



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 Hately Secretary	5) DISCUSS AIRPORT BUSINESS PLAN AND MINIMUM STANDARDS UPDATE
	6) UPDATE ON AIRPORT PLANNING & TXDOT CIP
Harold Wilson Member	7) RECEIVE FBO'S REPORT ON AIRFIELD OPERATIONS & ACTIVITIES
	8) DISCUSS GENERAL AIRPORT-RELATED MATTERS
David Lindsey Member	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 Hately.

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

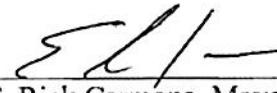
WHEREAS, the total project cost is estimated to be \$300,000, and the Sponsor will be responsible for 10% of the total project cost currently estimated to be \$30,000; and

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:

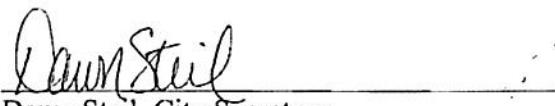
Section 1. That the Sponsor hereby directs the City Manager of the City of Terrell, Texas, to execute on behalf of the Sponsor, at the appropriate time and with the appropriate authorizations of this governing body, all contracts and agreements with the Texas Department of Transportation, and such other 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

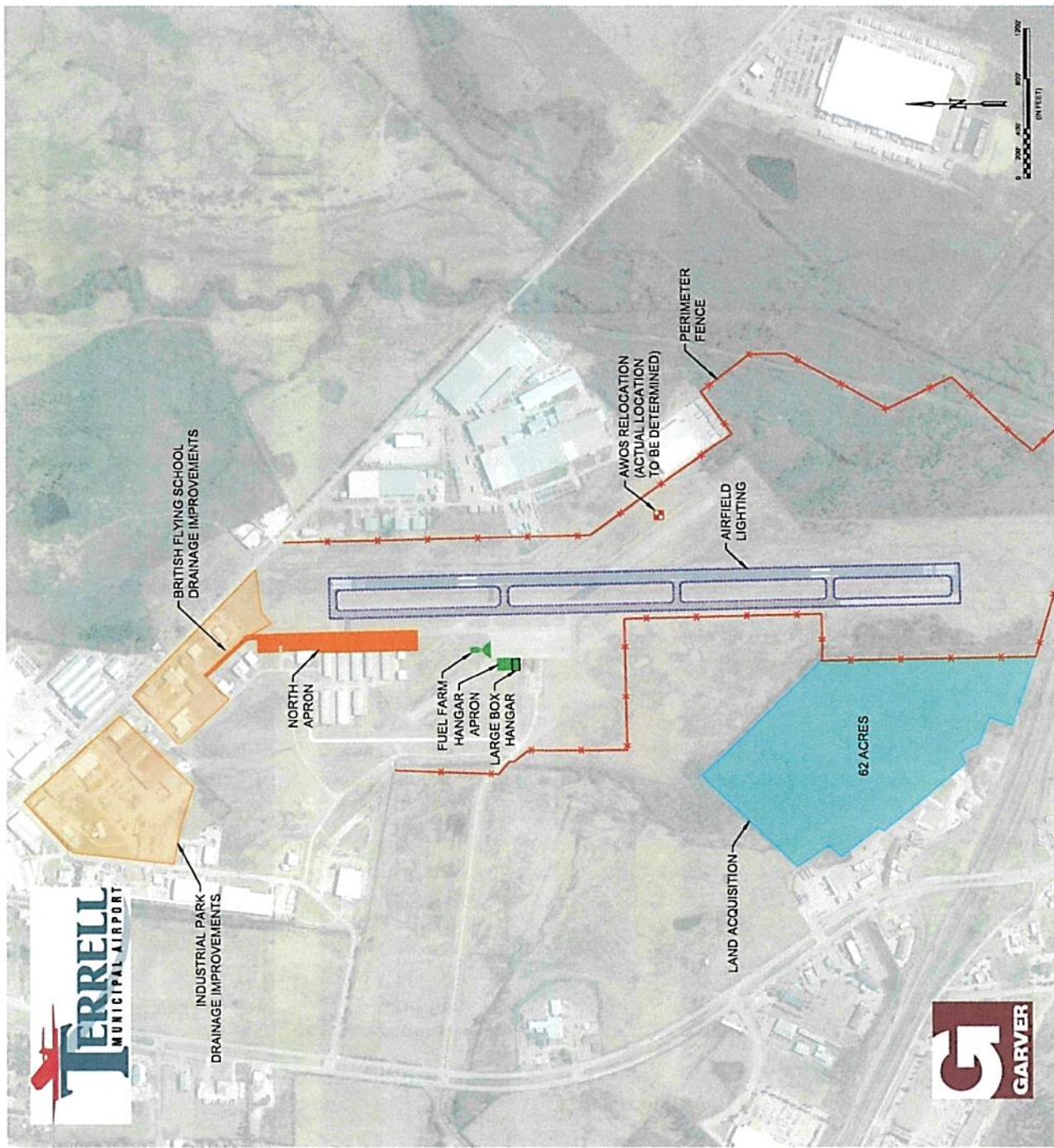
ATTEST:



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 British Flying Training School Drainage Improvements
FY 2025	<ul style="list-style-type: none"> Perimeter Fence - Design and Construction (Install Remaining Perimeter Fence, Relocate Recycle Center Fence) AWOS Relocation
FY 2026	<ul style="list-style-type: none"> Land Acquisition - 62 Acres West of Airport

REVISED 6/14/2021



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	Jet A
	\$4.75—\$8.61 average \$6.18	\$4.58—\$8.06 average \$6.40

KTRL *Terrell Municipal Airport* Terrell, TX, USA

3 SE [Terrell Aviation](#) Avfuel [FS](#) \$5.95 [ES](#) \$5.05 [GUARANTEED](#)  **AIRBOSS**

1F7 *Airpark East Airport* Dallas, TX, USA

4 NNW [Airpark East](#) [SS](#) \$4.85 17-Jan
[update](#)

KHQZ *Mesquite Metro Airport* Mesquite, TX, USA

11 W  [Mesquite Metro Airport](#)  **TITAN** [AVIATION FUELS](#) [SS](#) \$5.50 [ES](#) \$5.70
[FS](#) \$6.15 [ES](#) \$6.20 [GUARANTEED](#)

F46 *Ralph M Hall/Rockwall Municipal Airport* Rockwall, TX, USA

12 NNW [F46 Aviation Services](#) Avfuel [SS](#) \$5.60 [FS](#) \$5.95 [FS](#) \$5.05 28-Apr
[update](#)

76F *Van Zandt County Regional Airport* Wills Point, TX, USA

17 ESE [Van Zandt County Regional Airport](#) Avfuel [SS](#) \$5.46 14-Apr
[update](#)

T57 *Garland/DFW Heloplex* Garland, TX, USA

20 WNW [Sky Helicopters](#) [FS](#) \$6.29 [ES](#) \$5.99 21-Apr
[update](#)

KLNC *Lancaster Regional Airport* Lancaster, TX, USA

23 WSW  **LANCASTER REGIONAL AIRPORT**  **TITAN** [AVIATION FUELS](#) [SS](#) \$5.40 [ES](#) \$5.50
[FS](#) \$5.90 [ES](#) \$5.70 [GUARANTEED](#)  **AIRBOSS**

KGVT *Majors Airport* Greenville, TX, USA

23 NNE [Greenville Aviation](#) independent [SS](#) \$5.19 [FS](#) \$4.97 29-Apr
[update](#)

T13 *Dallas South Port Airport* Palmer, TX, USA

25 SW [Pumpkin Air](#) independent [SS](#) \$5.40 [GUARANTEED](#)

74XA *Gun Barrel City Airpark* Gun Barrel City, TX, USA

25 SSE [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**

 **PARAGON Network**

 **PHILLIPS 66®**
CONTRACT FUEL

 **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**

 **AVFUEL**

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

GUARANTEED

 **AIRBOSS**

SERVING METRO DALLAS SINCE 2001

 **A JET ACCESS**

 **TITAN** AVIATION FUELS

FS \$6.29 FS \$5.89 **GUARANTEED**

 **CALL FOR VOLUME DISCOUNTS**

KTKI *McKinney National Airport* Dallas, TX, USA

29 NNW

McKINNEY AIR CENTER

 **AVFUEL**

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

GUARANTEED

KADS *Addison Airport* Dallas, TX, USA

29 WNW



Independent

FS \$8.60 FS \$8.06

02-May
update



FS \$7.80 FS \$7.20

28-Apr
update

City of Terrell



Airport

Total Comparison by Department - January 31, 2022

Fund	Description	Jan	YTD	Amended	(Over)/Under	%
		Actual	2022	Budget		
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		

City of Terrell



Airport Capital

Total Comparison by Department - January 31, 2022

Fund	Description	Jan	YTD	Amended	(Over)/Under Budget
		Actual	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)	