



# *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, MAY 25, 2016 7:00 PM  
COUNCIL CHAMBERS  
CITY HALL - 5803 THUNDERBIRD ST.**

**NOTICE IS HEREBY GIVEN** that the Airport Advisory Board of the City of Lago Vista, Texas will hold a meeting on the above date and time for discussion and possible action on the following:

**CITIZEN COMMENTS FOR NON-HEARING RELATED ITEMS:**

In accordance with the Open Meetings Act, the Board is prohibited from acting or discussing (other than factual responses to specific questions) any items not on the agenda.

**CONSIDER THE MINUTES FROM MARCH 30, 2016**

**STAFF UPDATE**

1. Repair of Taxiways
2. Removal of Trees from the South End of the Runway
3. Progress on the Airport Action Plan

**BUSINESS ITEMS**

1. RAAPOA Update – POA Board Member.
2. Discussion of Board Member Issues.
3. Advise date of the next Airport Advisory Board Meeting.

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

**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 \_\_\_\_\_, 2016.

\_\_\_\_\_  
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 AIRPORT ADVISORY BOARD 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**

P.O. BOX 4727  
LAGO VISTA, TX 78645

---

*Tel. (512) 267-5259*

*Fax (512) 267-5265*

**MEMO**

To: Airport Advisory Board

From: David Harrell, AICP, Director

-----  
**RE: Minutes**

The Minutes from the previous meeting will be completed and either sent to you in a separate e-mail or passed out at the meeting.



# **Development Services Department**

## **STAFF REPORT**

### **Staff Update #1**

### **Repair of Taxiways**

**Date:** May 18, 2016

---

#### **PRESENTATION SUMMARY**

The report will cover the progress of the taxiway repairs at the Airport.

#### Repair of Taxiways

On April 11<sup>th</sup> City Staff met with Don Barthlow regarding needed taxiway repairs as shown in the attached photos. In consultation with James LeBlanc, City Street Superintendent, the City can make the necessary repairs. Staff will try and have the Street Superintendent in the meeting to further update the Board. We will have additional information for the next meeting in early August.



04/11/2016 15:22



04/11/2016 15:23



214

04/11/2016 15:41



04/11/2016 15:36



04/11/2016 15:36



04/11/2016 15:35



04/11/2016 15:34



04/11/2016 15:27



04/11/2016 15:25



04/11/2016 15:24



# **Development Services Department**

## **STAFF REPORT**

### **Staff Update #2**

### **Removal of Trees from the South End of the Runway**

**Date:** May 18, 2016

---

#### **PRESENTATION SUMMARY**

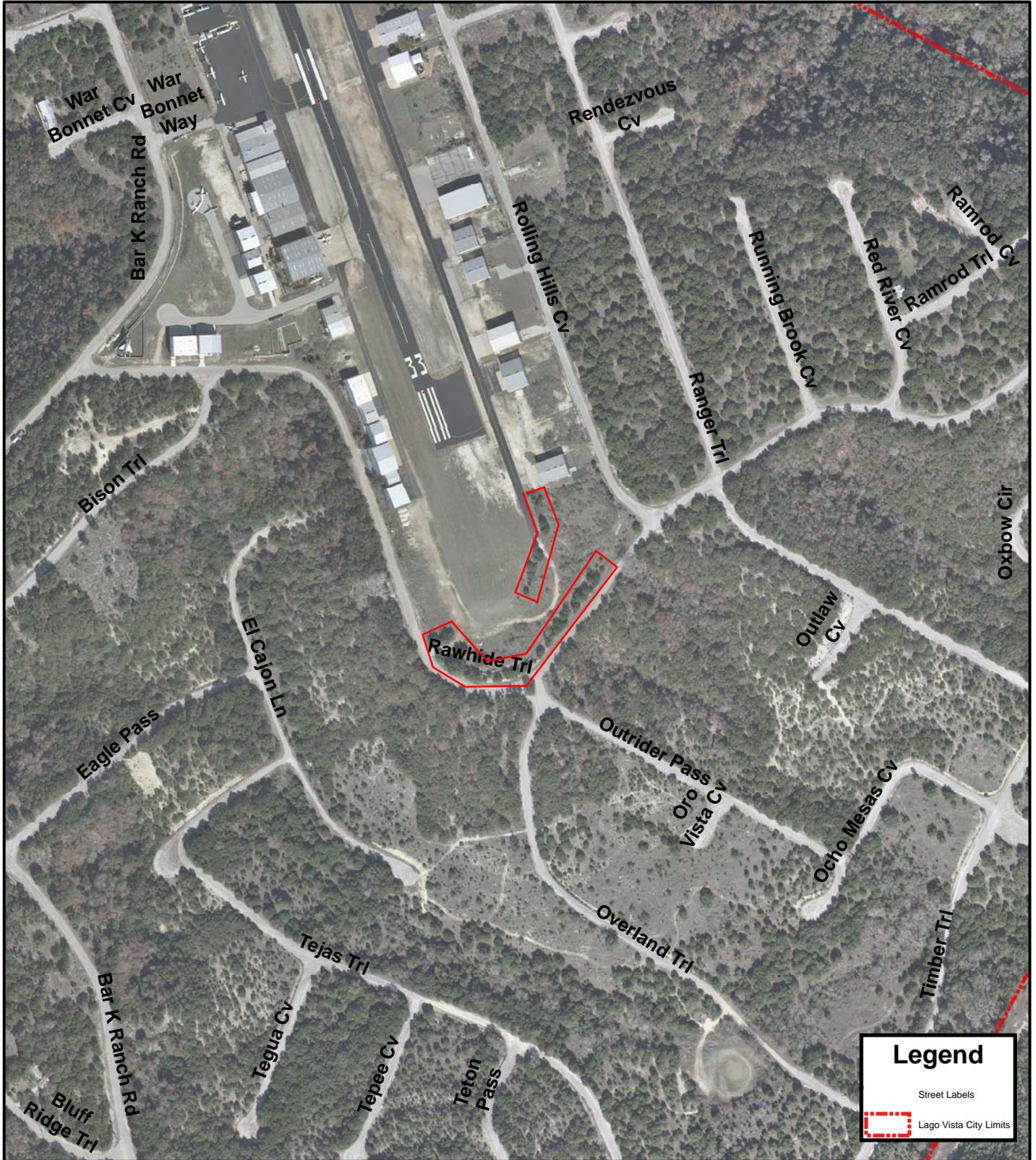
The report will cover the progress of tree removal on the south end of the runway.

#### Removal of Trees from the South End of the Runway

Staff has concerns these trees will become an obstacle if not cleared from the areas shown in red on the attached map. In order to determine removal cost Jeff's Tree Service has been contacted to provide an estimate. On May 16<sup>th</sup> Staff met with Jeff's at the Airport to determine a cost for removal; an estimate will be forthcoming. Due to the bird nesting season and lack of funds in this year's fiscal budget, this project will need to start at the earliest in October.

Staff will keep the Board informed on the progress.

# Area of Removal



1 inch = 384 feet

The City of Lago Vista shall not be held liable for improper or incorrect use of the data contained herein. It is the responsibility of the user to use the data appropriately and consistent within the limitation of geospatial data.



# Development Services Department

## STAFF REPORT

### Staff Update #3

### Airport Action Plan

**Date:** May 18, 2016

---

#### **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 Airport 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, Jim Awalt, David Harrell, and Councilor Rodney Cox 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.

At the request of the State, Council passed a new Resolution authorizing committing its \$8,000 to the \$80,000 project in late 2015. This Resolution was sent to State 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 published the Request for Qualifications (RFQ) for the project in early December that enlisted Consultants to complete the project with a deadline in January 2016.

After the deadline, the Consultant Selection Committee reviewed five (5) RFQ's and rated them on a point scale based on the submittal. From this information the State picked the number one rated consultant of Parkhill, Smith, and Cooper. On February 18, 2016 the Council established an Airport Plan Action Committee (APAC) consisting of the City Manager (Melissa Byrne-Vossmer), Development Services Director (David Harrell), AAB Council liaison (Rodney Cox), one Planning & Zoning Commission

member (Jim Moss), two AAB members (Don Barthlow & Linda Bush Warren), and one Airport resident (James Awalt). This Committee will be the main group to assist the Consultant in construction of the Plan and will dissolve once the City Council approves the Plan. The contract has been signed between the State and the Consultant.

*Update since March, 2016*

The Consultant has begun the process with the first Airport Plan Action Committee (APAC) on Thursday, May 26 at 7PM in the Library Conference Room. This meeting will establish the officers on the Committee and will begin the Town Hall meeting for public input. Both Staff and the Consultant have worked out the following schedule:

June 22 – Second APAC Meeting to review first draft of Plan

June 23 – 1<sup>st</sup> Planning & Zoning Commission (PZC) Meeting to review first draft of Plan

August 3 – Final APAC and AAB Meetings for recommendation of final draft of Plan

August 25 – Final PZC Meeting for recommendation of final draft of Plan

September 15- City Council for consideration of final draft of Plan



**CITY OF LAGO VISTA  
DEVELOPMENT SERVICES**

P.O. BOX 4727  
LAGO VISTA, TX 78645

---

*Tel. (512) 267-5259*

*Fax (512) 267-5265*

**MEMO**

To: Airport Advisory Board

From: David Harrell, AICP, Director

-----

**RE: Business Items 1 – 3**

These items will be discussed at the meeting.