



## AIRPORT BOARD

### AGENDA

6:00 PM, WEDNESDAY, FEBRUARY 10, 2016

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

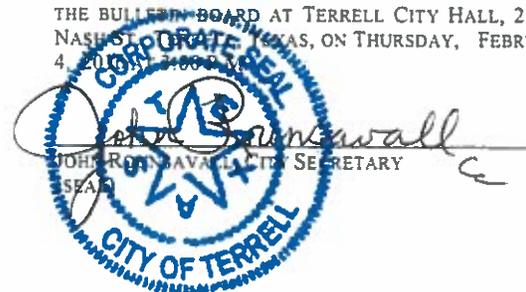
Andrew McJannett-  
Smith  
Member

Michael McGrew  
Member

Dorman Williamson  
Member

- 1) CALL TO ORDER
- 2) CONSIDER APPROVAL OF THE MINUTES OF OCTOBER 14, 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 - APRIL 13, 2016
- 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, FEBRUARY  
4, 2016 AT 3:00 P.M.





**AIRPORT BOARD MEETING**  
**August 12, 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, Shayne Phillips.

**MEMBERS ABSENT:** Juan Salazar, Dorman Williamson, Andrew McJannett-Smith.

**OTHERS PRESENT:**

Talana Morris, MPD Ventures  
Mike Hardin, Terrell Aviation  
Steve Rogers, City of Terrell  
Glenn Caldwell, City of Terrell  
Eddie Walkowicz  
Alan Walkowicz

**CALL TO ORDER:**

The meeting was called to order by Raymond Hicks at 6:01 p.m.

**CONSIDER APPROVAL OF MINUTES:**

Motion made by Bill Jenkins to approve the minutes of the August 12, 2015 meeting. Shayne Phillips seconded the motion. Motion carried.

**RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES:**

Mike Hardin gave a verbal report on airfield operations and activities.

**UPDATE ON AIRPORT PLANNING AND TXDOT CIP:**

A Current CIP Projects list was provided in the packets. The list is broken out over the next three years. FY 2017 project description will focus on designing and improving drainage, installing a perimeter concrete road and fencing. As well as design a runway rehab and taxiway construction.

**DISCUSS AIRPORT MARKETING PROJECT:**

Talana Morris and the staff at MPD Ventures sent out a press release and email announcements about the services available at the Airport. We are preparing information for the Seventy-Fifth Anniversary Celebration for the Airport. There will also be a few Food Truck Events this coming year. Not like the consecutive weekends we did in 2015. We are planning to tie-in the Food Truck events with two other events at the Airport, one will be near the end of June. We will continue to support the Fly-In from a Public Relations and Marketing standpoint. We will continue to handle social media.

We will be doing some Public Relation related to Remembrance Day. We are waiting on approval from Mike Sims. His Royal Highness The Duke of Gloucester GCVO who is the first cousin of Queen Elizabeth II. He will be in town for other events and is schedule to attend the Remembrance Day ceremony at the cemetery. Then they will have a tea afterwards at the Airport. We will be doing a flight school outreach to the local flight schools.

**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. We are equivalent to the adjacent Airports. We are just a little lower or higher than some.
- B. Financial Statements – We were unable to secure a Financial Statement from the City Secretary. He is out of the office for the month and is not expected to return until early next month.
- C. **Fly-In Report** –Becky Sullivan provided a detail report that was included in the packets.

**Miscellaneous Items** – Hangar I is complete and was accepted by TxDOT. Glenn Caldwell have the keys, it is ready to be occupied. We will allow the existing tenants an opportunity to move to a new hangar. Whatever is left will be handled by a list according to the order they requested.

We've got a permit to start building Hangar G-3.

**HEAR REMARKS FROM VISITORS:** Eddie & Alan Walkowicz (father and son are currently occupying Hangar G-1) introduced themselves. The City signed a contract to use them as the designated Airplane Maintenance Company. They will be the only company allowed to operate or do maintenance on site.

**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, December 2, 2015 at 6:00 p.m. at the Major William F. Long Terminal Building. Motion-made by Shayne Phillips and second by Michael Grout.

**CONSIDER A MOTION TO ADJOURN:** Motion made by Michael Grout and seconded by Bill Jenkins to adjourn meeting at 6:29pm. Motion carried.

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**Raymond Hicks, Chairman**



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# PROJECT UPDATE REPORT

## TERRELL MUNICIPAL AIRPORT

February 2015

### T-Hangar Development

1. Project Complete

### Airfield Drainage and Floodplain Study

1. Project Complete

### 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. Project Kickoff began on September 10, 2015.
3. Preliminary Engineering Report Review meeting with TxDOT and City was held on December 14, 2015
4. Draft Final Plans submitted on January 22, 2016.
  - a. Draft Final Plan Review meeting to be held during February.
5. Construction of this project slated to occur during the summer of 2017.



# 2017-2019 Capital Improvement Plan

Drainage  
Study/Improvements



1" = 600' on 11"x17"  
Print with "No Scaling"

## FY 2017

- Drainage Improvements
- Perimeter Fencing - Construction
- Perimeter Road - Construction
- Contingency, RPR, and Admin
- Runway Rehabilitation and Taxiway Construction - Engineering

## FY 2018

- New Parallel Taxiway - Construction
- Runway Rehabilitation - Construction
- Contingency, RPR, and Admin

## FY 2019

- New Fuel Farm
- South Terminal Improvements - Engineering
- South Terminal Apron - Construction
- South Terminal Apron Parking Lot - Construction
- South Terminal Apron Road - Construction



# Fuel prices within 30 miles of Terrell, TX 75160

Airport / FBO		100LL	Jet A		
		\$3.10—\$8.33 average \$5.16	\$2.75—\$6.26 average \$4.24		
<b>KTRL</b> 3 SE	<i>Terrell Municipal Airport</i> Terrell, TX, USA <a href="#">Terrell Aviation</a>	Avfuel	<b>FS</b> \$3.55	<b>FS</b> \$2.80	<b>GUARANTEED</b>
<b>KHQZ</b> 11 W	<i>Mesquite Metro Airport</i> Mesquite, TX, USA <a href="#">Mesquite Metro Airport</a>		<b>SS</b> \$3.10 <b>FS</b> \$3.75	<b>SS</b> \$2.75 <b>FS</b> \$3.25	<b>GUARANTEED</b>
<b>F46</b> 12 NNW	<i>Ralph M Hall/Rockwall Municipal Airport</i> Rockwall, TX, USA <a href="#">Texas Air Center, LLC</a>		<b>FS</b> \$3.95	<b>FS</b> \$2.85	<b>GUARANTEED</b>
<b>76F</b> 17 ESE	<i>Van Zandt County Regional Airport</i> Wills Point, TX, USA <a href="#">Van Zandt County Regional Airport</a>	Avfuel	<b>SS</b> \$3.45		19-Jan <a href="#">update</a>
<b>7F3</b> 18 NNE	<i>Caddo Mills Municipal Airport</i> Caddo Mills, TX, USA Blink Design and Manufacturing, LLC		<b>AS</b> \$4.40		01-Sep-2015 <a href="#">update</a>
<b>T57</b> 20 WNW	<i>Garland/DFW Heloplex</i> Garland, TX, USA Sky Helicopters		<b>FS</b> \$6.19	<b>FS</b> \$5.99	12-Jun-2015 <a href="#">update</a>
<b>KLNC</b> 23 WSW	<i>Lancaster Regional Airport</i> Lancaster, TX, USA 		<b>SS</b> \$3.25 <b>FS</b> \$4.20	<b>FS</b> \$3.20	<b>GUARANTEED</b>
<b>KGVT</b> 23 NNE	<i>Majors Airport</i> Greenville, TX, USA <a href="#">Greenville Aviation</a>	independent	<b>FS</b> \$3.97	<b>FS</b> \$2.98	27-Jan <a href="#">update</a>
<b>T13</b> 25 SW	<i>Dallas South Port Airport</i> Palmer, TX, USA <a href="#">Pumpkin Air</a>	independent	<b>SS</b> \$4.50		<b>GUARANTEED</b>
<b>74XA</b> 25 SSE	<i>Gun Barrel City Airpark</i> Gun Barrel City, TX, USA				05-Sep-2014

**KDAL** Dallas Love Field Airport Dallas, TX, USA

28 WNW



**ES** \$7.53 **ES** \$4.86 **GUARANTEED**



**ES** \$5.39 **ES** \$3.75 **GUARANTEED**



**LANDMARK AVIATION**



Shell Aviation

**ES** \$7.40 **ES** \$5.70 **GUARANTEED**



**JET AVIATION**  
A GENERAL DYNAMICS COMPANY



**ES** \$7.10 **ES** \$4.16 **GUARANTEED**



**AIR ELITE** DIAMOND SERVICE FBO



*Signature*  
FLIGHT SUPPORT  
A BSA Aviation company

independent

**ES** \$8.326 **ES** \$6.256 **GUARANTEED**



independent

**ES** \$8.326 **ES** \$6.256 **GUARANTEED**

**KRBD** Dallas Executive Airport Dallas, TX, USA

28 W



**Jet Center of Dallas**



**SS** \$4.50 **ES** \$3.89 **GUARANTEED**   
**FS** \$4.95



**AMBASSADOR JET CENTER**



**ES** \$4.95 **ES** \$3.89 **GUARANTEED**   
**FS** \$4.85 **FS** \$3.74



**KTKI** McKinney National Airport Dallas, TX, USA

29 NNW



**McKINNEY AIR CENTER**



**SS** \$3.65 **SS** \$3.16 **GUARANTEED**  
**FS** \$4.15 **FS** \$3.66

**KADS** Addison Airport Dallas, TX, USA

29 WNW

**Atlantic Aviation**

independent

**ES** \$6.71 **ES** \$5.58



[Million Air Dallas](#)

 AVFUEL [FS](#) \$6.74 [FS](#) \$5.59

02-Feb  
[update](#)

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	<u>FY2015</u>	<u>FY 2016 Budget</u>	<u>1/31/2016</u>	<u>FY 2016 YTD</u>
<b>Income</b>				
Hanger Revenue	137,110.00	160,000.00		10,175.00
Old Castle	62,517.52	122,435.00		34,725.84
Environmental Co-op	500.00	3,600.00		
City of Terrell Lease 400 Industrial	13,666.60	17,500.00		7,108.28
BFTS Lease	1,500.00	1,500.00		1,500.00
Star Transit Lease (Annual)		20,000.00		
Madix Lease (Annual)	3,000.00	3,000.00		
Eagle Sky Patrol	6,000.00	6,000.00		1,500.00
800 Airport Rd		2,000.00		
Other	150.00	0.00	100.00	225.00
Grant Proceeds	90,293.00	50,000.00		
Interest	2,381.45	0.00		163.90
<b>Total Income</b>	<b>317,118.57</b>	<b>386,035.00</b>	<b>100.00</b>	<b>55,398.02</b>
<b>Expense</b>				
Maintenance	48,706.90	77,750.00	6,723.48	14,409.89
Ramp Match TxDOT	120,971.73	100,000.00		10,705.09
Fly-in	26,883.96	25,000.00	8,804.56	9,483.26
Advertising	29,419.21	25,000.00	1,145.81	1,145.81
Insurance	5,109.00	7,500.00	0.00	3,586.00
Utilities	128,939.46	50,000.00	7,209.82	20,735.37
Other Contracts & Services	24,347.98	71,000.00	1,050.00	13,061.01
Capital	60,667.75	490,000.00	0.00	
Transfer Out	16,864.00	20,238.00	0.00	8,432.50
	<b>461,909.99</b>	<b>866,488.00</b>	<b>24,933.67</b>	<b>81,558.93</b>
<b>Total Expense</b>	<b>461,909.99</b>	<b>866,488.00</b>	<b>24,933.67</b>	<b>81,558.93</b>
<b>Net Income</b>	<b>-144,791.42</b>	<b>-480,453.00</b>	<b>-24,833.67</b>	<b>-26,160.91</b>
<b>Bank Balance As Of 09/30/15</b>	<b>*</b>	<b>1,292,193.55</b>		
<b>Bank Balance As Of 01/31/16</b>		<b>1,247,047.41</b>		

\* Unaudited Information

## Fly In Report

### January 2016

The Fly In planning committee met on January 6, 2016. In addition to the issues identified at the debriefing meeting held following the event in September, the following decisions were made.

- Fees for the 2016 Fly In will be \$10 per individual or \$20 per car load.
- All volunteers will be trained a week in advance.
- Donna Riley will be the volunteer coordinator.
- All food vendors will be in a centralized location.
- The signage for the car and motorcycle show will be improved.
- MPD Ventures will provide all artwork for promotions.

The next planning meeting will be February 3, 2016.