



AIRPORT BOARD

AGENDA

6:00 PM, WEDNESDAY, AUGUST 12, 2015

MAJOR WILLIAM F. LONG TERMINAL BLDG.
400 BRITISH FLYING SCHOOL BLVD., TERRELL, TX 75160
CONFERENCE ROOM

Raymond Hicks
Chairman

Mike Grout
Vice-Chairman

Bill Jenkins
Member

Juan Salazar
Member

Shayne Phillips
Member

Andrew McJannett-
Smith
Member

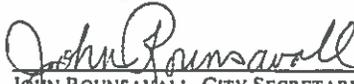
Michael McGrew
Member

Dorman Williamson
Member

- 1) CALL TO ORDER
- 2) CONSIDER APPROVAL OF THE MINUTES OF JUNE 10, 2015
- 3) RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES
- 4) UPDATE ON AIRPORT PLANNING AND TXDOT CIP
- 5) DISCUSS AIRPORT MARKETING PROJECT
- 6) DISCUSS GENERAL AIRPORT-RELATED MATTERS
 - a. FUEL PRICE COMPARISON REPORT
 - b. FINANCIAL STATEMENT
 - c. FLY-IN REPORT
 - d. MISCELLANEOUS ITEMS
- 7) HEAR REMARKS FROM VISITORS
- 8) ITEMS FOR FUTURE MEETINGS
- 9) SET NEXT MEETING DATE - OCTOBER 14, 2015
- 10) CONSIDER A MOTION TO ADJOURN



I HEREBY CERTIFY THAT THIS NOTICE WAS POSTED ON
THE BULLETIN BOARD AT TERRELL CITY HALL, 201 E.
NASH ST., TERRELL, TEXAS, ON THURSDAY, AUGUST 6,
2015 AT 11:00 A.M.


JOHN ROUNSAVALL, CITY SECRETARY
(SEAL)



AIRPORT BOARD MEETING
June 10, 2015 6:00 PM
WILLIAM F. LONG TERMINAL BLDG. – CONF. RM
400 BRITISH FLYING SCHOOL BLVD., TERRELL, TEXAS

MEMBERS PRESENT:

Michael McGrew, Raymond Hicks, Bill Jenkins, Michael Grout, Juan Salazar, Dorman Williamson, Andrew McJannett-Smith

MEMBERS ABSENT: Shayne Phillips.

OTHERS PRESENT:

Talana Morris, MPD Ventures
Melissa Hardin, Terrell Aviation
Mike Hardin, Terrell Aviation
Steve Rogers, City of Terrell
Glenn Caldwell, City of Terrell

CALL TO ORDER:

The meeting was called to order by Raymond Hicks at 6:00 p.m.

CONSIDER APPROVAL OF MINUTES:

Motion made by Juan Salazar to approve the minutes of the April 8, 2015 meeting. Michael McGrew seconded the motion. Motion carried.

RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES:

Melissa Hardin informed the board of activities at the Airport.

DISCUSS AIRPORT PLANNING AND TXDOT CIP:

Steve Rogers provided the 2014-2016 Capital Improvement Plan Map and presented the board with a Project Update Report from Garver.

Active Projects

- **T-Hangar Development** - have been going extremely slow because of issues with contractors. They poured the slab a week ago and immediately we saw some problems with it. They had to remove fairly a significant portion of the slab. This has slowed them down. They are making progress and their current schedule shows that they will finish by Labor Day. The contract started the first of November and they were supposed to be finished by March 3rd or 4th, 2015. We had a meeting with TxDOT, they have been under liquidating damages since March 3rd. It's \$250 a day after the contract completion date. We are impacted by not being able to gain revenue from those hangars.
- **Terminal Area Utilities** - There's been a lot of water and sewer installed to feed the north side of the Terminal area. We are getting close to completing that project and will be closing it out soon.

- **CIP** - the FY-16 Budget year coming up, we got a big hit because we are obligated to give about half a million dollars of City funds to match up with a little over a billion dollars of Federal and State Funds to build drainage improvements, perimeter roads, fencing and other items listed. Steve has been working with TxDOT to get that project going.

DISCUSS AIRPORT MARKETING PROJECT:

Talana Morris of MPD Ventures, provided an update on the Food Truck Fest that was held in May. It was slow going the first weekend because of the weather (cloud coverage). We had a pretty low turn-out. Dock Ballard was there to entertain with live music. We didn't get a chance to promote the live music, we were not aware of it, until that day. So that may have helped. One of our trucks had a high minimum and we ended up paying out of pocket \$839, for that weekend. The second weekend we had more people and a few planes come in. We paid \$250 out of pocket, which were mostly comp meals (City Staff, Police and Fire). We had enough traffic to cover our minimums. There were maybe 100-140 people that attended. The third weekend with the Air Race that helped a lot. We ended up paying \$360 which were comp meals (City Staff). The event was promoted very heavily. We paid about \$1400 for advertisement (signs and banners). We will consider doing another one maybe in the fall, not three weekends in a row but within conjunction with another event.

We are working on posters for the Pilots Lounge that shows them their food and transportation options. We have the Fly-in support. We will do most of the PR with the list we have but Becky has a team that's working on the Fly-in.

DISCUSS GENERAL AIRPORT-RELATED MATTERS:

- A. **Fuel Price Comparison Report** – Glenn Caldwell discussed the Airnav.com comparison report of fuel rates within a 30 mile radius of Terrell.
- B. **Financial Statements** – We were unable to secure a Financial Statement from the City Secretary for this meeting due to Budget Meetings that had taken priority. We are looking at making some arrangements that will allow us to print the report in house.
- C. **Fly-In Report** –The last meeting was on May 13, 2015. Becky Sullivan provided a report for the agenda packet.

Miscellaneous Items – None.

HEAR REMARKS FROM VISITORS: None

ITEMS FOR FUTURE MEETINGS:

- No new items

SET NEXT MEETING DATE:

All board members present agreed that the next regularly scheduled meeting will be held on Wednesday, August 12, 2015 at 6:00 p.m. at the Major William F. Long Terminal Building.

CONSIDER A MOTION TO ADJOURN: Motion made by Juan Salazar and seconded by Michael Grout to adjourn meeting. Motion carried.


Raymond Hicks, Chairman



3010 Gaylord Parkway
Suite 190
Frisco, TX 75034

TEL 972.377.7480
FAX 972.377.8380

www.GarverUSA.com

PROJECT UPDATE REPORT

TERRELL MUNICIPAL AIRPORT

August 2015

T-Hangar Development

1. Construction contract awarded to Phillips May Construction.
2. Construction began on November 3, 2014.
3. Building materials have been delivered to the site.
4. Construction is currently focused on foundation construction.
5. Construction progress leading up to foundation construction was slower than anticipated and has been discussed extensively with TxDOT and City.
6. Phillips May most recent updated schedule anticipated project completion in the beginning of Sept, 2015.

Airfield Drainage and Floodplain Study

1. Project consists of comprehensive study of storm drainage at the airport and study and remapping of King's Creek Tributary floodplain (west side of the airport).
2. Draft Final Floodplain Study review meeting with TxDOT and City was held on February 26, 2015.
3. Final Floodplain Study report was submitted to TxDOT and City on February 27, 2015.
4. Floodplain "Letter of Map Revision" (LOMR) was submitted to FEMA on July 20, 2015.
 - a. Final Letter of Determination expected within 90 days of submittal (October 2015).

Perimeter Road and Drainage Improvements

1. Project consists of service road from the T-hangar area to British Flying School Boulevard and associated drainage improvements.
2. Scope and Fee has been approved by TxDOT.
3. Project is awaiting TxDOT Commission approval and contract execution (anticipated execution by mid-September)

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Fuel prices within 30 miles of Terrell, TX 75160

Airport / FBO		100LL	Jet A		
		\$4.10—\$8.68 average \$5.73	\$3.35—\$6.79 average \$4.82		
KTRL 3 SE	Terrell Municipal Airport Terrell, TX, USA Terrell Aviation	Avfuel FS \$4.50	FS \$4.78	GUARANTEED	
KHQZ 11 W	Mesquite Metro Airport Mesquite, TX, USA Mesquite Metro Airport	SS \$4.10 FS \$4.75	SS \$3.35 FS \$3.95	GUARANTEED	
F46 12 NNW	Ralph M Hall/Rockwall Municipal Airport Rockwall, TX, USA Texas Air Center, LLC	FS \$4.50	FS \$3.90	GUARANTEED	
76F 17 ESE	Van Zandt County Regional Airport Wills Point, TX, USA Van Zandt County Regional Airport	Avfuel SS \$4.50			17-Dec-2014 update
7F3 18 NNE	Caddo Mills Municipal Airport Caddo Mills, TX, USA Blink Design and Manufacturing, LLC	AS \$4.25			22-Jan update
T57 20 WNW	Garland/DFW Heloplex Garland, TX, USA Sky Helicopters	FS \$6.19	FS \$5.99		12-Jun update
KLNC 23 WSW	Lancaster Regional Airport Lancaster, TX, USA Lancaster Regional Airport	SS \$4.25 FS \$5.05	FS \$3.90	GUARANTEED	
KGVT 23 NNE	Majors Airport Greenville, TX, USA Greenville Aviation	independent FS \$4.35	FS \$4.00		24-Jul update
T13 25 SW	Dallas South Port Airport Palmer, TX, USA Pumpkin Air	independent SS \$4.50		GUARANTEED	
74XA 25 SSE	Gun Barrel City Airpark Gun Barrel City, TX, USA Galvic Enterprises, Texas Inc.	Avfuel FS \$4.98			05-Sep-2014 update
KDAL 28 WNW	Dallas Love Field Airport Dallas, TX, USA 	FS \$7.57	FS \$5.40	GUARANTEED	



BUSINESS JET CENTER **FS** \$5.95 **FS** \$4.27 **GUARANTEED** **AIRBOSS**

LANDMARK AVIATION **Shell Aviation** **FS** \$7.55 **FS** \$5.80 **GUARANTEED**

JET AVIATION **A GENERAL DYNAMICS COMPANY** **FS** \$8.68 **FS** \$4.09 **GUARANTEED** **AIRBOSS**

AIR ELITE DIAMOND SERVICE FBO

Signature **FLIGHT SUPPORT** **A BSA Aviation company** **Independent** **FS** \$8.326 **FS** \$6.788 **GUARANTEED**

Dalfort FUELING **Independent** **FS** \$8.326 **FS** \$6.788 **GUARANTEED**

KRBD Dallas Executive Airport Dallas, TX, USA

28 W **Jet Center of Dallas** **SS** \$4.75 **FS** \$3.89 **GUARANTEED** **AIRBOSS**
FS \$4.95

AMBASSADOR JET CENTER **FS** \$4.95 **FS** \$3.89 **GUARANTEED** **AIRBOSS**
\$4.85 **\$3.74**
NO RAMP FEES

KTKI Collin County Regional Airport at Mc Kinney Dallas, TX, USA

29 NNW **McKINNEY AIR CENTER** **FS** \$5.45 **FS** \$4.06 **GUARANTEED**

KADS Addison Airport Dallas, TX, USA

29 WNW **Atlantic Aviation** **Independent** **FS** \$7.29 **FS** \$5.89 **31-Jul update**

Million Air Dallas **FS** \$7.74 **FS** \$5.99 **29-Jul update**



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 **BUSINESS JET CENTER**  FS \$5.95 FS \$4.27 GUARANTEED  AIRBOSS

 **LANDMARK AVIATION**  Shell Aviation FS \$7.55 FS \$5.80 GUARANTEED

 **JET AVIATION**
A GENERAL DYNAMICS COMPANY  FS \$8.68 FS \$4.09 GUARANTEED  AIRBOSS

 **AIR ELITE** DIAMOND SERVICE FBO

 **Signature**
FLIGHT SUPPORT
A BBA Aviation company independent FS \$8.326 FS \$6.788 GUARANTEED

 **Dalfort FUELING** independent FS \$8.326 FS \$6.788 GUARANTEED

KRBD Dallas Executive Airport Dallas, TX, USA

28 W

 **Jet Center Dallas** Jet Center of Dallas  AVFUEL SS \$4.75 FS \$4.95 FS \$3.89 GUARANTEED  AIRBOSS

 **AMBASSADOR JET CENTER**  UVAir FBO NETWORK FS \$4.95 FS \$3.89 GUARANTEED  AIRBOSS
NO RAMP FEES

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29 NNW

 **McKINNEY AIR CENTER**  AVFUEL FS \$5.45 FS \$4.06 GUARANTEED

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29 WNW

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 **Million Air Dallas**  AVFUEL FS \$7.74 FS \$5.99 29-Jul update

	<u>FY2014</u>	<u>FY 2015 Budget</u>	<u>6/30/2015</u>	<u>FY 2015 YTD</u>
Income				
Hanger Revenue	118,620.00	170,000.00	12,790.00	118,520.00
Old Castle	183,952.52	122,435.00	10,702.92	41,311.68
Environmental Co-op	500.00	3,600.00		500.00
City of Terrell Lease 400 Industrial	16,399.92	17,500.00	1,366.66	10,933.28
BFTS Lease	1,250.00	1,500.00		1,500.00
Star Transit Lease (Annual)		5,200.00		
Madix Lease (Annual)	3,000.00	3,000.00		
Eagle Sky Patrol	6,000.00	6,000.00		
800 Airport Rd		25,000.00		
Other	150.00	0.00	75.00	150.00
Grant Proceeds	46,301.90	50,000.00		90,923.00
Interest	2,472.07	2,000.00		1,757.99
Total Income	378,646.41	406,235.00	24,934.58	265,595.95
Expense				
Maintenance	21,907.36	27,550.00	5,239.92	34,146.19
Ramp Match TxDOT	46,592.79	100,000.00	47,638.72	50,904.03
Fly-In	19,166.47	15,000.00	500.00	11,315.55
Advertising	33,035.13	25,000.00	415.55	3,060.80
Insurance	5,068.00	10,000.00		3,586.00
Utilities	44,109.00	50,000.00	2,585.08	89,707.60
Other Contracts & Services	49,515.92	71,000.00	1,129.97	17,955.99
Capital	294,607.35	575,923.00	2,184.70	40,010.50
Transfer Out	20,238.00	20,238.00	1,686.50	13,491.00
	534,240.02	894,711.00	61,380.44	264,177.66
Total Expense	534,240.02	894,711.00	61,380.44	264,177.66
Net Income	-155,593.61	-488,476.00	-36,445.86	1,418.29

Bank Balance As Of 09/30/14 * 1,433,123.63
Bank Balance As Of 06/30/15 1,422,472.73

* Unaudited Information