

**DRAFT MINUTES
AIRPORT ADVISORY BOARD
November 13, 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, November 13, 2019 at 5:30 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, Arun Pookulangara, Micah Hope, and Michael Upshaw.

BOARD MEMBERS ABSENT: Ed Ahrens.

STAFF MEMBERS PRESENT: Scott Gray, Airport Manager and Chase Patterson, Airport Operations/Maintenance Supervisor.

PUBLIC PRESENT: Michael Farlow, Cherish Egbo, Olivia McAdams, Seren Lind, Liliah Monroy, and Brian Walker.

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 October 9, 2019.

Member Upshaw made a motion to approve the minutes from October 9, 2019. Member Hope seconded the motion. Motion carried unanimously (5-0).

B. Receive a report, hold a discussion, and consider a recommendation to City Council to adopt the Draft Airport Guiding Documents.

Gray discusses the changes made to the Draft Airport Guiding Documents. Chapter 3 has remained unchanged. Airport Rules and Regulations; on page 10 rubbish and trash was changed to hazardous material and on page 11 a provision was added to allow washing by aircraft owners at based location. Amateur build aircraft maintenance clarifications and activities were added. The email received has been addressed regarding corrections and aircraft maintenance for amateur builds and an email response will be sent. On page 23, a provision was added regarding to open flames near the aircraft. Airport Minimal Operating Standards, a change and clarification

was made to hangar leasing services and a provision with restrooms to follow City Code was added.

Chairman Tickner recommends waiting an additional meeting to consider recommendation to allow all members of the Board and public to review the completed Draft Airport Guiding Documents. Gray responds that he will finalize and post the documents and they will be available on the website for viewing.

C. Staff Reports:

1. Monthly Operations Report – November 2019

Patterson reports operations was down 16.5% resulting in being down 6.5% for the year. Fuel is currently down 9.3% for the year. Based Aircraft is down due to longhorn helicopters being phased out and the loss of a few jets. There was one alert on October 21, a student pilot on a solo flight had the nose gear collapse on landing, no injuries reported. There were no incidents. One mitigation occurred, and pyros were used.

2. Monthly Construction Report – November 2019

Patterson reports West Parallel Runway had its final walk through. Grading issues were identified and will be addressed. Several erosion areas were noted and those will be monitored. Gray adds the issues with TxDOT, Runway numbering, runway lighting, and the anticipated dates for opening.

Patterson Reports the Proximity Card Access gates have now been equipped with card readers and the wireless connection solution will be ordered within the next week. Gray reports the Airport Roads status has been updated. Freese and Nichols engineers has provided the City's Engineering Department with final draft plans and bid specifications. The Engineering Department is working to package the Airport streets project with other City streets projects. The initial \$1.3 million funding will be used to begin the project in this fiscal year.

3. Council Airport Committee – City Council Airport Related Items Matrix – November 2019


Gray reports TxDOT RAMP Grant and US Trinity Holdings, LLC and Guaranty Bank collateral assignment of lease, were approved by City Council on November 5, 2019. There are currently no items going forward.

4. CONCLUDING ITEMS.

Gray states the Chair/Vice chair interest for nomination will be added next month. Chairman Tickner states the next Airport Advisory Board Meeting is December 11, 2019.

With no further business, the meeting was adjourned at 6:19 p.m.

X 
Bob Tickner
Chairman

X 
Leanne Hood
Recording Secretary