



Airport Advisory Board Regular Meeting

Friday, May 30, 2025, 12:00 PM
Airport Terminal Conference Room
1050 Airport Rd
Stephenville, TX 76401

MINUTES

CALL TO ORDER: The meeting was called to order at 12:07pm.

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

Board Members Absent: Austin Brown, Colby, Sims, Craig Parks

Others Attending: Sean Clemmons, Airport Manager; Darrell Brown, Administrative Services Director; Bill Smith, Stephenville Aviation, Todd Downs, Stephenville Aviation; Jeff Lively, Lively Aviation; Bryan Hammonds, Public, Gary LaBuda, Public; Brandon Johnson, Hangar Tenant.

REGULAR AGENDA

1. Motion to Approve the Previous Meeting's Minutes
 - The board approved the minutes unanimously.
2. Airport Layout Plan/Runway Extension – Update
 - KSA held the 2nd Planning Advisory Committee (PAC) meeting and a Public Information Meeting (PIM) later that day.
 - May 12 – The airport survey portion of the ALP concluded.
 - A third PAC Meeting will be held on June 18 at 3pm, and another PIM meeting will take place at 5:30pm.
 - KSA will present the final ALP draft to the Airport Advisory Board to recommend to the city Council for final approval. A special board meeting will be held if necessary. If it is not necessary, it could be an informal review of the ALP by the board members independently.
 - The ALP is expected to be submitted to TxDOT Aviation in late June and final FAA approval is expected in July.
 - The City is looking into how to fund the new Longley driveway.
3. Tree Removal Update
 - The tree removal off runway 32 began on April 7. The trees as obstacles were gone as of April 28. Jim's Tree Service is still cleaning up the last of the logs and branches as the weather has not been cooperative.
 - D. Brown shared that since the existing fence was also taken out along with the trees and all other vegetation, a new temporary fence will go up until the runway is extended to keep vehicles, people, and animals off airport property.
4. Manager's Report
 - The hangar row 3400 bathroom is operational.
 - New smart TVs in the lobby and pilot lounge.
 - The city received the funds from TxDOT Aviation for acquiring the Longley Property.
 - S. Clemmons Attended the Texas Aviation Conference in Denton held May 5–8.
 - A new fuel credit card reader was installed on May 13.
 - A new delivery certificate with an expiration date of June 2026 was issued.
 - The door for hangar 1307 was damaged by storms over Memorial Day weekend and was repaired May 29.

- The Texas Airports Council (TAC) held a one-day conference in Stephenville at the Erath County Annex II on May 14.
- The next Airport Advisory Board Meeting will be held on July 25th, 2025.
- Special ALP Meeting – TBD

CITIZENS GENERAL DISCUSSION

- H. Hampton stated that the Airport Advisory Board needs to write a letter to the City Council of their appreciation to S. Clemmons and D. Brown for their hard work getting all the recent improvements done at the airport. R. Thurman stated he would do this and that he would speak at the next City Council meeting rather than write a letter. H. Hampton, T. Gifford and S. Truesdell did not object to this idea.
- J. Lively shared that they have 22 students based in Stephenville.

ADJOURN: The meeting was adjourned at 12:41pm.

ATTEST.


Tracy Gifford, Secretary


Hardy Hampton, Chairman