

**DRAFT MINUTES  
AIRPORT ADVISORY BOARD  
May 8, 2019**

After determining that a quorum is present, the Airport Advisory Board of the City of Denton, Texas will convene in a regular schedule meeting on Wednesday, May 8, 2019 at 5:47 p.m. in the Airport Terminal Building Meeting Room at 5000 Airport Road, Denton, Texas, during which the following items were considered:

**AIRPORT ADVISORY BOARD IN ATTENDANCE:** Chairman Bob Tickner, Vice Chairman Robert Ismert, Ed Ahrens, and Sandra Chandler Arun Pookulangara, Micah Hope, and Michael Upshaw.

**STAFF MEMBERS PRESENT:** Scott Gray, Airport Manager; Chase Patterson, Airport Operations/Maintenance Supervisor; and Leanne Hood, Administrative Assistant and acting Recording Secretary.

**PUBLIC PRESENT:** Michelle Cunningham, John Reed, Mark Taylor, and Jerry Stecklew.

**1. PLEDGE OF ALLEGIANCE**

Members conducted the U.S. and Texas pledge of allegiance

**2. PRESENTATION FROM MEMBERS OF THE PUBLIC**

None

**3. ITEMS FOR CONSIDERATION**

**A. Consider approval of the Airport Advisory Board Meeting Minutes of April 10, 2019.**

Member Ahrens made a motion to approve the minutes from April 10, 2019. Member Hope seconded the motion. Motion carried unanimously (7-0).

**B. Receive a report and hold a discussion on the FAA's Part 139 Inspection.**

Patterson reports the FAA Part 139 Report indicated a number of deficiencies. FAA found some cracks and flacking in the runway, which the airport was aware of and had plans to repair. Safety areas had several three inch or higher lips. There are some deviations and sinking lights. There will need to be a surface painted Hold Position signs and a few enhancements will need to made to the current centerline markings. Regular tests of ARFF trucks and agents will be required. Communications issues with dispatch/response will need to be addressed and the installation of aircraft radios in the ARFF Vehicles will be necessary. There were also a few Self-Serve and Fuel Farm signage that need to be posted and/or replaced. The midfield wind socks needs replaced due to fading and secondary wind socks will need to be relocated. These items will be addressed at a future date. Patterson and Gray will be visiting the Tuscaloosa Regional Airport where they will see how they function, and present the findings to the board at a later date.

**C. Receive a report and hold a discussion on the development of the Airport Guiding Documents.**

Gray reports the Airport and Legal has been working on the Airport Guiding Documents since summer 2018. The revision of City Code Chapter 3 will include Airport Rules and Regulations, Airport Minimum Operating Standards, and Airport Rates and Fees Schedule. Gray continues to discuss Articles and sections within Chapter 3 that have remained the same or will change.

Member Upshaw inquires if the committee for Article IV is Ad Hoc. Gray responds that is created by code and will only be activated when an appeal is created. Upshaw also suggests that there needs to be some clarity on Standard of Review and Standard of Evidence. Gray responds that the Airport would already have the evidence in the case and would review based on that and adds that Member Upshaw's question will be passed onto the City of Denton Legal Team for review and follow up.

Gray opens the meeting to any public comments. A member of the public asks if the current tenants are being notified via email. Gray responds that the Airport has all tenants on a Constant Contact email database and is currently utilizing it to send information.

Chairman Tickner inquires about the Facebook page and utilizing that to reach the public. Gray responds that it is an outlet that we can use and have access to.

**D. Receive a report and hold a discussion on the Monthly Operations Report.**

Patterson reports the operations are up 3.5%. Fueling is negative, down just over 100,000 for the fiscal year. No change in Based Aircraft. No alerts for the month. One incident occurred, a Cessna citation narrowly missed a flock of geese off the approach. The geese were mitigated. Wildlife management had 5 reports incidents including the geese encounter. The remaining wildlife incidents were buzzards, gulls, and the remains of a Meadowlark being collected. Pyros were used to mitigate in all bird related incidents.

**E. Receive a report and hold a discussion on the Monthly Construction Report.**

Patterson reports the West Parallel Runway has excavated 400,000 cubic feet of soil to date. Fence has been relocated. ASO power source transfer has been completed.

Member Chandler inquires about the dirt that is being moved and the plan. Patterson responds that the dirt is being moved to a property that the Airport owns to utilize in the future.

Chairman Tickner inquires about runway closures. Gray responds that the work will be done at night, leaving the runway open during the day.

Patterson reports the electrical contractors have installed the needed conduits for The North End Gate Installation. Proximity Card Access status is unchanged. Airport Roads status is unchanged.

**F. Receive a report and hold a discussion on the Council Airport Committee and/or City Council Aviation related items.**

Hood reports that there is one pending item. The 3KAM Real Estate AccessBank Texas Collateral assignment of lease will be going to the Council Airport Committee on May 28, 2019, and to Council on June 4, 2019.

Gray adds that 3KAM Collateral assignment will likely be pushed to a later date due to missing paperwork.

**5. CONCLUDING ITEMS.**

Chairman Tickner states the next Airport Advisory Board meeting is on June 12, 2019, several members state they will be unable to attend leaving the lack of a quorum. After discussion among the board members and agreeing on a new day, Chairman Tickner states the next Airport Advisory Board meeting will be held June 5<sup>th</sup> at 5:30pm.

Gray informs the board that he has been elected Vice President for the Texas Airport Commission.

Patterson informs the board that the Airport Runway Safety Action Team will meet from 6pm-8pm on May 15, 2019 and all members are invited to attend.

With no further business, the meeting was adjourned at 6:55 p.m.

X 

Bob Tickner  
Chairman

X 

Leanne Hood  
Recording Secretary