



AIRPORT ADVISORY BOARD

Stephenville Clark Regional Airport, 1050 Airport Road
Friday, October 25, 2024 at 12:00 PM

MINUTES

CALL TO ORDER

The meeting was called to order by H. Hampton at 12:06pm.

Board Members Present: Tracy Gifford, Ricky Thurman, Shannon Truesdell, Hardy Hampton, Craig Parks.

Board Members Absent: Austin Brown, Colby Sims

Others Attending: Darrell Brown, Director of Administrative Services; Sean Clemmons, Airport Manager; Bryan Hammons, Public; Jeff Lively, Lively Aviation; Bill Smith, Public

REGULAR AGENDA

1. Motion to Approve the Previous Meeting's Minutes
 - A. The board approved the minutes unanimously.
2. 100LL AvGas Unavailability Update
 - A. S. Clemmons shared that the Texas Commission on Environmental Quality (TCEQ) definitively stated that public sector risk pool insurance is not a valid form of insurance for the purpose of financial assurance for a delivery certificate. The City Financial Audit for financial assurance is still not complete. Fraser insurance declined to offer insurance for a handful of reasons. We are still waiting to hear back from BC insurance and a third insurance company has been contacted for an estimate as well.
 - B. R. Thurman shared that the city audit was supposed to have been completed in April. D. Brown shared that the Financial Audit meeting will be held Tuesday, October 29. T. Gifford stated that if this Financial Audit is not complete soon, then a fueling alternative will need to be pursued, whether it be a fuel tank trailer or a temporary above ground tank.
 - C. J. Lively shared that his uncle makes fuel dispensing trailers, and he can look into obtaining one for Stephenville Airport. J. Lively also shared that he is willing to assist in obtaining one for either Stephenville Aviation or the City of Stephenville.
3. Runway Extension Project Updates
 - A. Regarding the tree removal project, the City decided to do a city-wide contract similar to the contract used by the City of Cedar Park, Texas. Numerous board members expressed their dissatisfaction with this decision.
 - B. D. Brown shared that he and S. Clemmons went through the process of obtaining at least three (3) estimates from different vendors. Because all estimates were over \$25,000. This requires a Request for Proposal (RFP) from the city and then must go before the City Council for approval. S. Clemmons and D. Brown were given the City of Cedar Park RFP as an example, and it is a city-wide contract.
 - C. Regarding the Airport Layout Plan (ALP), S. Clemmons shared that KSA was the only bidder, the selection committee selected KSA, and the City Council approved the contract negotiation process with KSA for the ALP on October 1.

4. Office Space Lease Inquiry

- A. S. Clemmons shared that the Stephenville Economic Development Authority (SEDA) bought an office building and intend to move in sometime in mid to late November.
- B. J. Lively of Lively Aviation has expressed interest in leasing one of those offices once SEDA moves out. J. Lively explained that his company offers flight training services in the Granbury, Cleburne, and Stephenville areas. He also shared that he has several students in Stephenville but hangars his aircraft at Cleburne Regional Airport. He and his business partner would like to move their operation to Stephenville Airport.
- C. Parks called a motion to recommend that the City enter onto an office lease with Lively Aviation after SEDA moves out. The board unanimously voted in favor.

5. Manager's Report

- A. S. Clemmons shared the Monthly Aircraft Operations and Courtesy Car use figures for the months of August and September. S. Clemmons also shared the Social Media Outreach Statistics for the last 28 days.
- B. S. Clemmons shared the update on hangar inspection results. All hangars have been inspected 36 are compliant and 4 are still non-compliant.
- C. The North Central Texas Council of Governments (NCTCOG) will be conducting a site visit on Thursday October 31. The city owned large hangars, and the electrical vault have had their building numbers added. The Automated Weather Observation System (AWOS) was inspected by the FAA and DBT Transportation Services and it passed with flying colors. B. Hammons shared that the AWOS is not working. T. Gifford concurred stating that he heard nothing when he and his wife returned from their trip to Durant Oklahoma. S. Clemmons stated that he would investigate this issue. S. Clemmons also shared that the FAA Terminal Grant awards should be announced sometime in November.
- D. S. Clemmons attended the Texas Airports Council's Airport 101 held at Mid-Way Regional Airport last month. The primary takeaway was to develop a hangar waiting list policy that minimizes/eliminates any liability on the City's part. The burden of providing accurate information falls to the applicants.
- E. There were 2 aircraft incidents since the last Airport Board Meeting. One involving a Beechcraft Baron that had a landing gear collapse upon landing. The other was a Vans RV-6 that broke off part of a wheel pant taxiing over a tie-down mooring anchor point. Video of the latter incident has been saved.
- F. Friendly reminder that T. Gifford, S. Truesdell, C. Simms, and C. Parks need to renew their Advisory Board Nominations if they wish to remain on the Airport Advisory Board.

6. Next Meeting Date

January 31

CITIZENS GENERAL DISCUSSION

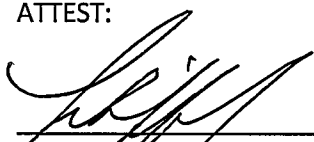
C. Parks wanted to have 'Items to be Brought to City Council' as an agenda item for the January 31 meeting.

ADJOURN

The meeting was adjourned at 1:13pm.


Hardy Hampton, Chairman

ATTEST:


Tracy Gifford, Secretary

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