starting point for negotiations as well as an estimate of operating income and anticipated expenditures for next fiscal year. The options that were discussed for management of the airport were:

1. Recommend that the City Council negotiate a contract with Todd Parks for FBO / Airport Management services.
2. The City issue a Request for Proposals for FBO / Airport Management services and take proposals from all interested parties.
3. The City could hire staff and run the FBO itself.

Mr. Bassett asked Mr. Parks about the length of the contract and the proposed compensation for operating the airport. Mr. Parks explained that the estimated gross revenue will go to the city

and that the city will manage the revenue and expenditures. Mr. Bassett asked why Mr. Parks wants to take Texas Air Center out of managing the financial side of the operations. Mr. Parks stated that there are many things throughout the year that are not within his control such as fuel sales, hangar leases, new development, repairs, and other challenges to airport revenues. The limitations of the airport and the volume of traffic into the airport play a huge role in revenue. Mr. Parks is trying to minimize his risk with the new proposed contract. Mr. Royall stated his concern is that there are no incentives in the proposed agreement for the FBO to sell fuel and increase revenues. The City assumes all the risk. There was also concerns with the proposed number of days of operation, total hours per day, and payments being made quarterly in advance to the service. Mr. Bassett, Mr. Royall, and Mr. Murphey expressed concern that a 5-year contract is too long at this time but Mr. Parks said that 3 years is a deal breaker. He wants a 5-year agreement because of the amount of investment that is needed to operate an FBO.

Mr. Woodruff stated that he uses the airport a lot and it's extremely helpful to have someone there that does maintenance. Having maintenance on the field provides value to the overall operation of the airport. Mr. Boyd stated that if the recommendation is to proceed with negotiations with Todd Parks, any of the concerns the Board has such as hours of operation, duration of the contract can be made as part of their recommendation. Mr. Parks informed the Board that he needs a decision by June 19, 2017 to begin negotiations and asked the Board to recommend to the City Council to negotiate with him. Mr. Parks stated that if the Board recommends to the City Council to issue an RFP, he would not be interested in submitting an RFP. There were multiple Board members that were uncomfortable with the proposed 5 year timeframe and the June 19<sup>th</sup> deadline.

Mr. Bassett made a motion to recommend to the City Council that the City issue a Request for Proposals for FBO services at the airport. Mr. Potter provided the 2<sup>nd</sup> and the motion was approved 5-1. Board members voting for the motion were: Potter, Roby, Royall, Bassett, and Murphey. Mr. Woodruff voted against the motion and Mr. Berglund was absent.

#### **5. Discuss and consider draft rules and regulations, airworthiness of aircraft, and hangar use policies, and take any action necessary.**

The Subcommittee appointed to review proposed Airport Rules & Regulations (Board members Mike Potter, Dwight Royall, and Mark Berglund) held a meeting on April 12, 2017 and discussed a policy specifically focused on airport rules & regulations, hangar use, and airworthiness of aircraft. The Subcommittee used TXDOT Aviation's model guidelines for each of these subjects that served as a template for the Subcommittee. A draft copy was presented to the Board for review and consideration. There was discussion as to how the Board wants to receive input from airport customers. Options to receive input are: Place the draft on the website and allow participants to email their individual comments; receive public input for airport customers to provide their comments directly to the Board; and provide copies in the terminal at the airport; or use a combination of all options. The Subcommittee's goal was to propose rules that promote safety and viability of the airport and its users.

Mr. Bassett made motion to direct staff to distribute the draft to airport customers and receive public input on the website, send out a link to airport customers, and to place an item on the agenda on June 26, 2017 Board meeting to receive public input. Mr. Potter provided the 2<sup>nd</sup> and the motion was approved 6-0 with Mr. Berglund absent.



**6. Discuss and consider airport operating budget items for fiscal year 2018 and take any action necessary.**

Mr. Boyd discussed budget items for next fiscal year. Every year the City budgets for certain operational items, such as: Insurance, equipment repairs, vehicle and building repairs, AWOS maintenance, and fuel system maintenance. Throughout the year, there were items that were discussed and the Board asked staff to submit for budget consideration this year. Those items identified are:

- Board member travel to Texas Aviation Conference
- Hangar pad repairs/replacement
- A self-service fuel island
- A separate line item for ground maintenance that was previously in another account

Mr. Potter made a motion to direct staff to include a budget request for a self-service fuel dispenser for 100 LL. Mr. Murphey provided a 2<sup>nd</sup> and the motion was approved 6-0.

Mr. Potter made a motion to direct staff to include a budget request for hangar pad repairs / replacement. Mr. Bassett provided a 2<sup>nd</sup> and the motion was approved 6-0.

**7. Hear a staff report and take any action necessary.**

There were no further staff comments.

**IV. ADJOURNMENT**

The meeting was adjourned at 7:22 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 26<sup>th</sup> DAY OF JUNE, 2017.**

**ATTEST:**

  
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**Joey Boyd, Director of Internal Operations**

  
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**Dwight Royall, Chairman**

# MINUTES AIRPORT ADVISORY BOARD

Monday, June 26, 2017

6:00 p.m.

Rockwall City Hall

385 Goliad Street, Rockwall, Texas 75087

## I. CALL MEETING TO ORDER

The meeting was called to order at 6:04 PM. Present were Tom Woodruff, Mike Potter, Dwight Royall, Mark Berglund, Brad Bassett, and Matt Murphey. Board member Kellie Roby arrived at 6:23 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 May 22, 2017 Airport Advisory Board meeting and take any action necessary.**

Mr. Bassett made a motion to approve the minutes of the May 22, 2017 meeting. Mr. Berglund provided the 2<sup>nd</sup> and the motion was approved 6-0 with Mrs. Roby absent.

- 2. Take public input related to draft rules and regulations, airworthiness of aircraft, and hangar use policies, and take any action necessary.**

Mr. Royall explained the procedure for taking public input and gave a brief history about the rules and regulations. A set of draft rules and regulations were presented to airport customers for comments approximately 2 years ago. A group of tenants requested that the City Council appoint an Airport Advisory Board to help develop recommendations to the City Council regarding the airport. One of these recommendations being a set of rules and regulations. The Board was appointed in March 2016. A Subcommittee of the Board developed the current draft under discussion using a model provided by TXDOT Aviation Division and adapted it for the airport in Rockwall. The Board will receive public input and then the Subcommittee will take both comments offered at the meeting and in writing and meet again to further discuss and modify the existing draft based on customer feedback. Mr. Royall then opened the meeting for public comment. Members of the audience that spoke include:

Asa Cascavilla  
Peter Boronkay  
Tom Chandler  
Todd Parks

A revised draft is anticipated to be discussed at the next Airport Advisory Board meeting.

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

Mr. Boyd informed the Board that a Request for Proposals was issued on Thursday, June 22, 2017 and that proposals are due back on Wednesday, July 26, 2017 at 2 PM.

**IV. ADJOURNMENT**

The meeting was adjourned at 7:01 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 24<sup>th</sup> DAY OF JULY, 2017.**

**ATTEST:**

  
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**Joey Boyd, Director of Internal Operations**

  
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**Dwight Royall, Chairman**

# MINUTES AIRPORT ADVISORY BOARD

Monday, July 24, 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, 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 June 26, 2017 Airport Advisory Board meeting and take any action necessary.

Mr. Bassett made a motion to approve the minutes of the June 26, 2017 meeting. Mr. Murphey provided the 2<sup>nd</sup> and the motion was approved 6-0 with Mr. Berglund absent.

### 2. Discuss and consider approval of draft rules and regulations, airworthiness of aircraft, and hangar use policies, and take any action necessary.

Mr. Royall began the discussion by explaining that the Subcommittee met and considered all comments submitted both in writing and during public input at the previous Board meeting. Many of the comments received were addressed in the final draft being considered by the Board. Other items remained the same in the interest of safety and operations. The Subcommittee used TXDOT's model to develop its version for the Ralph M. Hall / Rockwall Municipal Airport. Staff will submit the draft to TXDOT Aviation and the City Attorney for review and comment.

There was discussion regarding how the rules can be changed. The rules and regulations will be adopted by ordinance by the City Council. It is anticipated that any necessary changes would follow the same procedure by which the initial document was created and approved.

Mr. Bassett made a motion to approve the draft rules and regulations. Mrs. Roby provided the 2<sup>nd</sup> and the motion was approved 6-0 with Mr. Berglund absent.

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

Mr. Boyd reminded the Board that FBO proposals were due on Wednesday, July 26, 2017.

**IV. ADJOURNMENT**

The meeting was adjourned at 6:12 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 29<sup>th</sup> DAY OF JANUARY, 2018.**

**ATTEST:**

  
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**Joey Boyd, Director of Internal Operations**

  
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**Dwight Royall, Chairman**

**MINUTES**  
**AIRPORT ADVISORY BOARD**

Thursday, August 17, 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, Kellie Roby, Dwight Royall, Brad Bassett, and Mark Berglund. Board member Matt Murphey was absent.

**II. DISCUSSION/ACTION ITEMS**

**1. Appointment with Terrell Aviation to discuss a proposal for FBO Services at the Ralph M Hall / Rockwall Municipal Airport and take any action necessary.**

The Airport Advisory Board interviewed the preferred candidate for FBO services at the airport. Melissa Hardin provided information on her experience and stated that she believes her 23 years of knowledge will help bring together all tenants and stakeholders. Ms. Hardin said she intends to be open 7 days per week, 8am-Dusk and provide full-service fueling until such time a self-service dispenser is purchased and installed by her company. She intends to provide maintenance and flight instruction as well with access to a variety of aircraft. The FBO will not ask for funding of operations.

Ms. Hardin stated she has been at Terrell Airport through major capital improvements and believes she can be helpful in Rockwall in the future if an expansion occurs. She also stated that she budgets her operation conservatively and has reserves if necessary. Vice-Chairman Mike Potter made a motion to recommend that the City Council consider entering into an agreement with Melissa Hardin for FBO services at the airport. Board Member Kellie Roby provided a 2<sup>nd</sup> and the motion was approved by a vote of 6-0, with Matt Murphey absent.

**III. ADJOURNMENT**

The meeting was adjourned at 7:06 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 29<sup>th</sup> DAY OF JANUARY, 2018.**

ATTEST:

  
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Joey Boyd, Director of Internal Operations

  
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Dwight Royall, Chairman