

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Airport Advisory Board of the City of Palestine, Texas convened in a regular meeting on August 11, 2020 at 5:30 p.m., at the City Council Chambers, 504 N. Queen Street. Palestine, TX 75801 with social distancing and Zoom.

CALL TO ORDER

Dr. John Dorsett called the meeting to order at 5:33 p.m. The following Board members present:

INTRODUCTION OF ATTENDEES: In attendance were Chair, Dr. John Dorsett, and Board Members: Jerry Bell, Elton Haynes, and Michael Bainum, present, Gaylon Addkison and Daniel Addkison with the airport, Leslie Cloer, Teresa Herrera, Mendi Chambers, Mark Fletcher, Lisa Phillips, and Felipe Garcia with the City of Palestine.

PROPOSED CHANGES OF AGENDA ITEMS: No Proposed Agenda Changes.

PUBLIC COMMENTS: No Public Comment Requests.

CONFLICT OF INTEREST DISCLOSURES: No Conflicts of Interest.

DIRECTOR'S REPORT – Mark Fletcher

1. Report of AWOS - AWOS replacement was approved, and paperwork signed last week by Leslie Cloer and TxDOT. The Grant is being processed now.
2. RFP 2020-008 Airport Waterline Replacement – Felipe Garcia reported a contractor has been selected. Bid was awarded to Athens Contractors, LLC on July 27, 2020 for airport waterline replacement.
3. CARES Grant is written, signed and approved. Mendi has spoken to Gaylon Addkison and Mark Fletcher about what repairs will be covered. TxDOT needs to be notified of what projects will be covered. Dorsett asked about amount of Grant, and Mendi Chambers responded \$69,000. Questions were presented regarding restrictions. Mendi answered that if it is used for construction, they must know the plan and what percentage the City will pay. Regular maintenance, installation of security system, etc. are covered expenses, as well as upgrades to improve the airport. Mendi said the top item would be on the runway rehabilitation. Dorsett voiced Runway 9-27 has more damage and recommends resurfacing Runway 9-27 first. Parking area and runways have flaking and need to be repainted and re-striped. Dorsett asked should areas be resurfaced or just repair areas that are affected. Fletcher said that re-striping should begin first and evaluate thereafter. Mendi was asked if we could spend all of the money on resurfacing a runway. Mendi replied that City funded runway resurfacing for \$68,000 5 years ago. Mendi asked if taxiway and parking area resurfacing was needed more at this time. Dorsett reiterated

much if at all any longer. Dorsett asked Lisa to check on either evaluating costs to repair or procedures for decommissioning the NDB. It was agreed that updates would be given at the next Airport Advisory Board Meeting regarding the NDB repair/decommissioning. Jerry Bell voiced that it should be investigated for use of the NDB before decommissioning. John agreed with Shane that it is very old and they feel it would not be beneficial to repair. Again, the expense and availability of parts for repairs would definitely be up for a discussion at the next meeting. Gaylon voiced that repairs were expensive and required frequently. John asked if there was need for further discussion on the NDB currently. Information regarding the NDB will be gathered and presented at the next meeting.

3. Discussion for new hangar location for Simon Webster. Teresa said she never received information or plans for Simon Webster. John discussed with Gaylon the location for Simon Webster's hangar and stated that Webster would need to provide location and pictures for hangar. Leslie Cloer said an actual blueprint will have to be approved by City Council. John said that Mr. Perry always handled hangars and land leases. Teresa informed that it can be voted on by the Airport Advisory Board and if approved then presented to City Council for approval. All infrastructure utilities will have to be located and cleared. John asks the Airport Advisory Board to consider approval to present to City Council. Jerry Bell made a motion to approve the hangar requests for Simon Webster. Steve Brannon seconded the motion. No one opposed.
4. Discussion for new hangar location for Gleason Romans. Gaylon discussed what he knows about Gleason's location. Gaylon said it would be at the east end of the ramp area. John says it would be a suitable area. between Hugh Summers and Ron Jarrett's old hangar. A physical blueprint will need to be provided for proposed hangar. Leslie Cloer said an actual blueprint will have to be approved by City Council. Jerry Bell made a motion to approve the hangar requests for Gleason Romans. Steve Brannon seconded the motion.
5. Take action on the 5-year strategic plan was presented. Leslie Cloer requests that over the 5-year period they submit any changes or repairs necessary at Palestine Municipal Airport from 2020-2025. Members and Chair of the Airport Advisory Board, as well as Gaylon and Daniel and Public Works can each make notes of repairs/projects to present at the next meeting. However, there will be no negotiating with each other without having a scheduled board meeting quorum. John asked all board members to write down some thoughts and bring to next meeting for discussion. He also asked Mike Buoy to reach out to TxDOT about realistic ideas for repairs, etc. Leslie Cloer says that they need to let City Council know what repairs were needed in the next 5 years and 5 years past that.

NEXT AIRPORT ADVISORY BOARD MEETING:

Teresa asked to set date for next meeting. Dorsett said he needs to check his schedule, but agreed that Tuesdays at 5:30 p.m. works for all of them. Teresa asked about a date early September or late August. Leslie Cloer suggested Tuesday, September 15th. John agreed Tuesday, Sept 15th at 5:30 p.m. would work. All agreed on date and time.

Leslie added that the Terms for Johnny Haley, John Dorsett and Mike Buoy will expire on September 30, 2020. It will be placed on the agenda, and she would like them to consider if they wanted to serve for outgoing terms. John asked if their terms will be renewed or if they will just be off the board? Leslie voiced she will have Teresa re-evaluate the members and term dates for each Board Member. John said that Dr. Rob Faulkner and Gleason Romans would like to serve on the board. Leslie asked them to just think about it. Leslie informed that board members are by Mayor appointment, but input is welcome. She will have Teresa E-mail out board member applications when she emails out the strategic plan. Leslie added if others would like to step out at this time in September, they should report at that time as well.

ADJOURNMENT

John asks for motion to adjourn. Elton Haynes made a motion to adjourn the meeting. Steve Brannon seconded the Motion. Upon vote the motion passed unanimously and the meeting adjourned at 6:18 p.m.



Shane Bainum, Chair