



MINUTES

CALL TO ORDER: The meeting was called to order at 12:05pm.

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

Board Members Absent: Austin Brown, (Place 7 vacant)

City Staff Present: Sean Clemmons, Airport Manager

Others Attending: Bill Smith, Stephenville Aviation; Todd Downs, Stephenville Aviation; Jeff Lively, Lively Aviation, Gary LaBuda, General Public; Brandon Johnson, General Public

REGULAR AGENDA

1. Board Membership Changes
 - Devan Hanson is the new Place 5 board member after Lee Sims' resignation.
 - Place 7 is vacant with Craig Parks' resignation.
2. Approval of the Previous Meeting's Minutes
 - R. Thurman made a motion to approve the November 21st meeting's minutes, seconded by T. Gifford.
 - Motion passed unanimously
3. Runway Extension – Update
 - On December 11 the Longley Driveway construction project request for bids was published in the Dublin Citizen. On December 30 the Pre-Bid meeting was held. On January 6 the City Council approved the Longley Driveway construction oversight contract from KSA. On January 15 the Longley Driveway project bid opening took place.
 - February 3 – City Council will award the contract for the Longley Road project.
 - After the contract is awarded, the next steps include but aren't limited to notifying the winning bidder, collecting the certificates for bonds and insurance, scheduling a pre-construction meeting, and setting up a start date.
4. Upcoming Fly-in
 - March 7 is the next Texas Independence Day Wings, Wheels, and Wonders event. Volunteers will be needed to help with crowd control and aircraft marshalling.
 - So far, we have 3 confirmed volunteers and 1 tentative volunteer.
 - T. Gifford and R. Thurman agreed to volunteer as well.
 - S. Clemmons stated he will hold a volunteer safety meeting before the fly-in.
5. Manager's Report
 - S. Clemmons shared data for aircraft operations and courtesy car use.
 - S. Clemmons also shared that the repairs from when N26AJ collided with the terminal are complete.
 - S. Clemmons also shared that on January 22, AeroLogic LLC, the contracted airfield inspector for TxDOT Aviation conducted the airport's triennial inspection. He noted that there are a few trees and the Longley driveway in the runway protection zone (RPZ) for runway 32. S. Clemmons made the inspector aware of the upcoming driveway relocation and runway extension. The inspector felt that after these are done, the trees should not be an issue.
6. Capital Improvement Plan (CIP) Review
 - S. Clemmons shared the CIP schedule he and Darrell Brown provided to TxDOT Aviation.
 - H. Hampton asked to go around the room and share what they feel what project should be next after the runway is extended. Most respondents stated that expanding the aircraft parking apron should be the next priority. T. Downs added that once the runway is extended and more and larger aircraft start coming here, we will run out of ramp space quickly so expanding the ramp would be paramount.
7. Next Meeting Date – March 27th

CITIZENS GENERAL DISCUSSION

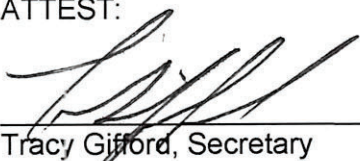
- S. Clemmons shared that the Airport Layout Plan (ALP) has been posted on the airport's webpage of the city's website for anyone to view.

ADJOURN:

- T. Gifford made a motion to adjourn, seconded by S. Truesdell.
- Motion passed unanimously, the meeting was adjourned at 12:40pm.


Hardy Hampton, Chairman

ATTEST:


Tracy Gifford, Secretary