



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
THURSDAY, OCTOBER 13, 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.

CONSENT AGENDA

All matters listed in Item 1, Consent Agenda, are to be considered routine by the Board and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately under Business Item.

1. Consider Approval of the Following Minutes:
 - A. August 3, 2016 Regular Meeting of the Airport Advisory Board.
 - B. August 25, 2016 Joint Meeting of the Airport Advisory Board and Airport Plan Advisory Committee.

STAFF UPDATE

1. Removal of Trees from the East End of the Runway.
2. Progress on the Airport Action Plan.
3. Purchase of Land on North End of Airport.

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



Development Services Department

STAFF REPORT

Staff Update #1

Removal of Trees from the East End of the Runway

Date: October 6, 2016

PRESENTATION SUMMARY

Potential trees that threaten the Airport are shown on the attached aerial map in red outline. Earlier this year Staff sought an estimate from a local landscape company to remove the trees; at that time the estimate was \$6,000. This estimate was used to add almost \$7,000 to the Aviation budget for removal. On September 29, 2016 the City Council approved the budget and these funds are now available for use.

To update the Board, Staff will now begin to seek two other quotes from historically underutilized businesses (HUB's) in accordance with State purchasing laws. From these three estimates, Staff will recommend to Council which company to choose and will have a contract ready for signature. Once approved and contract signed, work can begin on the removal.

Staff will keep the AAB informed on the situation.



Development Services Department

STAFF REPORT

Staff Update #2

Progress on the Airport Action Plan

Date: October 7, 2016

PRESENTATION SUMMARY

What is an Airport Action Plan

The ultimate goal of the Plan is to provide systematic guidelines for the Airport's overall maintenance, development, and operation. The Plan is intended to be a proactive document which identifies and then plans for future facility needs well in advance of the actual need. It is in way similar to a Comprehensive Plan for the Airport and its environs.

Project History

In consultation with TXDOT Aviation in late 2014, they recommended creation of an Airport Action Plan to update the current 1999 Plan. A Resolution committing funding to this project was approved by the City Council in late 2015 for a total of \$8,000 with the State contributing \$72,000 and retaining control over the project. In January, 2016 the State published an RFQ and the City established a Selection Committee consisting of City Staff, Airport Advisory Board Members, Airport residents, and City Council. This Committee determined selection criteria, reviewed qualifications, rated proposals of candidate firms, and recommended the firm of Parkhill, Smith, and Cooper to the State; which the State later signed a contract with the Firm.

In February 2016, the Council established an Airport Plan Action Committee (APAC) consisting of the City Manager, Development Services Director, Airport Advisory Board (AAB) Council liaison (Rodney Cox), Planning & Zoning Commissioner (Jim Moss), two AAB members (Don Barthlow & Linda Bush Warren), and an 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 Consultant, State, and City have agreed on a 17 week timetable for completion of the project which began on May 26, 2016. They have been several meetings of the APAC and AAB concerning this item.

Update Since Last Meeting

On August 25, 2016 in a joint meeting of APAC and AAB, and a separate meeting of the Planning & Zoning Commission, all these appointed boards recommended unanimous approval. The item went to Council on September 1, 2016 in a workshop format and again on September 15, 2016 for a consideration. At the September 15, 2016 meeting Council tabled the item in order to address some last minute concerns from the Penn family.

An additional meeting occurred on September 22, 2016 between Councilman Sullivan, Staff, Consultant, TXDOT Aviation, and representatives of the Penn family. From that meeting, it was agreed to extend the runway an additional 400', for a total of 800', so the runway will be on the Penn property. Also, Staff/Consultant will be providing additional information regarding the impact of the RPZ and TSS on his property currently and with the expansion. Staff/Consultant is working on acquiring this information. Meanwhile Councilman Sullivan and Mr. Penn have met separately to discuss the Airport Action Plan. Mr. Penn has expressed the City should move forward on approving the Plan after these meetings with the Councilman. This item will be on the October 20, 2016 Council meeting for approval.

After approval, the City will be working to include the items within the Plan into the City's Capital Improvements Programs (CIP), this will eventually be approved by the Council. This is necessary to start implementation of the improvements.



Development Services Department

STAFF REPORT

Staff Update #3

Purchase of Land on North End of Airport

Date: October 7, 2016

PRESENTATION SUMMARY

A ten (10) year Airport Capital Improvements Program (ACIP) is included within the proposed Airport Action Plan. Although not yet approved by Council, Staff is proceeding forward with the elements of that Plan. The ACIP divides the elements into two (2) five (5) year increments and prioritizes them by need per the Plan. Property acquisition on the north end is priority #2 out of ten (10) on that list. At this time Staff has begun working with TXDOT Aviation for the acquisition of Lot 15. Part of this requirement is to get an appraisal and Environmental Due Diligence Audit (EDDA) in accordance with TXDOT Aviation. Staff has received the appraisal for the property and will be receiving the EDDA within the next two (2) weeks.

This report is designed to keep the AAB informed on the acquisition of the property.

2.3.2 10 YEAR CAPITAL IMPROVEMENT PROGRAM (CIP)

Development Plan Legend No.	Priority	Project Description	Total Cost	City of Lago Vista	TxDOT Aviation (FAA/State)	Remarks
10 Year CIP						
11	1	Southwest City Grassed Tie-Downs	\$40,000	\$20,000	\$20,000	Use for 5 long term tiedowns @ \$400 per tiedown per year (\$2000 annual revenue)
	2	Property Acquisition for East Side Development (PHASE I)	\$740,000	\$74,000	\$666,000	Property reimbursement through TxDOT may be retroactive.
	3	North RPZ Land Donation	\$10,000	\$1,000	\$9,000	Possible Land Donation Real Estate Fees
	4	Property Acquisition for West Side Development (PHASE I)	\$1,410,000	\$141,000	\$1,269,000	Property reimbursement through TxDOT may be retroactive.
2,5	5	DESIGN East Side Hangar Development Phase 1 and Helicopter Parking	\$345,000	\$34,500	\$310,500	Potential to increase revenue through hangar rent (8 units @ \$300 per month per unit = \$28,800 per year)
		CONSTRUCTION	\$2,613,667	\$261,367	\$2,352,300	
	6	RPZ South Acquisition	\$148,000	\$14,800	\$133,200	
5 Year TxDOT Land Credit				-\$87,480		From North RPZ Land Donation
1st 5 Year CIP Subtotal (2017-2021)			\$5,306,667	\$459,187	\$4,760,000	
	7	Pavement Maintenance and Rehab	\$100,000	\$50,000	\$50,000	Use RAMP for base failure repairs
1,4,7	8	DESIGN West Tie-Down Apron Phase 1, Connector Taxiway and Relocated Holdline, and City Box Hangar	\$295,000	\$29,500	\$265,500	Potential revenue increase for tie-downs (\$2,000 per year for 6 additional tiedowns) and single hangar lease (\$4,800 per year)
		CONSTRUCTION	\$1,875,625	\$187,563	\$1,688,063	
9	9	Portable Style Terminal Building	\$100,000	\$50,000	\$50,000	Small terminal building option done with TxDOT RAMP program
3	10	Fuel Farm	\$500,000	\$125,000	\$375,000	Approximately 60,000 gallons annually could produce \$27,000 annual income if fuel markup is \$0.45 per gallon.
2nd 5 Year CIP Subtotal (2022-2026)			\$2,870,625	\$442,063	\$2,428,563	
Total 10 Year CIP (2017-2026)			\$8,177,292	\$901,249	\$7,188,563	



2.3.3 LONG RANGE CAPITAL IMPROVEMENT PROGRAM (2026 AND BEYOND)

Development Plan Legend No.	Priority	Project Description	Total Cost	City of Lago Vista	TxDOT Aviation (FAA/State)	Remarks
Long Range Plane CIP (2026 and Beyond)						
8	TBD	Runway Extension, Widening, Lighting	\$1,414,000	\$141,400	\$1,272,600	Coordination with TxDOT, USFW, and Penn property would be required.
9	TBD	Terminal Building Alternate (Substantial Terminal Building)	\$534,000	\$267,000	\$267,000	The estimated cost shown here is for a more substantial, traditional GA terminal building, instead of or to replace the portable style terminal building in the 10 year plan
6	TBD	Parking Fencing and Gates	\$340,000	\$170,000	\$170,000	May be done with RAMP funds, phased.
10	TBD	Perimeter Road	\$190,000	\$95,000	\$95,000	May be done through RAMP funds, phased.
	TBD	Property Acquisition for West Side Development (PH II)	\$730,000	\$73,000	\$657,000	Property reimbursement through TxDOT may be retroactive.
	TBD	Property Acquisition for East Side Development (PH II)	\$190,000	\$19,000	\$171,000	Property reimbursement through TxDOT may be retroactive.
14	TBD	East Side Parallel Taxiway	\$1,283,000	\$128,300	\$1,154,700	Contingent on easement expansion or acquisition from USFW
	TBD	Existing Runway and Taxiway Pavement Extensive Rehab	\$2,000,000	\$200,000	\$1,800,000	Rehab or reconstruction of existing pavements
Long Range Plane CIP Subtotal (2026 and Beyond)			\$6,681,000	\$1,093,700	\$5,587,300	



