



AIRPORT ADVISORY BOARD

Stephenville Clark Regional Airport, 1050 Airport Road
Friday, August 30, 2024 at 12:00 PM

MINUTES

CALL TO ORDER

The meeting was called to order at 12:01 pm.

Board Members Present: Tracy Gifford, Ricky Thurman, Shannon Truesdell, Colby Simms (virtually via Teams), Hardy Hampton, Craig Parks

Board Members Absent: Austin Brown

Others Attending: Sean Clemmons, Darrell Brown, Todd Downs, Bill Smith, Bryan Hammons

REGULAR AGENDA

1. Motion to Approve the Minutes from the June 28th Meeting.
 - A. S. Clemmons read the minutes from the June 28, meeting out loud. None of the board members had any objections to the minutes. The board approved the minutes unanimously.
2. Airport Apron Pavement Maintenance Project
 - A. S. Clemmons shared that the Pre-Con meeting took place on August 21. Construction began on August 26 and finished on August 27.
 - B. S. Clemmons stated that the contractor, Curtco, applied a mastic joint filler, then a crack sealant over top of that.
 - C. H. Hampton asked how the joints were cleaned prior to the filler and sealant being applied. S. Clemmons stated that the cracks were cleaned out with compressed air before material was applied.
 - D. H. Hampton then asked if herbicide was applied before the crack filler and sealant were applied. S. Clemmons stated he does not know if herbicide was applied.
3. March 2025 Fly-in
 - A. S. Clemmons stated that the Fly-in date for 2025 is March 1. A DD Form-2535 has been submitted to request a U.S. Army helicopter for static display for the event.
 - B. S. Clemmons stated that this event will need volunteers and that the Airport Board Members should save the date in their calendars.
4. Motion to recommend Airport Rules & Regulations be adopted by the City Council.
 - A. S. Clemmons stated that the Draft Airport Rules and Regulations were developed in accordance with Federal Aviation Administration (FAA) Advisory Circular 150/5190-8 *Minimum Standards for Commercial Aeronautical Activities*.
 - B. The Airport Board Members have been sent a copy of the current draft of the Airport Rules and Regulations on July 16 and August 5 for their review.
 - C. Several board members inquired about how far the Advisory Circular goes towards establishing Airport Rules and Regulations. S Clemmons stated that the FAA does not have a set minimum of rules and

regulations for general aviation airports. The FAA “highly recommends their use and implementation as a means to minimize the potential for violations of Federal obligations at federally obligated airports.” It is up to each individual airport to set their own rules and regulations to protect its interests.

- D. D. Brown stated that TXDOT Aviation asked for the airport’s rules and regulations, in addition to the Airport Layout Plan (ALP), for getting the runway extension project on track.
- E. R. Thurman mentioned that if the rules and regulations need to be amended in the future, they can be, and the City Council can approve the revision afterwards. R. Thurman also stated that he recommends voting in favor of the Airport rules and regulations, to have as few delays to the runway extension project as possible.
- F. All board members voted in favor of recommending the City Council approve the Airport Rules & Regulations.

5. Manager's Report

- A. S. Clemmons shared the Aircraft operations and courtesy car use figures for the months of June and July.
- B. S. Clemmons also shared the Social Media outreach statistics for the last 28 days.
- C. S. Clemmons shared that the City has received 4 estimates to remove the trees and all 4 estimates are over \$25,000 and must be approved by the City Council first. D. Brown added that because all of the estimates are over \$25,000, they must go out for bid in a Request for Proposal (RFP) before they get approval by the City Council. Some of the board members asked why the estimates were so high. S. Clemmons and D. Brown shared that the estimates called for the complete removal of the trees, stumps and all. Mr. Brown also shared that the estimates varied in the numbers and sizes of trees. T. Gifford shared that it is not necessary to completely remove the trees and stumps. The fence in the brush will need to be worked around to as not to damage any chainsaws or stump grinders. Simply cutting the trees the same height as the adjoining fence will suffice. R. Thurman concurred and also shared that all that needs to be done is to cut down the trees as low as possible for the current Runway Protection Zone (RPZ). Then when the runway extension takes place, the heavy machinery will remove the stumps and roots to make way for the pavement.
- D. S. Clemmons shared that an RFP went out earlier in August for bids for consultants for an Airport Layout Plan (ALP) for the Airport. Bidding closed on August 29 and a selection committee shall select the winning consultant. S. Clemmons also mentioned that the ALP must be done before the runway extension project per TXDOT Aviation. H. Hampton asked who is on the selection committee, D. Brown replied that the selection committee has not been formed yet as the bidding closed the day before.
- E. S. Clemmons shared the Hangar Inspection results. Out of 40 hangars:
 - 25 were compliant on the 1st inspection.
 - 11 were non-compliant on the 1st inspection.
 - 5 were compliant by the follow up inspection.
 - 6 are still pending compliance.
 - 4 have yet to be inspected as the tenants are not returning S. Clemmons’ phone calls or emails.
 - The City is discussing the next steps.
- F. S. Clemmons shared the latest updates to the airport:
 - There is a new windcone
 - All the interior and exterior lighting of the terminal is now LED.
 - There are new “NO SMOKING, VAPING, AND/OR ALCOHOL CONSUMPTION” signs by each terminal door.
 - One of the exterior wall sockets that was never hooked up during construction of the terminal is now working.
- G. D. Brown and S. Clemmons will be attending the upcoming Airport 101 hosted by Mid-Way Regional Airport on September 19.

6. Next Meeting Date - October 25

- A. S. Clemmons shared with the board that the next meeting will be held on October 25th.
- B. S. Clemmons also shared with the board that going forward, the board will start meeting bi-monthly instead of monthly. S. Truesdell shared that he is not sure how he feels about this. H. Hampton asked who made this decision. S. Clemmons replied that this was a decision of the City Manager during a budget meeting for next fiscal year.

CITIZENS GENERAL DISCUSSION

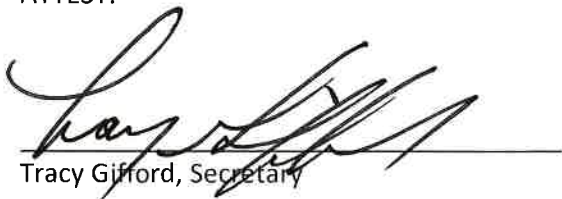
- A. H. Hampton asked why there is currently no AvGas available at the airport. S. Clemmons Explained the timeline for attempting to renew the delivery certificate for the underground storage tank. Where the issue currently stands is the TCEQ maintains the City does not have valid financial assurance needed to renew the delivery certificate. The City is undergoing an audit that will suffice but it is not complete. The City also uses a risk pool insurance for public entities, and this is not subject to Texas Department of Insurance (TDI) laws. The TCEQ maintains that risk pool insurance is not valid as TDI approved insurance is required. The 2 applicable regulations conflict with each other and the TCEQ's Lawyers will have to decide. If the TCEQ, determines that the risk pool insurance is accepted, then the delivery certificate can be issued. If the risk pool insurance is not accepted, then commercial liability insurance will have to be purchased.
- B. C. Parks asked if the Precision Approach Path Indicators (PAPIs) will be operational anytime soon. S. Clemmons replied that the PAPIs will remain unserviceable until the runway extension project. T. Downs asked why at least the PAPIs for runway 14 cannot be turned on. S. Clemmons replied that he spoke to the FAA about getting them operational again. The FAA representative informed S. Clemmons that the PAPIs must be flight checked by the FAA before they can be returned to service. T. Downs replied that the PAPIs were never decommissioned, merely switched off due to a maintenance issue. S. Clemmons replied that the PAPIs were decommissioned in the eyes of the FAA because they were not working for so long. T. Downs asked S. Clemmons if he can ask the FAA to okay putting the PAPIs back into service without a flight check. S. Clemmons answered yes he would.

ADJOURN

The meeting was adjourned at 1:03 pm.


Hardy Hampton, Chairman

ATTEST:


Tracy Gifford, Secretary

In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.