



The City of Lago Vista

To provide and maintain a healthy, safe, vibrant community, ensuring quality of life.

**NOTICE OF A MEETING
AIRPORT ADVISORY BOARD
WEDNESDAY, NOVEMBER 18, 2015 7:00 PM
CITY COUNCIL CHAMBERS
CITY HALL - 5803 THUNDERBIRD**

NOTICE IS HEREBY GIVEN that the Airport Advisory Board of the City of Lago Vista, Texas will hold a meeting in the Council Chambers, City Municipal Building, 5803 Thunderbird, on the above date and time for discussion and possible action on the following:

PUBLIC COMMENTS FOR NON-HEARING RELATED ITEMS

CONSIDER THE MINUTES OF SEPTEMBER 30, 2015

STAFF UPDATE

1. Obstructions Interrupting Instrument Landing Procedures.
2. Update to the 2008 Comprehensive Plan.
3. Airport Improvements.
4. Aviation Action Plan.

BUSINESS ITEMS

1. RAAPOA Update – POA Board Member.
2. Discussion of Board Member Issues.
3. Discussion and Presentation to have New Fuel Vendor for 100 Low Lead + Jet Fuel.
4. Advise date of the next Airport Advisory Board Meeting.

IT IS HEREBY CERTIFIED that the above Notice was posted on the Bulletin Board located in City Hall in said City at _____ on the _____ day of _____, 2015.

Sandra Barton, City Secretary

THE CITY OF LAGO VISTA IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST.

IN ADDITION TO ANY EXECUTIVE SESSION ALREADY LISTED ABOVE, THE BOARD OF ADJUSTMENT RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES: §551.071: CONSULTATION WITH ATTORNEY; §551.072: DELIBERATIONS REGARDING REAL PROPERTY; §551.073: DELIBERATIONS REGARDING GIFTS AND DONATIONS; §551.074: PERSONNEL MATTERS; §551.076: DELIBERATIONS REGARDING SECURITY DEVICES; §551.087: DELIBERATIONS REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS



**CITY OF LAGO VISTA
DEVELOPMENT SERVICES**

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MEMO

To: Airport Advisory Board

From: David Harrell, AICP, Director

RE: Minutes

The Minutes from the previous meeting will be completed and passed out at the meeting.



Development Services Department

STAFF REPORT

Staff Update #1

Obstructions Interrupting Instrument Landing Procedures

Date: November 15, 2015

PRESENTATION SUMMARY

History of Obstructions interfering with Instrument Landing Approach

Over several meetings staff has brief the Airport Advisory Board on removal of several penetrations impacting both the TSS (20:1 surface) which affects the ability to land at night and the GQS which affect the vertical guidance (LPV). Staff has attached a map to the report which shows both yellow and red icons. The yellow icons impact both the TSS and GQS and the red icons impact only the GQS. These icons can represent an individual or groups of trees. At this time, one red and one yellow obstruction (fence posts) have been removed by a property owner to the north. We have commitments to remove all the penetrations with the exception of the yellow icons labeled "FWS Trees". The other removals are based on getting the "FWS Trees" addressed by the Fish and Wildlife Service (FWS). There has been some difficulty in getting these items addressed by FWS since they are located within the Wildlife Refuge.

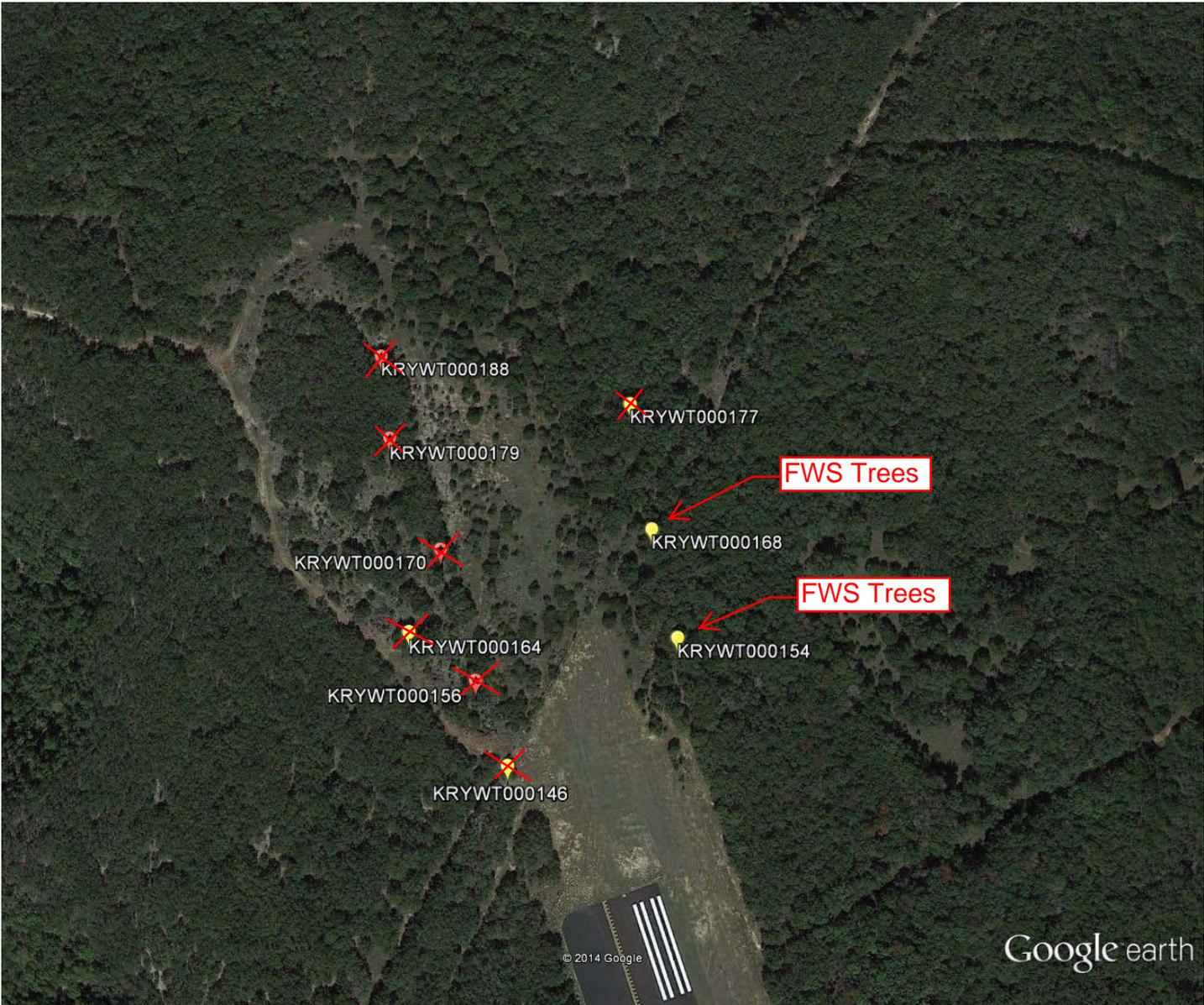
Staff met with the Deputy Refuge Manager earlier this year regarding the "FWS Trees". The Manager offered to work with the City to address these issues. Since that time they have determined the trees within the area are not endangered habitat and could potentially either top or remove the obstructions. The City sent updated precise coordinates of the obstructions from the FAA to the Manager. In late June, City staff along with Mr. Jim Awalt, Mr. Bill Coltharp, Balconies Canyonlands Deputy Refuge Manager, and a TXDOT Aviation Rep. met at the request of Mr. Awalt on June 22, 2015. From the meeting, the Manager agreed to top the trees in question provided the City hires the services of a surveyor to indicate by how much the trees will need to be topped by cutting crews to re-establish the TSS (20:1 Surface).

In order to reestablish the GQS, City staff sent a letter to the FAA indicating those obstacles' had been removed by the City and individual property owners. In consultation with Al Mastello with the FAA he had indicated the GQS has been restored to the Airport.

Update since September 2015 meeting

Staff has been working with Walker & Partners engineering to set up a time a surveyor can come out to the site. The idea will be to mark the tree obstacles and mark other tree obstacles that have appeared since the report from the FAA. Once this is determined we will know exactly how many trees need to be topped by the trimmers and how many feet will need to be removed from each tree. This will allow the City to determine any costs necessary to remove the obstacles and hire a tree service company. The City will need to seek additional funding and determine who will get the

award for tree trimming services and this will require Council approval. Staff will keep the AAB informed on the situation.



Google earth



NAME	LATITUDE	LONGITUDE	DESCRIPTION	MITIGATION TYPE
KRYWT000146	30° 30' 14.52" N	097° 58' 19.58" W	TREE / 1253 FT / TSS PENT (+20.62 FT)	REMOVE OR LIGHT (HIGH PRIORITY)
KRYWT000154	30° 30' 16.53" N	097° 58' 16.43" W	TREE / 1259 FT / TSS PENT (+21.42 FT)	REMOVE OR LIGHT (HIGH PRIORITY)
KRYWT000156	30° 30' 15.85" N	097° 58' 20.19" W	TREE / 1260 FT / TSS PENT (+20.40 FT) / GQS PENT (+16.18)★	REMOVE (HIGH PRIORITY)
KRYWT000164	30° 30' 16.62" N	097° 58' 21.45" W	TREE / 1266 FT / TSS PENT (+20.95 FT)	REMOVE OR LIGHT (HIGH PRIORITY)
KRYWT000168	30° 30' 18.29" N	097° 58' 16.90" W	TREE / 1268 FT / TSS PENT (+21.34 FT)	REMOVE OR LIGHT (HIGH PRIORITY)
KRYWT000170	30° 30' 17.95" N	097° 58' 20.89" W	TREE / 1268 FT / TSS (+17.37 FT) / GQS PENT (+16.47)★	REMOVE (HIGH PRIORITY)
KRYWT000177	30° 30' 20.39" N	097° 58' 17.30" W	TREE / 1266 FT / TSS PENT (+8.74 FT)	REMOVE OR LIGHT (HIGH PRIORITY)
KRYWT000179	30° 30' 19.79" N	097° 58' 21.91" W	TREE / 1266 FT / TSS PENT (+5.14 FT) / GQS PENT (+7.32)★	REMOVE (HIGH PRIORITY)
KRYWT000188	30° 30' 21.19" N	097° 58' 22.13" W	TREE / 1267 FT / TSS PENT (-0.86 FT) / GQS PENT (+3.42)★	REMOVE (HIGH PRIORITY)



Development Services Department

STAFF REPORT

Staff Update #2

2008 Comprehensive Plan Update

Date: November 15, 2015

PLAN BASICS

A Comprehensive Plan is a City Council approved document that directs future City growth over a period of the next fifteen (15) to twenty (20) years. This document consists of several elements such as future land use, transportation, economic development, public facilities, quality of life, housing/infill, infrastructure, city services, environment, and Capital Improvements Program. These elements are created from data analysis and public input through the process. This plan covers the areas of the City outside the boundaries of the Airport (this includes the Airport environs). It is similar in nature to an Airport Master Plan in scope and creation.

PLAN HISTORY

The initial plan for the City was professionally created in 2001 and updated by a group of appointed citizens in 2008. At this time the City desires to choose a group of professional planning consultants to begin this updating process. Initially the City had a request for proposal (RFP) reviewed by the City Council in January and the Planning & Zoning Agency in February before posting to receive proposals. In mid-March the City receive four (4) proposals for review. In late March the City Council created a Comprehensive Plan Steering Committee consisting of two (2) City Staff, three (3) members of the Planning & Zoning Commission, and three (3) members of the City Council. The Steering Committee was tasked with review of the proposals and using a created point scale to determine who would be chosen consultant to complete the work at a later date.

In early May, the Steering Committee heard from all four (4) consultants and reviewed power-point presentations from each consultant. On May 22nd, the Committee chose Freese & Nichols to begin the process of completing a revision to the Comprehensive Plan. The City will begin to enter the process of contract negotiations with the company for confirming associated costs, elements to be improved and added to the revised Plan, amount/types of public participation, and timescale for the process. This Committee will be deactivated after the Council has considered and awarded the consultant's contract for services.

On May 21st, the Council created a Comprehensive Plan Advisory Committee in order to have a Committee to advise and provide information to the chosen Consultants through the process. They will be independent of the public; although the public will also be an important part of the process. This Committee consists of thirteen (13) people that represent vested interest in the City. These consist of two (2) Council members (Dale Mitchell and Ron Smith), three Planning & Zoning Commission

members (Tara Griffin, Jim Moss, and Gary Zaleski), two City staff (Development Services Director and City Manager), one (1) RAAPOA representative (Don Barthlow), one (1) LVPOA representative (Vicki Woods), one (1) LVISD representative (Darren Webb), one (1) LVJCOC representative (Keith Billington); one (1) local developer representative (David Carroll); one (1) economic development representative (Doug Casey). This Committee will be deactivated after the Council has approved the revised Comprehensive Plan.

The City Council approved the contract with Freese & Nichols (Consultant) at their August 20, 2015 meeting. Since this time Staff has been sending the Consultant data in order for them to start the Comprehensive Plan update process. They met with the Comprehensive Plan Advisory Committee (CPAC) on September 14, 2015 in order to discuss issues relating to the City and to set up the time outlines for the project.

On September 16, 2015 the Consultant and City Staff met with 70 students at Lago Vista High School in the afternoon and had the first Town Hall Meeting with 115 people in the evening. Both meetings were held at the Performing Arts Center. This public interaction will continue with another Town Hall meeting to be held at the K-Oaks Clubhouse on Bar K Ranch Rd. on October 26th at 7 P.M. The Consultant has also placed an interactive version of the survey from the previous public meetings on the City's website. These can be completed by the public and submitted via the City website at www.lagovistatexas.org.

The timeline for completion of the Comprehensive Plan update will be in May 2016. During this time City Staff, Planning & Zoning Commission, and CPAC will meet with the Consultant during the construction of the rough draft of this Plan. This rough draft will be brought back to a public Town Hall meeting for presentation and input. Eventually this Plan will be finalized and the Planning & Zoning Commission will recommend and the City Council will consider and adopt the new Comprehensive Plan. This will replace the 2008 Comprehensive Plan and 2009 Transportation Plan.

This information was gathered in order to update the Airport Advisory Board of items that are occurring in the community and will have an impact on the Airport environs just outside of the Airport boundaries.

Update from September, 2015

On October 6, 2015 the CPAC met with the Consultants to go over the previous first Town Hall meeting and Lago Vista High School results. Also, ideas were discussed concerning prohibition of development in certain areas that may never formally develop. It was decided that a second Town Hall meeting should be scheduled and to set up a format where eight (8) items can be discussed to the public. These items were Housing, Infrastructure, Connectivity, Aesthetics, Lake Access, Recreation/Youth Activities, and Green Activities.

On October 26, 2015 there was another Comprehensive Plan Town Hall meeting at K-Oaks which lasted about 2.5 hours. From that meeting the public provided additional input to the eight (8) items discussed at the earlier CPAC meeting and received results from the previous meetings. On October 29, 2015 there was another CPAC meeting with the Consultants to go over the results of the October 26, 2015 Second Town Hall meeting and to seek input from them for online surveys to be completed by the public.

Also the CPAC was divided into two teams to produce a map of areas that should and should not be encouraged to develop in the future. This information was taken by the Consultants to be analyzed for results. There will be a meeting on November 20, 2015 to assist in construction of a new survey that will be placed online through the City's website for December.



Development Services Department

STAFF REPORT

Staff Update #3

Airport Improvements

Date: November 15, 2015

PRESENTATION SUMMARY

The report will cover the Airport Improvement Project being worked on between the City and TXDOT Aviation in order to provide updates to the Airport Advisory Board.

Airport Improvement Project

Project History

This involves the rehabilitation and marking of the runway, rehabilitation of the apron, reconstruct hanger access taxiway, rehabilitation all taxiways, engineering and design for Phases 1 and 2. A Resolution committing funding to this project was approved by the City Council in August 2014. In October 2014, the Council approved Amendment #1 to the Airport Participation Project which increased the total ten percent (10%) project costs for the City from \$57,500 to \$67,000 (total engineering and design costs) due to an addition of an overlooked taxiway and cost of a windsock.

Since the Council approved the funding, all paperwork has been submitted to the State to begin the process. The City signed Amendment #2 to the Airport Project Participation Agreement in November 2014 which reduced the ten percent (10%) share of the design costs from \$11,000 to \$7,240 which the State has approved for the project.

The City sent its ten percent (10%) share (\$7,240) to the State for the design portion of the project. On December 12, 2014 City Staff, TXDOT Aviation, and O'Malley Strand Associates (project engineer) met in a pre-design conference at City Hall. Information taken from that meeting was used to draft the Preliminary Engineering Report (PER) for the Airport Improvements received in January 2015. The City and TXDOT Aviation have reviewed the PER and provided comments. The State has approved the Final Engineering Report (FER) for the Airport Improvements.

The City submitted its ten percent (10%) share (\$60,000) from the City in August, 2015 to begin the construction process. The State has begun the process and a pre-bid meeting was held on September 23, 2015. Only two contractors showed up for the meeting. Our City will accept the sealed bids for the State until October 5, at that time the State will unseal the bids to award it.

Update since September, 2015

On October 6, 2015 the Bid meeting was held by TXDOT Aviation in Council Chambers. Four (4) bids were received for construction and were from Trinity Trans

Con, Lone Wolf Construction, Cox Commercial Construction, CHASCO Constructors. The State eventually went with Lone Wolf Construction upon advice from the Engineering Consultant. The State has budgeted \$600,000 as the award package for the construction of the project. Eventually the State recommended using concrete on repaired areas of the taxiways versus using pavement. These changes would increase the cost by a total of \$24,153.38 of which the City would be responsible for \$2,415.38. The City approved this change which increased the cost of the total award package to \$624,153.81. Under the agreement between the RAAPOA and the City, the City will pay \$1,207.69 and the RAAPOA will pay \$1,207.69 for a total of \$2,415.38.



Development Services Department

STAFF REPORT

Staff Update #4

Airport Action Plan

Date: November 15, 2015

PRESENTATION SUMMARY

The report will cover the item being worked on between the City and TXDOT Aviation to provide updates to the Airport Advisory Board.

Aviation Action Plan

Project History

This involves the City's attempt to update the Airport Master Plan. In consultation with TXDOT Aviation, they recommended creation of an Aviation Action Plan. This Plan would be covered under a 90/10 matching grant similar to the airport improvements. A Resolution committing funding to this project was approved by the City Council in August 2014 for a total of \$8,000. The State believes the full cost of this project to be \$80,000 and will be in full control of the project. There will be no required RAAPOA funding due to the Agreement. Benefits of the plan include an updated document to formally direct the growth of the Airport and its surrounding environment.

The City has completed all the necessary paperwork associated with the ten percent (10%) portion and established a Selection Committee consisting of Don Barthlow, Bill Coltharp, and Jim Awalt in order to determine selection criteria, review qualifications and proposals of candidate firms, conduct interviews, if necessary, and select a firm for the award of the design contract, based on a consensus ranking by the committee members. This has all been submitted to TXDOT Aviation.

Originally TXDOT Aviation was to approve their portion of the ninety percent (90%) funding at their TXDOT Commission meeting in January, 2015 due to a release in federal funding.

Update since September, 2015

At the request of the State, Council passed a new Resolution authorizing committing its \$8,000 to the \$80,000 project. This Resolution was sent to State in order for them to request funding in front of their Commission for the remaining \$72,000. Their Commission has approved this funding and the process to update the 1999 Airport Master Plan has begun. The State will publish a Request for Qualifications (RFQ) for the project in early December to enlist Consultants who are interested in completing the project. Once the RFQ deadline has passed the Consultant Selection Committee consisting of Don Barthlow, Jim Awalt, and Bill Calthorpe will review each consultants' proposal using a State point scale and be able to conduct interviews.



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MEMO

To: Airport Advisory Board

From: David Harrell, AICP, Director

RE: Business Items 1 – 4

These items will be discussed at the meeting.