

Harold Campbell, Vice-Chair
Thomas Ball, Board Member
Elton Haynes, Board Member
Eric Moore, Board Member
Dr. Robert Falconer, Board Member
Elaine Triplett, Board Member
James Davis, Board Member

Kevin Olson, PW Director
Kimberly Beckman, Admin. Asst.



**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
November 28, 2023
5:30 P.M.
City Council Chambers
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89981528150?pwd=VDY2SjlwTTNzMHBXWkN4akFpZjYyQT09>

Meeting ID: 899 8152 8150

Passcode: 916870

One tap mobile

+13462487799,,89981528150#,,,,*916870# US

Note: when you are joining a Zoom meeting by phone, you can use your phone's dial pad to enter the commands *6 for toggling mute/unmute and *9 to "raise your hand." [Learn more here.](#)

Follow us live at: [facebook.com/palestinetc/](https://www.facebook.com/palestinetc/)

A. CALL TO ORDER

B. PROPOSED CHANGES OF AGENDA ITEMS

C. PUBLIC COMMENTS

Any citizen wishing to speak during public comments regarding an item on or off the agenda may do so during this section of the agenda. All comments must be no more than five minutes in length. Any comments regarding items, not on the posted agenda may not be discussed or responded to by the Board. Members of the public may join via Zoom or in person.

D. CONFLICT OF INTEREST DISCLOSURES

E. DIRECTOR'S REPORT

1. Fuel Sales and Virtower Operation Report
2. Director's Report

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the March 7, 2023, meeting.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the appointment of the Airport Advisory Board Chair and Vice-Chair.
2. Discussion and possible action regarding the Palestine Municipal Airport Fee Schedule.

H. **ADJOURNMENT**

I certify that the above Notice of Meeting was posted on the outdoor bulletin board at the main entrance to City Hall, 504 N. Queen Street, Palestine, Texas, in compliance with Chapter 551 of the Texas Government Code on **Wednesday, November 22, 2023, at 2:00 p.m.**

A handwritten signature in blue ink that reads "April Jackson". The signature is written in a cursive style and is positioned above a horizontal line.

April Jackson, City Secretary

IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA) PERSONS IN NEED OF SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHALL, CONTACT THE CITY SECRETARY'S OFFICE VIA EMAIL AT citysecretary@palestine-tx.org or 903-731-8414.



Agenda Date: 11/28/2023
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Fuel Sales and Operation Report
Date Submitted: 11/08/2023

SUMMARY:

Fuel Sales and Virtower Operation Report

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Attachments

Fuel Sales & Operation Report
Virtower Report

	23-Jan	23-Feb	23_Mar	23-Apr	23-May	23-Jun	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	2023 Totals
1-Fuel													
Jet A	6,156.60	6,430.90	8,997.50	5793.9	7116.7	9087.1	6,131.00	4,204.00	9,454.00	5,999.80			69371.5
Avagas	887	522	520	780	828	721	1038	492	680	983			7451
2-Aircraft													
Single Eng	152	96	166	82	130	108							734
Multi Eng	12	6	4	4	4	14							44
Turbine Prop	48	46	48	42	90	84							358
Jet	12	11	30	10	22	28							113
Helicopter	44	52	40	68	68	82							354
1-Fuel													
Jet A	9269.1	4778.4	6989.7	7907.2	7211.2	6404.6	5,345.03	7,271.40	7,391.50	5,949.10	5,435.60	10,850.40	84803.23
Avagas	1252	588	868	1361	1062	1031	828	625	1,010	1,173	794	649	11241
2-Aircraft													
Single Eng	122	48	142	97	96	88	102	112	164	172	122	130	1395
Multi Eng	6	8	8	6	6	15	10	6	16	10	12	10	113
Turbine Prop	44	42	42	58	50	48	46	55	48	76	50	56	615
Jet	16	16	33	42	20	20	12	16	20	18	16	32	261
Helicopter	62	24	38	24	48	40	14	46	62	62	44	48	512
1-Fuel													
Jet A	5344.9	4278.7	8647.1	5575.6	6086.6	7067.2	8436.4	9659.8	8683.9	7689	5779.2	6969.5	84217.9
Avagas	1440	831	1171	1300	926	653	1002.4	857	892	1525	1263	480	12340.4
2-Aircraft													
Single Eng	99	44	106	102	89	79	62	70	106	92	80	84	1013
Multi Eng	8	5	10	10	6	8	8	6	14	6	6	10	97
Turbine Prop	62	31	54	62	56	46	60	64	49	62	44	48	638
Jet	27	17	48	38	28	47	39	27	19	34	22	30	376
Helicopter	37	20	65	42	38	64	44	62	72	58	38	46	586



Airport Operations Tracking

VirTower LLC
 13721 Jetport Commerce Pkwy, Suite 2
 Fort Myers FL 33913
 Phone +1 888 31 70 747
 virtower.com | info@virtower.com

Airport Operations

Snapshot Local Time

Start Date 09/01/2023 00:00 LT
 End Date 10/31/2023 23:59 LT

Creation

User

Customer ID

11/08/2023 15:24

kimberly_beckman

KPSN

Oct 9-25 : Program down.

Summary

Landings		Take-Offs		Totals	
Single Engine	186	Single Engine	188	Single Engine	374
Single Engine Turbine	45	Single Engine Turbine	48	Single Engine Turbine	93
Multi Engine	6	Multi Engine	5	Multi Engine	11
Multi Engine Turbine	13	Multi Engine Turbine	12	Multi Engine Turbine	25
Business Jet	6	Business Jet	9	Business Jet	15
Helicopter	10	Helicopter	1	Helicopter	11
Light Sport Aircraft	4	Light Sport Aircraft	3	Light Sport Aircraft	7
TOTAL	270	TOTAL	266	TOTAL	536

FAA AAC/ADG Summary

Landings		Take-Offs		Totals	
A1	181	A1	181	A1	362
A2	21	A2	22	A2	43
B1	21	B1	20	B1	41
B2	22	B2	27	B2	49
C2	0	C2	1	C2	1
HEL	10	HEL	1	HEL	11
UKN	15	UKN	14	UKN	29
TOTAL	270	TOTAL	266	TOTAL	536

Operations by Aircraft Type

Single Engine		Single Engine Turbine		Multi Engine		Multi Engine Turbine		Business Jet		Jet 2		Jet NB		Jet 4		Jet WB		Helicopter	
7ECA	2	AT802	44	B58	7	BE20	3	C25A	2									B06	1
B35	7	C208	43	C441	2	BE30	6	C680	4									EC35	9
B36	5	M600	6	PA44	2	BE9L	11	C68A	4									R44	1
C150	29					C441	4	Eclipse Jet	2										
C152	5					PA42	1	G280	1										
C172	127							H25B	1										
C177	2							H900	1										
C182	34																		



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Single Engine	Single Engine Turbine	Multi Engine	Multi Engine Turbine	Business Jet	Jet 2	Jet NB	Jet 4	Jet WB	Helicopter
C206	2								
C210	2								
GLASAIR	3								
Lancair320	2								
M20	6								
MFG TEMP	4								
PA28	61								
PA46	1								
RV6	22								
RV7	1								
RV8	2								
S21	2								
SR22	2								
SX300	2								
TB9	34								
THORPET-18	15								
Others	2								

Military	Military Helicopter	Light Sport Aircraft	Glider	UAV	Blimp	Balloon	GND Emergency	GND Vehicle A	Other
		Astora	2						
		CH750	5						

Activity Summary

LANDING RWY 09	26
LANDING RWY 18	174
LANDING RWY 27	12
LANDING RWY 36	58
TAKEOFF RWY 09	16
TAKEOFF RWY 18	168
TAKEOFF RWY 27	19
TAKEOFF RWY 36	63
T&G RWY 09	5
T&G RWY 18	53
T&G RWY 27	2



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End Date 10/31/2023 23:59 LT

Creation 11/08/2023 15:24
User kimberly_beckman
Customer ID KPSN

T&G RWY 36	24
TOTAL	620

This report was generated using sensors monitoring aircraft operations at the selected airport and may not contain aircraft that do not have ADS-B. Airports that have multiple sensors deployed will also feature aircraft fitted with transponders only. The information presented is correct to the best of our knowledge from available sensors at the time: Les Goldsmith, President VirTower LLC



Agenda Date: 11/28/2023
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Director's Report
Date Submitted: 11/08/2023

SUMMARY:

Manager's Report

1. Had a meeting with our new TXDOT Aviation planner - David Kirkpatrick on 10-11-2023. Very informative.
2. Jeff Jeffcoat will be assuming the role as airport consultant/manager and handling day to day activities.
3. RAMP Grant funding has increased to \$100,000- 90/10 match for FY2024 & 2025
4. The Airport Master Plan & ALP has been approved to move forward to the RFQ stage.
5. Texas A&M Transportation Institute conducted a pavement analysis on 10-19-2023. The results should help quantify the runway improvements project and hopefully the Runway lighting project.
6. The City purchased hangar #7 from Mike Buoy. Looking for a flight school, A & P mechanics shop or Avionics shop to be on site.
7. Ordered a new larger FOD trailer. Expecting delivery in 30–45 days.
8. Installed new rain gutters on the large City hangar. Next there will be some welding and replacement of column baseplates.
9. Someone reached out about painting a mural on the City hangar. Maybe do a theme/design competition.
10. The Pappi lights were recalibrated on 11/15/2023. Replacement bulbs were ordered and installed.
11. The VirTower tech was on site 11/20/2023 and repaired a loose wire connection on the roof.
12. The National Based Aircraft Inventory database needs to be updated by 12/1/2023. Jeff Jeffcoat is working on the update. If you own a hangar and rent space to someone else, let us know the owner's name and tail #.
13. Single engine Air Tanker (SEAT), Texas A & M, Forest Service stationed 4 aircraft at PSN during forest fire season this past summer. Randolph "Buster" Robinson, Incident Aviation Operations Officer, is the local contact. They're looking to possibly set up a regional base of operations. (see attached maps of 2 possible locations)
14. Future project - Resurface parking apron. About 135,000 SF mill & overlay. Will request RFP at December CC meeting. (see location map)
15. Future project Terminal side-Security Fence. About 1500 LF of 6 ft fence to include 2 ea- 30 ft wide rolling gates. Also, create a main vehicle entrance. The total perimeter fencing requires is about 3.8 miles (20,100 ft), mostly 8 ft game fence. Will request RFP at the December CC meeting. (See location map)

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Directors Report attachments

Attachments



☒ Condensed Header
Federal Aviation
Administration

Aircraft List: ☐ Only Commented Tail Numbers ☐ Only Duplicates ☐ All Others

National Based Aircraft Inventory Program

BasedAircraft.com - Login page has FAQ's and link for User Support.

PALESTINE MUNI

PALESTINE, TX

Loc ID: PSN

Site Number: 24465.*A

S/L: GA

N-Number Duplicates: 0

N-Numbers Reported by Other Apts: 0

Commented N-Numbers: 0

Acft Not in Acft Reg: 0

Confirmation of Counts Date: 1/24/2013 11:43:05 AM By: DM admin user

*Type derived from FAA Aircraft Registration data.

**Total verified aircraft counts, excluding dups and aircraft not found in FAA Aircraft Registration data.

N Number	Data Entered by Inventory Users		Date Added	Reported by		FAA BA Type	FAA Data (# N Number is found)		Make/Model
	Type/Make/Model	Owner		Other Apts	Registrant		In 5010 11/02/2023 (A)	In Inventory* (B)	
N1119Q			12/5/2007		KEETON ANDREW 210 W OAK ST #193 PALESTINE, TX 75801	Multi Engine Cert: 05/24/2023 Airw: Standard Airw: 7/20/1963	19	22	CESSNA E310H
N1263D			12/5/2007		SELLERS KEVIN D 3219 TRINITY ST BAYTOWN, TX 775238633	Single Engine Cert: 04/25/2019 Airw: Standard Airw: 4/19/1956	1	3	CESSNA 170A
N13128			12/5/2007		WELLS JAMES E 732 AN COUNTY ROAD 3582 PALESTINE, TX 758031722	Single Engine Cert: 06/29/2020 Airw: Standard Airw: 1/14/1976	0	1	CESSNA 177B
N1894B	Luscombe 8F	Haynes, Elton	12/16/2022		HAYNES ELTON E 108 MARSH LN PALESTINE, TX 758014753	Single Engine Cert: 07/25/2013 Airw: Standard Airw: 7/23/1954	21	27	LUSCOMBE 8F
N200KT	Cassutt IIIM	Daniels Johnny	12/16/2022		KEETON ANDREW 210 W OAK ST #193 PALESTINE, TX 75801	Single Engine Cert: 05/24/2023 Airw: Experimental Airw: 7/25/1988			CASSUTT IIIM
N2425D			10/19/2008		HAYNES ELTON E 108 MARSH LN PALESTINE, TX 758014753	Single Engine Cert: 04/13/2005 Airw: (Blank) Airw: (Blank Date)			GUNDERSON CLEON HENRY FLOATMASTER
N2660E			10/19/2008		PROESTAKIS MIJALI N 14310 SKINNER RD CYPRESS, TX 774291660	Single Engine Cert: 07/19/2023 Airw: Standard Airw: 4/28/1956			AERONCA 7AC
N276RV	Peter J Nugent 2016 RV6	Jeffcoat ASA O	12/16/2022		JEFFCOAT ASA O III 300 ACR 421 PALESTINE, TX 75803	Single Engine Cert: 12/08/2020 Airw: Experimental Airw: 7/1/2016			PETER J NUGENT RV6
N310RM	Multi Engine Cessna 310Q	Daniels Johnny	12/16/2022		KEETON ANDREW 210 W OAK ST PMB 193 PALESTINE, TX 758012710	Multi Engine Cert: 07/23/2023 Airw: Standard Airw: 3/26/1974			CESSNA 310Q

Single Engine	19	22	22
Multi Engine	1	3	3
Jet	1	1	1
Helicopter	0	1	1
Single, Multi, Jet, Heli	21	27	27

N3657V		12/5/2007	Single Engine Cert: 06/28/1975 Airw: Standard Airw: 1/22/1957	COLLINS LEON R 1640 COUNTY ROAD 421 PALESTINE, TX 75803	CESSNA 140
N400KT		10/19/2008	Jet Cert: 05/24/2023 Airw: (Blank) Airw: (Blank Date)	KEETON ANDREW 307 N FORT ST PALESTINE, TX 758018021	BRITISH AIRCRAFT CORP TMK-4
N418RC		10/19/2008	Single Engine Cert: 11/24/2003 Airw: Standard Airw: 7/7/1988	ROB & CHERYL PATE FAMILY PARTNERSHIP LP PO BOX 1673 HILLTOP LAKES, TX 778711673	BOEING E75
N464		12/5/2007	Single Engine Cert: 03/26/2020 Airw: Standard Airw: 2/23/1979	TRN AVIATION LLC 16192 COASTAL HWY LEWES, DE 199583608	PIPER PA-38- 112
N4949L	Single Engine Piper PA-28- 180	12/16/2022	Single Engine Cert: 02/18/2014 Airw: Standard Airw: (Blank Date)	LIM YOUNG KEUN 102 N GARRISON CARTHAGE, MO 64836	PIPER PA-28- 180
N5118T	Lundquist Hugh Kitfox 3	12/16/2022	Single Engine Cert: 05/10/2023 Airw: Experimental Airw: 3/16/1993	KEETON ANDREW 210 W OAK ST PMB 193 PALESTINE, TX 758012710	LUNDQUIST HUGH KITFOX 3
N5372P		10/19/2008	Single Engine Cert: 01/29/2022 Airw: Experimental Airw: 2/11/2019	FORMHALS STEVEN P 611 PRESTON TRL BOERNE, TX 780068909	AMERICAN LEGEND AIRCRAFT CO AL3
N60884		12/5/2007	Single Engine Cert: 01/11/2023 Airw: Standard Airw: 4/23/1969	NORTON KEITH H 11600 N TUNGSTEN PL ORO VALLEY, AZ 857379213	CESSNA 150J
N6597D	Helicopter Bell 47G	12/16/2022	Helicopter Cert: 01/09/2023 Airw: Standard Airw: 6/4/1965	MAYS CYNTHIA A 2696 FM 319 ELKHART, TX 758394056	BELL 47G
N70915	Single Engine Cessna 182M	12/16/2022	Single Engine Cert: 10/16/2008 Airw: Multiple Airw: 11/5/1981	HAYNES ELTON E 108 MARSH LN PALESTINE, TX 758014753	CESSNA 182M
N7302R	Multi Engine Beech 58	12/16/2022	Multi Engine Cert: 08/24/2022 Airw: Standard Airw: 4/23/1974	SLOWMOW INC PO BOX 3350 PALESTINE, TX 758023350	BEECH 58
N759HX		12/5/2007	Single Engine Cert: 12/19/2015 Airw: Standard Airw: 11/7/1977	JOINER MURRAY EVANS JR PO BOX 687 DALEVILLE, VA 240830687	CESSNA 182Q
N7933K		12/5/2007	Single Engine Cert: 07/29/2003 Airw: Standard Airw: 4/23/1964	ROB AND CHERYL PATE FAMILY PARTNERSHIP LP PO BOX 1673 HILLTOP LAKES, TX 778711673	BEECH S35
N809CT	Single Engine Flight Design GMBH L-19E	12/16/2022	Single Engine Cert: 09/04/2023 Airw: Light Sport Airw: 9/8/2007	HYDE JAMES FRENCH 3632 CARLA COURT GRANBURY, TX 76049	FLIGHT DESIGN GMBH CTSW
N81775		12/5/2007	Single Engine Cert: 09/18/2023	DCI AVIATION LLC 531 E MAIN ST	CESSNA 172H

N84947		10/19/2008	Airw: Standard Airw: 9/9/1999	NACOGDOCHES, TX 759615222	
			Single Engine Cert: 11/05/2020 Airw: Standard Airw: 5/2/1958	KEESLAR DAVID L 25570 SCHRADER RD STURGIS, MI 490919305	AERONCA 7AC
N921T	Single Engine Beech 35-33	12/16/2022	Single Engine Cert: 05/09/2012 Airw: Standard Airw: 4/19/1960	DORSETT JOHN H 1002 N MALLARD ST PALESTINE, TX 758017757	BEECH 35-33
N92966	Single Engine Cessna T206H	12/16/2022	Single Engine Cert: 06/19/2013 Airw: Standard Airw: 10/27/2011	SIX J AVIATION LLC PO BOX 1517 PALESTINE, TX 758021517	CESSNA T206H

Total Currently Validated Aircraft Excluding Duplicates & Acft. Not Found in FAA Acft. Reg. Data: 27

SECURITY SENSITIVE INFORMATION WARNING: This data contains Sensitive Security Information that is controlled under 49 CFR parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know", as defined in 49 CFR parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. Government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR parts 15 and 1520.



TFS Ops Trailer



Support Trailers



Proposed Hydrant
Location



Hydrant Locations



Proposed Tank
Location



FBO

Airport Parking

Palestine Utilities Web Map

Option #1



Palestine Utilities Web Map

Option #2



Would need to extend water line also

11/20/2023, 10:46:24 AM

- Water Fire Hydrant
- Water Main
- Private Line
- Service
- Transmission
- CITY BOUNDARY
- Fire

1:2,257
0 0.01 0.03 0.05 0.06 mi
0 0.03 0.05 0.1 km

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Resurface Parking Apron



11/22/2023, 8:21:56 AM



CITY BOUNDARY

1:2,257
0.03 0.06 mi 0.1 km

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 City of Palestine, TX, ETCOG
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Security Fence Project Terminal Side



11/22/2023, 9:43:54 AM

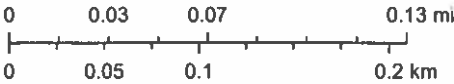
 CITY BOUNDARY

Red = 1500 ft of 6 ft Fencing

Purple = 2 ea rolling gates
30 ft wide

Blue = Proposed Common
Entrance

1:4,514



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USDA

City of Palestine, TX, ETCOG

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Agenda Date: 11/28/2023
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Consider approval of minutes from March 7, 2023 meeting
Date Submitted: 11/08/2023

SUMMARY:

Consider approval of minutes from the Airport Advisory Board meeting on March 7, 2023.

RECOMMENDED ACTION:

Recommend approval of minutes from the Airport Advisory Board meeting on March 7, 2023.

CITY MANAGER APPROVAL:

Attachments

Airport Minutes

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

The Airport Advisory Board of the City of Palestine convened in a Regular Meeting on Tuesday, March 7, 2023, at 5:30 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Shane Bainum, Vice Chair Harold Campbell, Board Members Elton Haynes and James Davis. Board members Elaine Triplett and Dr Robert Falconer were not present. Board member Eric Moore attended via zoom.

Staff present: PW Director Kevin Olson, PW Admin. Assistant Kimberly Beckman, City Manager Teresa Herrera, and City Secretary April Jackson.

CALL TO ORDER

Chair Shane Bainum called the meeting to order at 5:32 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

Steven Heinanen updated the board on the monument for Tammy Mays, approximately up to a year until it is installed.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DIRECTOR'S REPORT

1. Fuel Sales & Operations Report

PW Director Kevin Olson reported on the Fuel Sales and Operation report, and runway lights that were out. Chair Shane Bainum requested we show the previous year on the Fuel Sales and Operation Report.

APPROVAL OF MINUTES

Consider approval of minutes from the November 15, 2022, meeting.

Motion by Board Member Harold Campbell, seconded by Board Member Eton Haynes to approve meeting minutes from November 15, 2022. Upon vote, motion carried, 5-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the TxDOT Letter of Intent for airport improvements.

PW Director Kevin Olson informed the board we have a new TxDOT planner, Shawn Newton, and held discussion of the three topics from the TxDOT Letter of Intent, no action was taken at this time.

1. The Airport Layout Plan (ALP) with narrative and map update.
2. Replacement of all runway lighting to include taxiway lighting and approach lighting and electrical vault to include all new electrical components.
3. Perimeter Security/Game fence with controlled access. (approx. 23,000 ft)

2. Discussion and possible action regarding Airport Approach Lighting System.

PW Director Kevin Olson discussed with the board the concerns he received about the approach lighting system. Chair Shane Bainum informed the board on the differences between ILS and LPV. No action was taken at this time.

3. Discussion and possible action regarding Chapter 18 – Aviation, Article I – In General.

PW Director Kevin Olson held a general discussion regarding Article I.

4. Discussion and possible action regarding Chapter 18 – Aviation, Article II – Airport Advisory Board.

PW Director Kevin Olson held a general discussion regarding Article II.

5. Discussion and possible action regarding Chapter 18 – Aviation, Article III – Airport Zoning.

PW Director Kevin Olson held a general discussion regarding Article III. It was decided that the articles should be assigned to groups for discussion and come back for a Special Meeting March 29 to further discuss and take possible action.

The groups were assigned as:

Article I- Chair Shane Bainum, Board Members Elaine Triplett, and Eric Moore

Article II - City of Palestine staff and Board Member Dr. Robert Falconer

Article III – Board Members Harold Campbell, Elaine Davis, and Elton Haynes

ADJOURN

Motion made by Board Member Harold Campbell, seconded by Board Member James Davis to adjourn. The meeting was adjourned at 6:32 p.m.

PASSED AND APPROVED THIS 28th DAY OF NOVEMBER 2023.

ATTEST:

Harold Campbell, Vice Chairman

Kimberly Beckman, PW Administrative Assistant



Agenda Date: 11/28/2023
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Discussion and possible action regarding the fee schedule
Date Submitted: 11/22/2023

SUMMARY:

Discussion and possible action regarding the fee schedule for 2024. Looking to update the city fee schedule by April 1, 2024. Please review current airport fees and make recommendations for a new proposed fee schedule at the February Advisory Board Meeting.

RECOMMENDED ACTION:

Allow the Airport Advisory Board to review the fee schedule and example attached, and make recommendations.

CITY MANAGER APPROVAL:

Attachments

Fee Schedule
Fee schedule example

Permit Type	Reference	Fee
Common Airport Hanger	Daily	Monthly
Single Engine Airplane, per month		\$125.00
Twin Engine Airplane, per month		\$175.00
Turbo Prop Airplane, per month		\$250.00
Small Jet Aircraft, per month		\$275.00

For new land leases and with the recorded land survey determining the square footage, the city will charge a rate of \$0.08/square foot (SF) effective immediately. And five years later, effective October 1, 2027, the rate will increase to \$0.09/square foot (SF).

Annual fees will be invoiced before September 1 of each year, to be due by September 30. Any payment received after October 1 will be considered late and a late fee of ten percent will be assessed each month until paid. If requested, the finance department could establish quarterly billing as an alternative to annual billing.

Example

as of 5/8/23



www.FlyBayCity.com

3598 FM 2540 N Bay City, Texas 77414

(979) 244-5037

Airport Rates and Fees

2022 / 2023

Nightly Tie Down Fee:

- Single Engine \$10.00
- Twin Engine \$22.00
- Turbo / Jet Engine \$33.00

First night free WITH fuel purchase.

Monthly Tie Down Fee:

- Single Engine \$109.00
- Twin Engine \$217.00
- Turbo / Jet Engine \$380.00
- Turbo / Jet Engine 12,500 Lbs. and greater \$435.00

No discount offered with purchase of fuel! Tie down fees are calculated on the calendar day. (Example: "Calendar Day" 1 minute to 24 hours equal 1 calendar day.)



Main Hangar Daily Fee:

- Single Engine: \$28.00
- Twin Engine \$55.00
- Turboprop \$109.00
- Jet Engine \$163.00

No discount offered with purchase of fuel! Fees are calculated on the calendar day.



Main Hangar Monthly Rates:

- Single Engine \$272.00
- Twin Engine \$326.00
- Turboprop \$435.00
- Jet Engine \$543.00

A deposit equal to one-month rent is required.

T Hangar Monthly Rates:

- \$217.00 per month t-hangar (Existing).
- \$266.00 per month t-hangar suite (Existing).
- \$245.00 per month t-hangar bi-fold doors & 1000 Sf (Improved).
- \$272.00 per month t-hangar suite bi-fold doors & 1210 Sf (Improved).
- \$283.00 per month t-hangar suite bi-fold doors & 1425 Sf (improved).

A deposit equal to one-month rent is required.

Late Fee:

- \$50.00 late fee is assessed for all payments not received by the 11th of each month.

Ramp Fee:

- Single Engine \$10.00
- Twin Engine \$22.00
- Turbo / Jet \$55.00

Customers using our ramp to drop off or pick up passengers / cargo and purchase aviation fuel are not charged a ramp use fee.

Courtesy Car:

The vehicle can be used for a period of two (2) hours by fly-in visitors purchasing aviation fuel at no charge. After two (2) hours the fly-in visitor will be charged \$15.00 per additional hour.

The vehicle can be used by fly-in visitors NOT purchasing aviation fuel for a charge of \$20.00 per hour and are required to replace the fuel used in the vehicle.

A surcharge of \$20.00 will be charged, regardless of how much fuel was used in the vehicle, if the vehicle is returned without the fuel being replaced.

The overnight use of the vehicle may be approved at the cost of a flat rate fee of \$100.00 (after 5pm until 8am). The charges as stated above will then apply between the hours of 8am to 5pm.

After Hour's Services:**Call Out Fee:**

- \$60.00 per hour with a two (2) hour minimum
Customers requesting services or assistance after hours, weekends and holidays.

Late Fee:

- \$60.00 per hour
Customers requesting services that require employees to work overtime.

Full-Service Fee:

- .40 cents to \$1.00 per gallon of fuel.
- .05 cents per gallon of anti-icing additive

Fueling Fee:

- .16 cents per gallon for private self-fuel delivery.

Long Term Parking:

- \$2.00 per day.

Catering Fee:

This fee is based on the size of the order, time spent coordinating the order and delivery.

Office / Terminal Lease:

- \$2.71 - \$16.78 Sf per year

Ground Lease:

- .16 cents Sf per year on Aviation related land – Improved
- .11 cents Sf per year on Aviation related land – Unimproved
- .27 cents Sf per year on Non-Aviation related land.