



AIRPORT BOARD

AGENDA

6:00 PM, WEDNESDAY, APRIL 13, 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

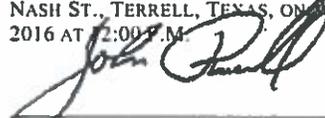
Michael McGrew
Member

Dorman Williamson
Member

Brian Brown
Member

- 1) CALL TO ORDER
- 2) CONSIDER APPROVAL OF THE REVISED MINUTES OF OCTOBER 14, 2015
- 3) CONSIDER APPROVAL OF THE MINUTES OF FEBRUARY 10, 2016
- 4) RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES
- 5) UPDATE ON AIRPORT PLANNING AND TXDOT CIP
- 6) DISCUSS AIRPORT MARKETING PROJECT
- 7) DISCUSS GENERAL AIRPORT-RELATED MATTERS
 - a. FUEL PRICE COMPARISON REPORT
 - b. FINANCIAL STATEMENT
 - c. FLY-IN REPORT
 - d. MISCELLANEOUS ITEMS
- 8) HEAR REMARKS FROM VISITORS
- 9) ITEMS FOR FUTURE MEETINGS
- 10) SET NEXT MEETING DATE - JUNE 8, 2016
- 11) 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 WEDNESDAY, APRIL 13,
2016 AT 2:00 P.M.


JOHN ROUNSAVALL, CITY SECRETARY
(SEAL)





AIRPORT BOARD MEETING

October 14, 2015 6:00 PM

****Revised****

**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 **at their location**.

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.

Raymond Hicks, Chairman



AIRPORT BOARD MEETING
February 10, 2016 6:00 PM
WILLIAM F. LONG TERMINAL BLDG. – CONF. RM
400 BRITISH FLYING SCHOOL BLVD., TERRELL, TEXAS

MEMBERS PRESENT: Juan Salazar, Dorman Williamson, Michael McGrew, Raymond Hicks, Bill Jenkins, Michael Grout, Shayne Phillips.

MEMBERS ABSENT: Andrew McJannett-Smith

OTHERS PRESENT:

Talana Morris, MPD Ventures
Mike Hardin, Terrell Aviation
Steve Rogers, City of Terrell
Glenn Caldwell, City of Terrell
Gary Lindsey, Terrell Tribune

CALL TO ORDER:

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

CONSIDER APPROVAL OF MINUTES:

The minutes had August 12, 2015 when it should have read October 14, 2015. There was no December 2015 meeting. Under "HEAR REMARKS FROM VISITORS" the last line reads, "They will be the only company allowed to operate or do maintenance on site." It should read, "They will be the only company allowed to operate or do maintenance at their location." Motion made by Michael Grout to approve the minutes of the October 14, 2015 meeting, with revisions. Juan Salazar seconded the motion. Motion carried.

RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES:

Melissa Hardin provided a verbal report. Terrell Aviation have been very busy filling up the new hangars with new tenants, new airplanes, new pilots. For about 2 to 3 weeks straight, Google Mapping Aircraft brought in about four planes. There's been a lot of activity at the airport. A handout was given regarding fuel comparison provided by Melissa.

UPDATE ON AIRPORT PLANNING AND TXDOT CIP:

An updated report from Garver was included in the packet. The active project we have right now is the Drainage and Perimeter Road Project. Garver did some T-Hangar work for us. They also did a Drainage and Flood Study. The Flood Study is complete and we have all of the information. We have a LOMR, which is a Letter Of Map Revision with FEMA, that memorializes everything and it is a great tool for us to use for many years to come.

The Perimeter Road and Drainage Improvements Project is slated to occur during the summer of 2017. TxDOT expects to receive funds from the FAA by March 2017.

DISCUSS AIRPORT MARKETING PROJECT:

Talana Morris provided a verbal report. We have a little bit of a support role for the hangar project, we determined that the Airport needed a better system of keeping track of the tenants. We started using a web based

site called "Insightly". It appears that we have been using it a lot. It is a very inexpensive web database that allows us to enter contact information, insurance certificates and upload contract documents all in one place. Instead of having multiple spreadsheets to update everything can be done in one place now.

We designed the 75th Anniversary logo. Since this is the 75th Year of the British Flying Training School. You will start seeing the logo on the web site, the museum web site, social media pages, flyers and posters.

Mark Hardin Memorial Air Race - Is scheduled for May 28, 2016. We have one food truck (Rockin Ricks) booked for that event. We will do promotions surrounding that.

On June 23, 2016, we will host the Air Coupe Convention. We have two food trucks booked (Rockin Ricks and the Butchers Son).

Melissa Hardin suggested that we reach out to others to let them know that we have a facility that can accommodate their conventions or events. We are waiting to get feedback from Mike Sims. Melissa provided us with a start-up list. If people start booking our facility it will bring more hotel guests.

Glenn Caldwell mentioned as these events and conventions come to Terrell, we are looking to provide refreshments at the hotels of our guests and have board members to greet them. Steve suggested that someone should get a discounted rate for events. Glenn mention that Donna with the Terrell Chamber of Commerce can assist with that.

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 still in line with the market.
- B. **Financial Statements** – We have in the packet the incoming expense report. The RAMP match for TxDOT, we are looking to receive that grant as we have received in the past. Glenn will get with the Finance Director for clarity regarding the Transfer Out of \$8,432.50.
- C. **Fly-In Report** –Becky Sullivan provided a detail report that was included in the packets. The fees for Fly-In this year will be \$10 per individual or \$20 per car load. Volunteers will be trained a week in advance. Donna Riley with the Chamber of Commerce will serve as the Volunteer Coordinator. All food vendors will be in a centralized location. There will be staging areas for water located between the new terminal and the hangar near the museum. Next planning meeting will be held March 2, 2016.

Miscellaneous Items – The door on wash room of Hangar H needs repair.

Glenn Caldwell - in our meetings related to the Fly-In, we are going to provide a budget for the event. We will request a budget from BFTS and any other group that has expenditures/revenue related to the event. This will allow us to assemble a budget moving forward.

We are working through the vendor cost. The Non-Profits vendors are currently not paying. Only the food vendors are paying a fee. Hopefully at the March meeting we will be able to determine the fee for vendors.

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, April 13, 2016 at 6:00 p.m. at the Major William F. Long Terminal Building. Motion made by Juan Salazar and second by Shayne Phillips.

CONSIDER A MOTION TO ADJOURN: Motion made by Michael Grout and seconded by Bill Jenkins to adjourn meeting at 6:35pm. Motion carried.

Raymond Hicks, Chairman



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Frisco, TX 75034

TEL 972.377.7480
FAX 972.377.8380

www.GarverUSA.com

PROJECT UPDATE REPORT

TERRELL MUNICIPAL AIRPORT

April 2016

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. Draft Final Plans Review meeting with TxDOT and City was held on February 17, 2016.
3. Stamped Construction Documents submitted to TxDOT on March 30, 2016.
4. Ready to advertise for bids.
 - a. Pending TxDOT receipt of FY 2017 FAA funds.
5. Construction anticipated to begin during the summer of 2017.

Fuel prices within 30 miles of Terrell, TX 75160

		100LL		Jet A			
Airport / FBO		\$3.10—\$8.33	average \$5.17	\$2.75—\$6.44	average \$4.34		
KTRL	<i>Terrell Municipal Airport</i> Terrell, TX, USA						
3 SE	Terrell Aviation	Avfuel	FS \$3.50	FS \$2.80	GUARANTEED		
KHQZ	<i>Mesquite Metro Airport</i> Mesquite, TX, USA						
11 W	 Mesquite Metro Airport 		SS \$3.10	SS \$2.75	GUARANTEED		
			FS \$3.75	FS \$3.25			
F46	<i>Ralph M Hall/Rockwall Municipal Airport</i> Rockwall, TX, USA						
12 NNW	 Texas Air Center, LLC 		FS \$3.77	FS \$2.85	GUARANTEED		
76F	<i>Van Zandt County Regional Airport</i> Wills Point, TX, USA						
17 ESE	Van Zandt County Regional Airport	Avfuel	SS \$3.45				19-Jan update
7F3	<i>Caddo Mills Municipal Airport</i> Caddo Mills, TX, USA						
18 NNE	Blink Design and Manufacturing, LLC		AS \$4.40				01-Sep-2015 update
T57	<i>Garland/DFW Heloplex</i> Garland, TX, USA						
20 WNW	Sky Helicopters		FS \$6.19	FS \$5.99			12-Jun-2015 update
KLNC	<i>Lancaster Regional Airport</i> Lancaster, TX, USA						
23 WSW	 		SS \$3.23	FS \$3.20	GUARANTEED		
			FS \$4.20				
KGVT	<i>Majors Airport</i> Greenville, TX, USA						
23 NNE	Greenville Aviation	independent	FS \$3.97	FS \$2.98			29-Mar update
T13	<i>Dallas South Port Airport</i> Palmer, TX, USA						
25 SW	Pumpkin Air	independent	SS \$4.50		GUARANTEED		
74XA	<i>Gun Barrel City Airpark</i> Gun Barrel City, TX, USA						
25 SSE	Galvic Enterprises, Texas Inc.	Avfuel	FS \$4.98				05-Sep-2014 update

KDAL Dallas Love Field Airport Dallas, TX, USA

28 WNW

TESTAR AVIATION



FS \$7.61 FS \$5.03 GUARANTEED

BUSINESS JET CENTER



FS \$5.60 FS \$3.90 GUARANTEED



Signature
FLIGHT SUPPORT
A BSA Aviation company



FS \$8.32 FS \$6.32 GUARANTEED

Terminal 3 at Alpha 3

JET AVIATION
A GENERAL DYNAMICS COMPANY



FS \$7.40 FS \$4.36 GUARANTEED

AIR ELITE DIAMOND SERVICE FBO



Signature
FLIGHT SUPPORT
A BSA Aviation company

Independent FS \$8.326 FS \$6.436 GUARANTEED

Terminal 1

Dalfort FUELING

Independent FS \$8.326 FS \$6.436 GUARANTEED

KRBD Dallas Executive Airport Dallas, TX, USA

28 W



Jet Center of Dallas



SS \$3.79 FS \$3.49 GUARANTEED
FS \$4.55



AMBASSADOR JET CENTER



FS \$4.55 FS \$3.49 GUARANTEED
FS \$4.45 FS \$3.34

NO RAMP FEES

KTKI McKinney National Airport Dallas, TX, USA

29 NNW



McKINNEY AIR CENTER



SS \$3.79 SS \$3.67 GUARANTEED
FS \$4.29 FS \$4.17

KADS Addison Airport Dallas, TX, USA

29 WNW

Atlantic Aviation

Independent FS \$6.73 FS \$5.69

31-Mar update

Fly In Report

March 2016

The Fly In planning committee met on March 2, 2016.

- Booth fees for the 2016 Fly In will be \$50 for non-profit organizations, \$100 for for-profit businesses, and \$150 for food vendors.
- The committee is considering distributing parking passes to vendors rather than wristbands.
- A separate committee may be formed to solicit donations for the event.
- The solicitation flyer has been published and is attached.
- The goal is to finalize all performer contracts by the end of March.

The next planning meeting will be April 6, 2016 and will be attended only by those participants identified as the "core" group.

FLIGHTS OF OUR FATHERS AIR SHOW & FLY-IN



If you would like to request more information or sign up for a sponsorship contact sponsor@bftsmuseum.org or 214-914-7754.

THE FLIGHTS OF OUR FATHERS AIR SHOW & FLY-IN, hosted by The No. 1 British Flying Training School (BFTS) Museum, will be held on **Saturday, September 24, 2016**. This event draws thousands of attendees from the community, as well as aviation enthusiasts, and is the primary fundraiser for the museum. We welcome sponsorships, in-kind donations and monetary donations in any amount. All sponsors will be recognized. Below are some of our top-tier sponsor levels.

ABOUT THE BFTS MUSEUM During WWII thousands of British pilots learned to fly at six civilian training schools in the United States. The first and largest of the schools was in Terrell. After the United States entered the war, American Aviation Cadets also trained at the school. More than 2,000 Royal Air Force and American Army Air Force pilots earned their wings over North Texas between 1941 and 1945. Terrell's citizens welcomed the student pilots to their community and many life-long bonds were forged. The museum celebrates this little known chapter of WWII history.

SPONSORSHIP LEVELS & BENEFITS

AIR CHIEF MARSHALL - \$5,000

INCLUDES:

- ✦ Logo on promotional materials
 - Terrell Tribune print and web (circulation 14,000)
 - Event program
 - Social media promotions
 - Event website
 - Promotional posters and flyers
- ✦ 20 VIP event passes
- ✦ Banner during event
- ✦ 4 VIP flights

WING COMMANDER - \$2,500

INCLUDES:

- ✦ Logo on promotional materials
 - Terrell Tribune print and web (circulation 14,000)
 - Event program
 - Social media promotions
 - Event website
 - Promotional posters and flyers
- ✦ 5 VIP event passes
- ✦ Banner during event
- ✦ 2 VIP flights

KIDS ZONE CADET - \$1,500

INCLUDES:

- ✦ Logo on promotional materials
 - Terrell Tribune print and web (circulation 14,000)
 - Event program
 - Social media promotions
 - Event website
 - Promotional posters and flyers
- ✦ 2 VIP event passes
- ✦ Event signage in Kids Zone area
- ✦ 1 VIP flight

