

MINUTES AIRPORT ADVISORY BOARD

Monday, March 25, 2019

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, Dwight Royall, Kellie Roby, Mike Potter, Matt Murphey, Brad Bassett, and Tim Wolf.

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 28, 2019 Airport Advisory Board meeting and take any action necessary.**

Mr. Bassett made a motion to approve the minutes from the January 28, 2019 regular meeting. Mr. Murphey provided the 2nd and the motion was approved 6-0-1, with Mrs. Roby abstaining.

- 2. Discuss a Ground Communications Outlet at the airport and take any action necessary.**

Mr. Royall reported that he researched this item and F46 does not qualify because it does not meet the minimum annual IFR operation requirements.

- 3. Discuss a permanent NOTAM regarding taxiways and runway and take any action necessary.**

It was asked if the Airport can place a permanent NOTAM explaining that the taxiway on the north can only accommodate certain size aircraft and direct pilots the preferred route to take on the taxiways. Melissa Hardin said that she would study and see how many airplanes have that issue at the airport. It was also suggested that staff consider signage to help with this effort.

- 4. Discuss signage at the airport and take any action necessary.**

Mr. Wolf reported that he has seen cars get lost on the airport and going down the runway. He suggested that staff and the FBO look at signage for vehicular traffic.

- 5. Hear a report from Melissa Hardin, FBO / Airport Manager and take any action necessary.**

The FBO gave a report on activity at the airport. January and February were record months for fuel sales compared to previous years. The self-service island is proving to be a good investment and a popular service to customers. Melissa also mentioned that November 2nd is the birthday of the airport. She wants to have a special event to honor that day and will work with city staff to put together an event to honor the airport.

6. Hear a staff report and take any action necessary.

Staff provided an update on the following projects:

Airport Traffic Study

TXDOT is scheduled to install an ADSB Traffic Counter on Monday, June 10, 2019. The device will remain in place until December 2019. TXDOT does not charge a fee for this service.

Asphalt Repair and Drainage Improvement

Staff is meeting with TXDOT, PSC Engineers, and Lone Wolf Construction on April 2nd to discuss the outstanding items related to the asphalt repair project. The contractor will completely reconstruct the entrance road and improve drainage issues. Weather permitting, this work will be completed by the end of April.

Hangar Pad Improvements

The City Council approved funds in the budget this year for hangar pad improvements. It is anticipated that 5 pads can be rebuilt this year with the funds that are allocated.

Civil Air Patrol

The Rockwall CAP cadets and adult sponsors will come to the City Council meeting on Monday, April 15 to provide an update on activities and contributions to Rockwall.

Marketing

The city staff is working on a more comprehensive plan to market the entire City but that plan has not yet been formally adopted. I want to allow time for that strategy to materialize and see how the airport might play a role in that effort. I will be scheduling a time in the near future with the AAB Marketing Subcommittee to discuss how the airport might be a contributor to the overall strategy.

FBO / Airport Manager's Report

Melissa Hardin will provide a report on previous month fuel sales and operations (copies included).

IV. ADJOURNMENT

The meeting was adjourned at 6:32 PM.

PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 22nd DAY OF JULY 2019.

ATTEST:



Joey Boyd, Assistant City Manager



Tom Woodruff, Chairman