

A regularly scheduled meeting of the airport advisory board to the city Council of the city of Lago Vista was held on May 29, 2014 in the City Council Chambers at City Hall in Lago Vista Texas. Present for the meeting were committee members Jim Orr, Mike Hurosky, Don Barthlow, Baron Carter and Kris Dehnel. Also present were chairman Bill Coltharp, alternate member Jim Woods, assistant city manager Frank Robbins, council woman D'Anne Gloris, and POA president Linda Coltharp.

1) The minutes of the previous meeting were distributed in written form to the committee members and were adopted by a unanimous vote.

2) Staff update: the airport manager's written report stated that all airport systems were operational and that there were no pressing maintenance issues. It was discussed that the next capital improvements plan was at the stage of engineering selection with no decision having yet been made.

3) The POA update was presented by Linda Coltharp. It was mentioned that the POA has realized that the airport manager Horace Miller is a member of the POA and as a consequence this may pose a conflict in the interest of the POA to have no direct role in the operation of the airport. It was also mentioned that the use of the airport manager's personal vehicle for runway inspections may pose liability. It was agreed that a detailed discussion of the airport manager's role be included as an item on the next meeting's agenda.

4) Proper wording of Notams concerning airport operation was discussed. A notem should:

1. include a valid time
2. be issued well prior to their effectiveness if at all possible
3. state clearly the purpose of the notam
4. state clearly what actions are expected of aviators upon receipt of the notam and
5. be reflected in an announcement on the Awos.

It was also discussed whether or not there should be provisions made in order to place Xs at the ends of the runways to visually close the runway should such action be necessary.

5) Nuisance aircraft: the status of the Aero commander which is been the subject of the nuisance aircraft ordinance was discussed. The aircraft has been moved to private property, the owner of which is seeking hangar space in order that the Aero commander be placed in airworthy condition. No time frame was available for this action. Anyone can call the city of Lago Vista and file a complaint against aircraft that are suspected of being subject to the junk aircraft ordinance and as of this date no one has complained of any of the aircraft at the airport.

6) Vehicles on the runway: the city ordinance banning vehicles on the runway was discussed. It was mentioned that the property owners at the airport may have sufficient responsibility to safely cross the runway, but that the general public should not be allowed to operate vehicles on the runway. It was discussed that the Lago Vista Police Department should not across the runway in patrol cars unless it is for an emergency.

A motion was proposed by chairman Coltharp that the board recommend to the city Council that the ordinance forbidding vehicles on the runway be enforced and the ordinance be communicated to interested parties including the POA and the chief of police

7) Citizens comments : included a discussion of clearing lots of debris and vegetative growth, reducing the potential fire hazard from such materials.

8) The date for the next airport advisory board meeting will be July 17, 2013. The meeting was adjourned at 815 pm.

A regularly scheduled meeting of the airport advisory board to the City Council of the City of Lago Vista was held on November 20, 2013 in the City Council chambers at City Hall in Lago Vista Texas. Present for the meeting were committee chairman Bill Coltharp, committee members Chris Dehnel, Don Barthlow, Michael Hurosky, Baron Carter, Jim Orr, and Jim Woods. Also present were City Councilwoman D'Anne Gloris, City manager Joseph Portugal and Director of development services David Harrell. From the property owners Association was Linda Coltharp, Jim Awalt, and Rich Piasecki. Chairman Coltharp called the meeting to order at 7:04 PM.

Item 1- approval of the minutes of the meeting of September 24, 2013.

Chairman Coltharp forgot to bring the minutes to the meeting of September 24, 2013 and therefore the reading and approval of the minutes was tabled until the next committee meeting.

Item 2- staff update.

The airport advisory board was introduced to the new city manager Joseph Portugal and the new director of development services David Harrell. Manager Portugal presented a brief resume of his experience as city manager and his experience with airport operations including the airport at McKinney and Denton, Texas. Mr. Portugal expressed his desire that the airport be operated by city personnel and discussed the importance of the airport to the community and the possibility of revenue generation from real estate development, fuel sales and other activities associated with the airport. The issue of public safety response was discussed as well as the likelihood of runway extensions, the construction of a terminal building, and the necessity of an airport master plan which will soon be undertaken. City manager Joseph Portugal presented to the committee a letter written by the airport manager Horace Miller appointing POA members as assistant airport managers. Mr. Portugal discussed the fact that it was his strong desire that the airport manager be a city employee and told the committee that he would be holding conversations with current manager Miller to discuss the matter and that more information will be available at the next committee meeting.

Item 3- airport POA update

The airport POA update was presented by POA member Jim Awalt. The status of abandoned aircraft was discussed including the necessity of the removal of the hulk of the Fouga on the transient ramp, the status of the damaged Bellanca on the transient ramp, and the status of the two Fougas parked currently on private property. The city manager assured us that the Fouga hulk will soon be removed. The POA representative discussed the fact that both of the Fougas located on private property will soon be relocated away from airport grounds.

Item 5- airport capital improvement plan

POA representative Awalt discussed the fact that in discussions with TexDot, we understand that the current capital improvement projects under consideration are to be conducted as follows:

- 1- A meeting will be held as soon as possible to introduce TexDot to the new city staff
- 2- following this introductory meeting the first phase of the new CIP( which is the rehabilitation of the Southwest taxiway) will be submitted for engineering study.
- 3- once the engineering study has been completed, the taxiway rehabilitation will be announced for bids.
- 4- once a bidder has been selected, a pre-bid conference will be held to initiate the rehabilitation of the Southwest taxiway.

In a similar fashion the next two phases of the CIP will include:

- 1- the rehabilitation of all asphalt surfaces at the airport including runway, taxiway, and

transient ramp

2- the acquisition of property for access to the runway environment from the property across rolling Hills trail where the city desires to develop the T hangar complex.

Item 6- board member issues

The board members discussed:

1- the questioning of the published instrument approach at the airport. There is concern that the approach is currently not authorized for night use and that the current approach does not provide vertical guidance. The necessity of remaining in communication with TexDot concerning this subject was discussed and it was resolved that the board should keep a regular communication with TexDot on this topic.

2- information concerning the airport was discussed. It was noted that there are a number of places, particularly on the Internet, that gather information concerning airports. The information concerning the Allen airport such as fuel availability, nearby restaurants, the availability of a crew car varies from source to source. The board has appointed Don Barthlow to look into this matter and see that the information describing our airport can be made more uniform across the various Internet sources.

3- The desire for a city furnished loaner car was discussed. The success that committee member Barthlow has had by providing a loaner car at his own volition was discussed. It was observed that this plan seems to be working well and the possibility of an old city car being used for such a program was also discussed.

4- The information kiosk at the fuel pump was discussed. It was noted that the Coltharps in general have been attempting to maintain the bulletin board. One half of the bulletin board is unlocked to allow anyone to post anything, where the other half is under padlock and contains specific airport information.

5- A discussion of fuel sales at the airport was undertaken. It was noted that neither the city nor the POA derive any significant revenue from the sale of aviation fuel at this time. It was noted that considering the difficulty of obtaining a vendor to supply such fuel that it was not in the interest of the POA or the city to attempt to extract any profits from such sales at this time, but was noted that if traffic at the airport can be increased dramatically, particularly with respect a larger jet aircraft, the potential for significant revenue from fuel sales does exist.

Item 7- citizens comments

POA members expressed a number of concerns in the operation of the airport:

1- the question of vehicles on the runway. This issue has been addressed by city ordinance and the situation appears to be improving

2- the citizens expressed their desire that the city appoint a full-time city employee to be the manager of airport in the interest of potential liability as well as the city's responsibility towards city resources.

Item 8- the date of the next airport advisory board meeting.

The date of the next Airport Advisory Board Meeting was set for January 29, 2014. Chairman Coltharp was reminded to bring the minutes from the previous meeting to this meeting.

The meeting adjourned at 815pm.