



Airport Advisory Board Regular Meeting

Friday, July 25, 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 12:09pm.

Board Members Present: Tracy Gifford, Shannon Truesdell, Austin Brown, Hardy Hampton, Craig Parks

Board Members Absent: Ricky Thurman, Colby Simms

Others Attending: Sean Clemmons, Airport Manager; Bill Smith, Stephenville Aviation; Todd Downs, Stephenville Aviation; Bryan Hammonds, Public; Gary LaBuda, Public.

REGULAR AGENDA

1. Motion to Approve Previous Meeting's Minutes

- C. Parks made a motion to approve the May 30th meeting's minutes, seconded by T. Gifford.
- The board approved the minutes unanimously.

2. Airport Layout Plan/Runway Extension – Update

- S. Clemmons shared that on June 18, KSA held the last Planning Advisory Committee (PAC) meeting and Public Information Meeting (PIM) for the ALP.
- S. Clemmons also shared that City Manager Jason King and Administrative Services Director Darrell Brown met with TxDOT Aviation staff at their office in Austin regarding the Longley driveway relocation. KSA must get a current construction estimate to determine the cost.
- Once KSA receives the obstruction data from their subcontractor, the ALP will be complete then submitted to TxDOT Aviation for review for FAA approval.
- After the ALP update receives final approval from the FAA, then the Longley driveway relocation can begin.
- While the new Longley driveway is being built, TxDOT will monitor any changes to runway design standards published by the FAA to ensure no changes need to be made.

3. Proposed Hangar Development

- Brandon Johnson wishes to build a private use hangar at Stephenville Airport and has been taking the necessary steps to do so.
- The Board shall, per its powers and duties, provide their recommendation of the new development to the City Council.
- T. Gifford made a motion to recommend B. Johnson's hangar development to the city council, C. Parks seconded. All the board members voted in favor except A. Brown who recused himself as his company drafted the preliminary building design drawings.

4. Manager's Report

- S. Clemmons shared data for aircraft operations, courtesy car use and social media. S. Clemmons also shared that he received a letter from the TCEQ stating that the airport was compliant for its triennial underground storage tank (UST) inspection.
- The tree removal project concluded on June 4th, On June 9th the AWOS voice board was replaced as it went bad.
- On July 9th, D. Brown met with Public Works Director Nick Williams about remediating the flooding of the Longley property after the trees were removed.

5. Next Meeting Date – September 26th

- Since the Airport Advisory Board meets on the last Friday of every other month, the next meeting after September will be November 28th, which is the day after Thanksgiving. S. Clemmons stated he will be out of town that week and suggested moving the meeting one week early to November 21st. All the board members agreed as they concurred that having a meeting the day after Thanksgiving would not be ideal. T. Gifford added that if it needs to change again, then it can be discussed at the September 26th meeting.

CITIZENS GENERAL DISCUSSION

- A. Brown asked why aircraft wet washing is not allowed, S. Clemmons answered that the Texas Commission on Environmental Quality (TCEQ) has a rule in place in the Multi Sector General Permit (MSGP) of the Texas Pollution Discharge Elimination System (TPDES) that does not authorize the discharge of wastewater associated with washing aircraft. Wastewater shall go into the appropriate wastewater drain which the airport does not have. A. Brown asked S. Clemmons if he would share this rule with him; S. Clemmons agreed.
- T. Downs asked what the limits were when it came to subleasing the hangars as he would like to be able to bring in aircraft from stormy weather. Numerous board members acknowledged that subleasing is a slippery slope. S. Clemmons stated that the T-Hangars may not be sublet as the lessee effectively adds another layer of landlord. Lessees of larger hangars may sublease portions of the hangars. G. LaBuda asked if the T-Hangar leases are tied to the aircraft registration number, S. Clemmons answered yes. Some board members requested some final clarification from either the city manager or the city attorney on this matter.

ADJOURN: The meeting was adjourned at 12:50pm.


Hardy Hampton, Chairman

ATTEST:


Tracy Gifford, Secretary