



AIRPORT BOARD

WEDNESDAY, MAY 11, 2022 6:00 PM

WILLIAM F. LONG TERMINAL BLDG.

400 BRITISH FLYING SCHOOL BLVD., TERRELL, TX 75160

CONFERENCE ROOM

Bill Huthmacher
Chairman

- 1) CALL TO ORDER
- 2) CONSIDER APPROVAL OF THE MINUTES FOR JANUARY 12, 2022

Bryan Thayer
Vice Chairman

- 3) DISCUSS AND CONSIDER ELECTION OF OFFICERS
- 4) DISCUSS AIRPORT MASTER PLAN AND ZONING ORDINANCE UPDATE

Sarah Hatley
Secretary

- 5) DISCUSS AIRPORT BUSINESS PLAN AND MINIMUM STANDARDS UPDATE

Harold Wilson
Member

- 6) UPDATE ON AIRPORT PLANNING & TXDOT CIP
- 7) RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES

David Lindsey
Member

- 8) DISCUSS GENERAL AIRPORT-RELATED MATTERS

- a. FUEL PRICE COMPARISON REPORT
- b. FINANCIAL STATEMENT
- c. MISCELLANEOUS ITEMS

Andrew Jones
Member


- 9) HEAR REMARKS FROM VISITORS

Carlton Tidwell
Member

- 10) ITEMS FOR FUTURE MEETINGS
- 11) SET NEXT MEETING DATE
- 12) CONSIDER A MOTION TO ADJOURN



I HEREBY CERTIFY THAT THIS NOTICE
WAS POSTED ON THE BULLETIN BOARD
AT TERRELL, TEXAS, ON TUESDAY, MAY 3,
2022 BY 4:00 P.M.


DAWN STEIL, CITY SECRETARY
(SEAL)



**AIRPORT BOARD MEETING
WEDNESDAY, JANUARY 12, 2022
WILLIAM F. LONG TERMINAL BLDG
400 BRITISH FLYING SCHOOL BLVD., TERRELL, TX 75160
6:00 PM**

MEMBERS PRESENT: Bill Huthmacher, David Lindsey, Harold Wilson, and Bryan Thayer.

MEMBERS ABSENT: Larry Gurganious and Sarah Hatley.

VISITORS PRESENT: City of Terrell - Glenn Caldwell-Director of Public Services and Carnell Horn-Project Manager. Melisa Hardin - Terrell FBO

CALL TO ORDER: Chairman Bill Huthmacher called the meeting to order at 6:12pm.

CONSIDER APPROVAL OF THE MINUTES OF NOVEMBER 10, 2021: Motion made by David Lindsey to approve the minutes. Second by Bryan Thayer. Motion carried.

UPDATE ON AIRPORT PLANNING & TXDOT CIP: Frequency update - the review process has been completed. We are waiting to receive the Modification Application. The FCC system is down but as soon as it is back-up, we can complete the application and submit it to the FCC. Their system should be back up and running within a few days. It shouldn't be a hard task once the application is submitted. We're only doing what is titled to be a Modification Application. This will all be done electronically.

Melissa Hardin, FBO - reminded City Staff and Board that the unicom will have to be re-keyed for the new frequency before we go live. City Staff feels confident that we have the resources, the funding is what is required. We believe we can accomplish that.

Chairman Huthmacher thanked Melissa Hardin for helping with the frequency process. Consider painting the frequency on the ramp.

No new updates received on the Runway Project.

RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES: Mr. Bill Jenkins who served on the Airport Board for a long time passed away on Sunday.

Everything is going well as far as activity. We made a few changes. The Coffee maker is not cooperating, so we purchased a new one for the pilots to use. COVID testing is done at 800 Airport Rd. We posted signs on the door of the terminal to help get individuals seeking COVID

testing directed to the right location. We are planning to send out a media blast to let people know that the terminal is back open.

DISCUSS GENERAL AIRPORT-RELATED MATTERS:

- A. **Fuel Price Comparison Report** – The Airnav.com comparison report of fuel rates within a 35-mile radius of Terrell was provided in the agenda packets.
- B. **Financial Statements** – Chairman Huthmacher went over the financial statements. The utilities look more reasonable this year than last year.
- C. **Miscellaneous Items** – Need to reschedule Mr. Ray Dunlap to attend a future meeting, once Garver starts their 10yr or 20yr Airport Master Plan.

We will have 100% of our RAMP funds back this year. So if there's an air side project that we want to look at, now is the time to do it. Once we take care of the air side then we can look at the non-air side. We have \$100k that can be utilized.

HEAR REMARKS FROM VISITORS: None

ITEMS FOR FUTURE MEETINGS: 40th Texas Aviation Conference will be held in San Marcos, Texas March 1-4, 2022. All members that have been registered were provided a packet detailing their registration and hotel information.

SET NEXT MEETING DATE: All board members present agreed to have the next meeting on the second Wednesday, March 9, 2022 at 6:00 p.m.

CONSIDER A MOTION TO ADJOURN: Motion made by David Lindsey to adjourn the meeting at 6:28pm. Second by Bryan Thayer and Harold Wilson. Motion carried.

RESOLUTION NO. 1050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS, APPROVING AN AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION AND COMMITTING TO A LOCAL MATCH FOR AN AIRPORT MASTERPLAN AND AIRPORT BUSINESS PLAN AT THE TERRELL MUNICIPAL AIRPORT

WHEREAS, the CITY OF TERRELL, TEXAS, hereinafter referred to as "Sponsor", intends to make certain improvements to the Terrell Municipal Airport; and

WHEREAS, the general description of the project is for an updated Airport Master Plan and Airport Business Plan and;

WHEREAS, the Sponsor intends to request financial assistance from the Texas Department of Transportation, Aviation Division, for these improvements; and

WHEREAS, the total project cost is estimated to be \$300,000, and the Sponsor will be responsible for 10% of the total project cost currently estimated to be \$30,000; and

WHEREAS, the Terrell Municipal Airport names the Texas Department of Transportation as its agent for the purpose of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TERRELL, TEXAS:

Section 1. That the Sponsor hereby directs the City Manager of the City of Terrell, Texas, to execute on behalf of the Sponsor, at the appropriate time and with the appropriate authorizations of this governing body, all contracts and agreements with the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the Airport Master Plan and Airport Business Plan for the Terrell Municipal Airport.

PASSED AND APPROVED this 22nd day of June, 2021.



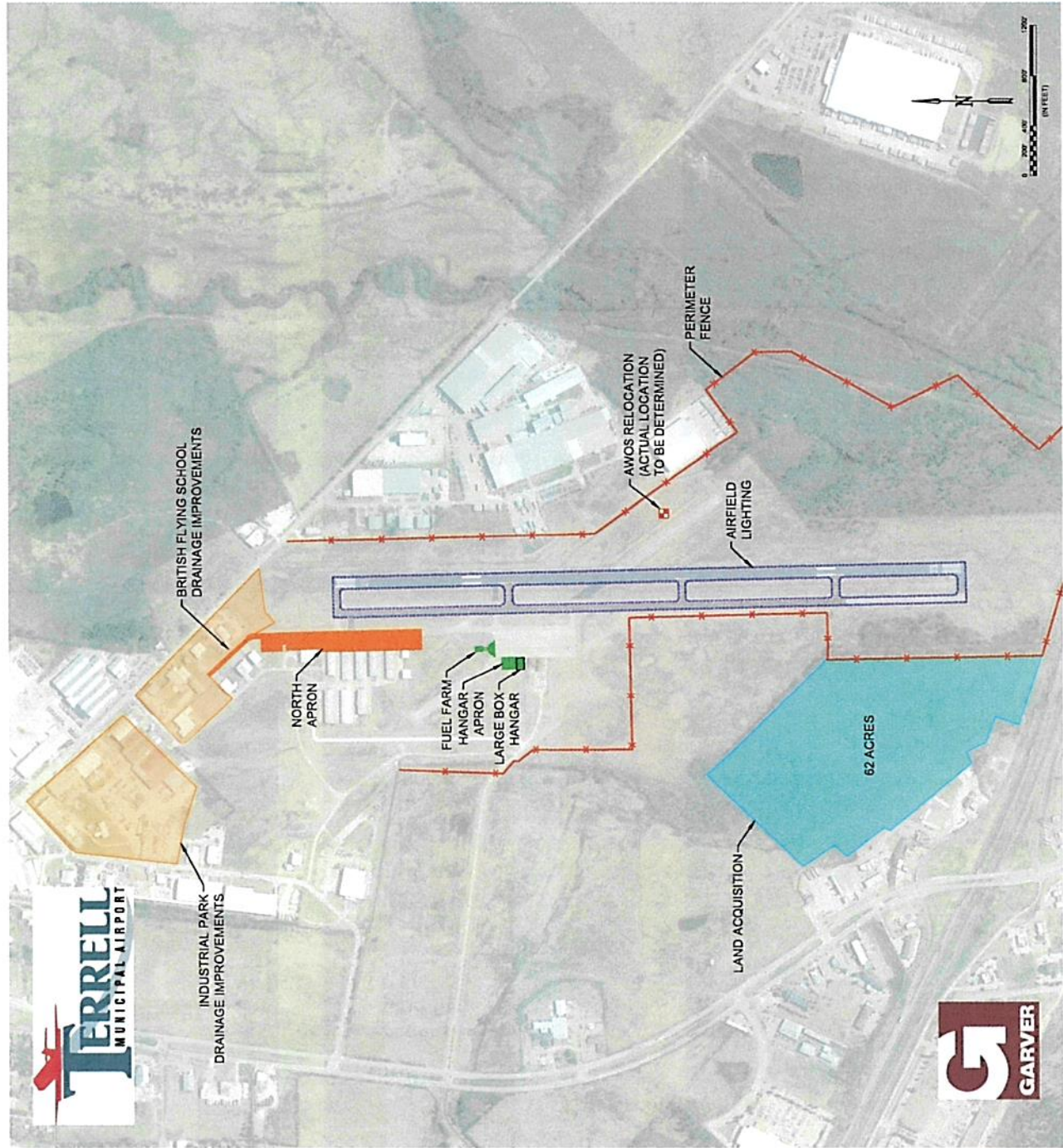
E. Rick Carmona, Mayor

ATTEST:



Dawn Steil, City Secretary





FY 2021
<ul style="list-style-type: none"> Master Plan Update Business Plan Zoning Ordinance / Land Use Map / Aviation Easements, Update Rules and Regulations

FY 2022
<ul style="list-style-type: none"> Large Box Hangar North of Terminal - Design and Construction Hangar Apron - Design and Construction New Fuel Farm with Extension of Utilities - Design and Construction

FY 2023
<ul style="list-style-type: none"> Airfield Lighting Improvements - Design and Construction (Replace Runway Light Fixtures, Upgrade Electrical Vault, Install New PAPIs)

FY 2024
<ul style="list-style-type: none"> Rehabilitate North Apron Industrial Park Drainage Improvements Brush Flying Training School Drainage Improvements

FY 2025
<ul style="list-style-type: none"> Perimeter Fence - Design and Construction (Install Remaining Perimeter Fence, Realign Recycle Center Fence) AWOS Relocation






FY 2026
<ul style="list-style-type: none"> Land Acquisition - 62 Acres West of Airport

TERRELL MUNICIPAL AIRPORT Capital Improvement Program				
Project Description		Total Estimated Project Cost	Estimated TxDOT Funds	Estimated City Funds
FY 2021				
Master Plan Update		\$250,000	\$225,000	\$25,000
Business Plan		\$50,000	\$45,000	\$5,000
Zoning Ordinance/Land Use Map/Avigation Easements		\$80,000		\$80,000
Airport Rules and Regulations & Minimum Standards Update		\$25,000		\$25,000
	Total	\$405,000	\$270,000	\$135,000
FY 2022				
Large Box Hangar North of Terminal - Design and Construction		\$1,500,000		\$1,500,000
Hangar Apron - Design and Construction		\$250,000		\$250,000
New Fuel Farm with Extension of Utilities - Design and Construction (12,000 GAL JET A, 12,000 GAL AVGAS Self-Serve, Existing Tank & System Removal)		\$850,000		\$850,000
	Total	\$2,600,000	\$0	\$2,600,000
FY 2023				
Airfield Lighting Improvements - Design and Construction (Replace Runway Light Fixtures, Upgrade Electrical Vault, New PAPIs)		\$2,200,000	\$1,980,000	\$220,000
	Total	\$2,200,000	\$1,980,000	\$220,000
FY 2024				
Rehabilitate North Apron		\$1,250,000	\$1,125,000	\$125,000
Industrial Park Drainage Improvements		\$245,000		\$245,000
British Flying Training School Drainage Improvements		\$330,000	\$297,000	\$33,000
	Total	\$1,825,000	\$1,422,000	\$403,000
FY 2025				
Perimeter Fence - Design and Construction (Install Remaining Perimeter Fence, realign Recycle Center fence)		\$825,000	\$742,500	\$82,500
AWOS Relocation		\$150,000	\$135,000	\$15,000
	Total	\$975,000	\$877,500	\$97,500
FY 2026				
Land Acquisition - 62 Acres West of Airport		\$1,000,000	\$900,000	\$100,000
	Total	\$1,000,000	\$900,000	\$100,000
GRAND TOTAL \$ 9,005,000 \$ 5,449,500 \$ 3,555,500				

Cost Estimates Shown in 2020 Dollars

Revised 6/14/2021

Fuel prices within 30 miles of Terrell, TX 75160

		Airport / FBO		100LL \$4.75—\$8.61 average \$6.18		Jet A \$4.58—\$8.06 average \$6.40			
KTRL 3 SE		<i>Terrell Municipal Airport</i> Terrell, TX, USA Terrell Aviation	Avfuel	FS \$5.95	FS \$5.05	GUARANTEED			
1F7 4 NNW		<i>Airpark East Airport</i> Dallas, TX, USA Airpark East		SS \$4.85				17-Jan update	
KHQZ 11 W		<i>Mesquite Metro Airport</i> Mesquite, TX, USA  Mesquite Metro Airport 		SS \$5.50 FS \$6.15	SS \$5.70 FS \$6.20	GUARANTEED			
F46 12 NNW		<i>Ralph M Hall/Rockwall Municipal Airport</i> Rockwall, TX, USA F46 Aviation Services	Avfuel	SS \$5.60 FS \$5.95	FS \$5.05			28-Apr update	
76F 17 ESE		<i>Van Zandt County Regional Airport</i> Wills Point, TX, USA Van Zandt County Regional Airport	Avfuel	SS \$5.46				14-Apr update	
T57 20 WNW		<i>Garland/DFW Heloplex</i> Garland, TX, USA Sky Helicopters		FS \$6.29	FS \$5.99			21-Apr update	
KLNC 23 WSW		<i>Lancaster Regional Airport</i> Lancaster, TX, USA  		SS \$5.40 FS \$5.90	SS \$5.50 FS \$5.70	GUARANTEED			
KGVT 23 NNE		<i>Majors Airport</i> Greenville, TX, USA Greenville Aviation	independent	SS \$5.19 FS \$5.39	FS \$4.97			29-Apr update	
T13 25 SW		<i>Dallas South Port Airport</i> Palmer, TX, USA Pumpkin Air	independent	SS \$5.40		GUARANTEED			
74XA 25 SSE		<i>Gun Barrel City Airpark</i> Gun Barrel City, TX, USA Galvic Enterprises, Texas Inc.	Avfuel	FS \$4.81				19-Sep-2018 update	

KDAL Dallas Love Field Airport Dallas, TX, USA
28 WNW

TESTAR
AVIATION

AVFUEL FS \$6.95 FS \$7.00 GUARANTEED AIRBOSS

BUSINESS JET CENTER
A Better FBO Experience



FS \$7.27 FS \$7.35 GUARANTEED PHILLIPS 66® CONTRACT FUEL

PARAGON
Network

JET AVIATION
A GENERAL DYNAMICS COMPANY



FS \$8.61 FS \$7.18 GUARANTEED AIRBOSS

AIR ELITE
by World Fuel

TAC Air
the Braniff Centre

independent FS \$6.45 FS \$7.41 GUARANTEED



independent FS \$6.252 FS \$7.429

30-Apr
update



Signature Flight
Support (Terminal 2 at
A1)

independent FS \$6.252 FS \$7.429

30-Apr
update

Signature Flight Support (Terminal 3
at A3)

independent FS \$6.252 FS \$7.429

30-Apr
update

73T Desoto Heliport Desoto, TX, USA
28 WSW Sky Helicopters, Inc.

SS \$4.75 SS \$4.58

21-Jan-2021
update

KRBD Dallas Executive Airport Dallas, TX, USA
28 W

AMBASSADOR



JET CENTER



FS \$6.15 FS \$5.89
\$6.05 \$5.74

GUARANTEED AIRBOSS

SERVING METRO DALLAS SINCE 2001

JET ACCESS



FS \$6.29 FS \$5.89 GUARANTEED



CALL FOR VOLUME DISCOUNTS

KTKI McKinney National Airport Dallas, TX, USA
29 NNW

McKINNEY

AIR CENTER



SS \$6.55 SS \$6.65
FS \$7.05 FS \$7.15

GUARANTEED

ATLANTIC

independent

FS

\$8.60

FS

\$8.06

02-May
[update](#)

MILLION AIR

DALLAS

AVFUEL

FS

\$7.80

FS

\$7.20

28-Apr
[update](#)



Airport

Total Comparison by Department - January 31, 2022

Fund	Description	Jan	YTD Actual	Amended Budget 2022	(Over)/Under Budget	% Remaining
Revenue						
14	Hanger Revenue	27,029	52,624	190,000	137,376	72%
	Ramp Grant funding	-	-	50,000	50,000	100%
	ARP GF REV Transfer In Airport			25,000		
	Leases	4,498	13,212	66,168	52,956	80%
	Transfer In	-	-	-	-	0%
	Interest	-	-	-	-	0%
	Miscellaneous Sales	-	25	150	-	0%
	Total Revenue	31,527	65,861	331,318	265,457	80%
Expense						
14	Airport Expense	21,006	89,070	301,500	212,430	70%
	Transfer out Utility	683	2,732	8,197	5,465	67%
	Transfer out Equip Replace	532	2,129	6,388	4,259	67%
	Transfer to Automation	1,873	7,493	22,480	14,987	67%
	Total Expense	24,095	101,425	338,565	237,140	70%
	Net Income (Expense)	7,432	(35,564)	(7,247)	28,317	



Airport Capital

Total Comparison by Department - January 31, 2022

		Jan	YTD	Amended	(Over)/Under
			Actual	Budget	Budget
Fund	Description			2022	
Revenue					
18	Lease	10,203	40,812	140,000	99,188
	Transfer in GF ARP	-	500,000	500,000	-
	Interest	-	-	-	-
	Total Revenue	10,203	540,812	640,000	99,188
Expense					
18	Consultant Fees & Services	-	-	30,000	30,000
	TXDOT Matching Funds	-	-	20,000	20,000
	Runway Rehab/Taxiway Relo	-	-	600,000	600,000
	Transfer to Automation (44)	4,167	16,667	50,000	33,333
	Total Expense	4,167	16,667	700,000	683,333
	Net Income (Expense)	6,036	524,145	(60,000)	(584,145)