

Harold Campbell, Chair
Thomas Ball, Vice-Chair
Jon Rhone, Board Member
Eric Moore, Board Member
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 12, 2024
5:30 P.M.
City Hall Conference Room
504 N. Queen Street
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/87300598236?pwd=el7clkSXafZi0oipa342LF3p4FsJp5.1>

Meeting ID: 873 0059 8236

Passcode: 449034

One tap mobile

+13462487799,,87300598236#,,,,*449034# 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/palestinety/

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. Update on Palestine Municipal Airport projects.
2. September, October, and November Operations Reports
3. KPSN Updates

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the January 9, 2024, April 16, 2024, and September 10, 2024, meetings.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding a short taxiway and hangar site project.

2. Discussion and possible action regarding the appointment of the Chair and Vice-Chair for the Airport Advisory Board.

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 **Friday, November 15, 2024, at 4:00 p.m.**



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: 11/19/2024
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Palestine Municipal Airport Projects Update
Date Submitted: 11/15/2024

SUMMARY:

Update on Palestine Municipal Airport projects. Please see the attached document.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Attachments

Palestine Municipal Airport Projects Update

Kevin Olson

From: [REDACTED]
Sent: Thursday, November 7, 2024 8:24 AM
To: [REDACTED]
Cc: [REDACTED]
Subject: Palestine - Project Funding

Good Morning,

Per our phone call, please see below project funding:

ALP w/ Narrative: \$250,000

- Federal State Apportionment: **\$225,000**
- Local Share: **\$25,000**

Design Runway 18-36 Pavement and Electrical Improvements: \$500,000

- Non-Primary Entitlement: **\$150,000**
- BIL/IIJA: **\$300,000**
- Local Share: **\$50,000**

Construction Runway 18-36 Pavement and Electrical Improvements: \$4,500,000

- Non-Primary Entitlement: **\$300,000**
- BIL/IIJA: **\$294,000**
- Federal State Apportionment: **\$3,456,000**
- Local Share: **\$450,000**

Please let me know if you have any questions.

Respectfully,

Christian Cox
Business Ops Project Manager

[REDACTED]

[REDACTED]

[TxDOT.gov](https://www.txdot.gov) | [Texas Highways Magazine](#) | [Get Involved](#)



Agenda Date: 11/19/2024
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: September, October, and November 1200.aero Operations Reports
Date Submitted: 11/15/2024

SUMMARY:

Operations Report from 1200.aero for KPSN for September, October, and November. The operations report for November only includes data through November 15, 2024. The 1200.aero replaced Virtower in September 2024. Please see the attached reports.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Attachments

Operations Report

KPSN - Palestine Municipal

Operations Report for November 2024

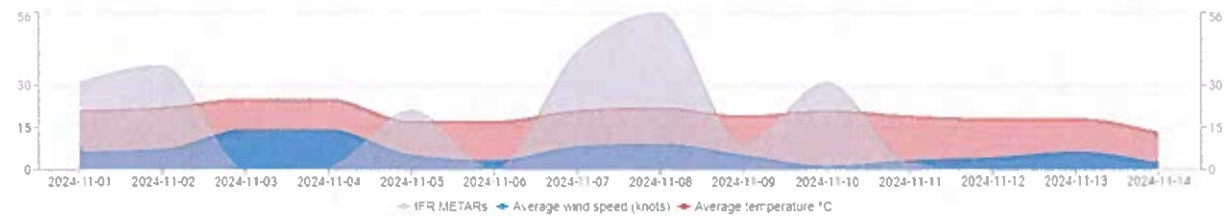
15th

Operations	Landings	Takeoffs	Go-arounds	Overflights
278	115	131	18	14

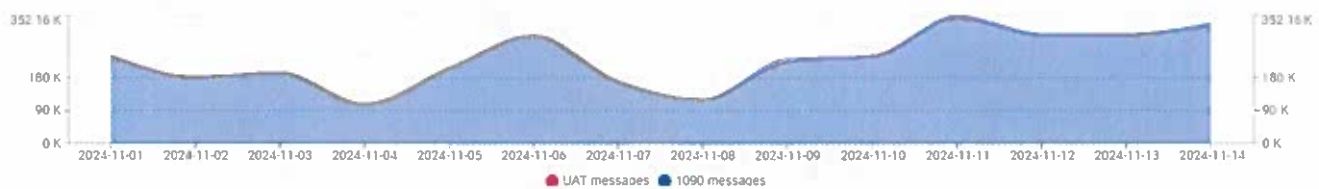
Operations by Day



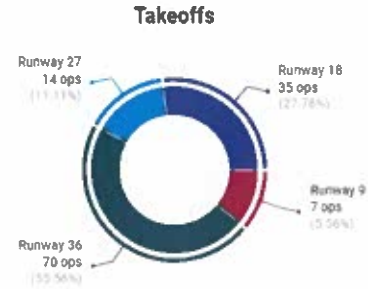
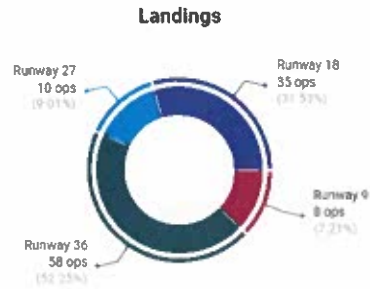
Weather Conditions



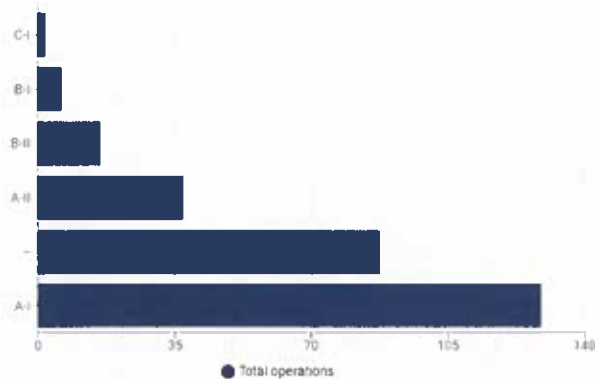
Receiver health



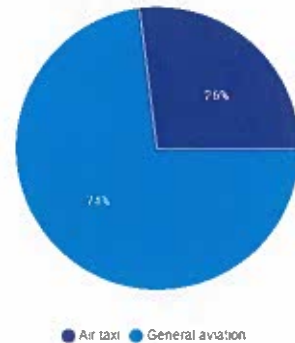
Operations by Runway



Operations by Category



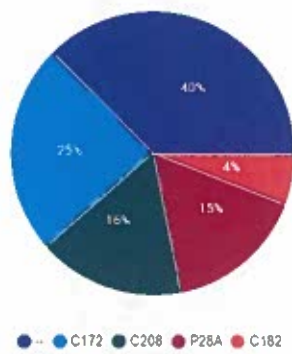
Operations by Type



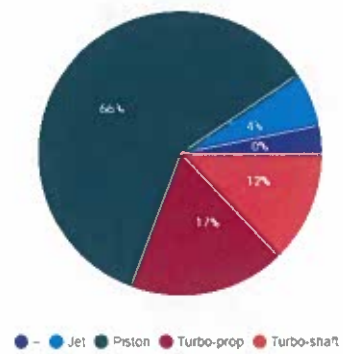
Top Airports



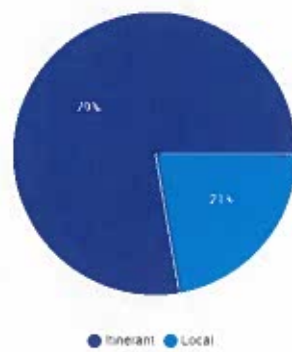
Top Aircraft Types



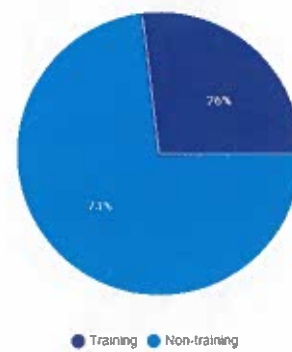
Operations by Engine Type



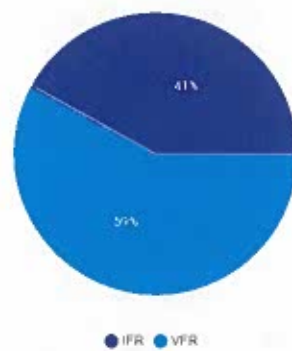
Local vs. Itinerant Flights



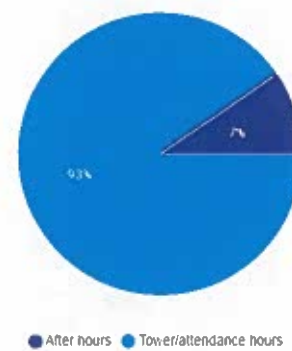
Training Operations



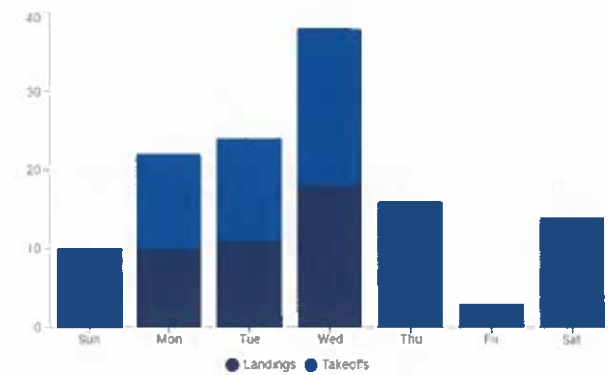
IFR vs. VFR flights



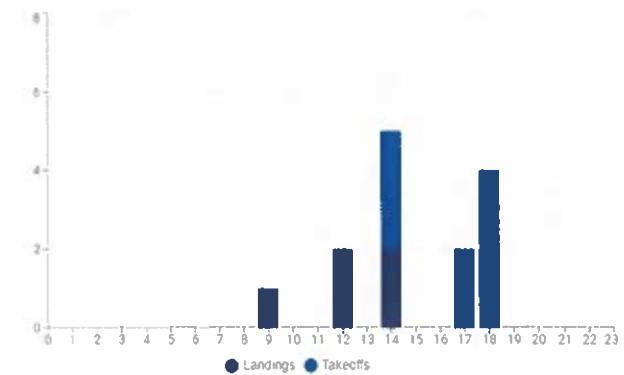
After Hours Operations



Operations by Day of Week

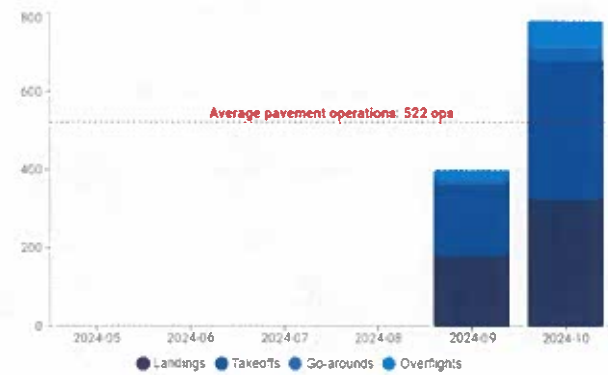


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2024-09-21 (Sat)	52	11
2	2024-10-17 (Thu)	45	17
3	2024-10-18 (Fri)	44	11
4	2024-11-13 (Wed)	43	12
5	2024-11-11 (Mon)	36	13
6	2024-11-12 (Tue)	35	9
7	2024-10-03 (Thu)	34	12
8	2024-10-15 (Tue)	32	14
8	2024-11-06 (Wed)	32	12
9	2024-10-05 (Sat)	31	11

KPSN - Palestine Municipal

Operations Report for October 2024

Operations

779

Landings

324

Takeoffs

355

Go-arounds

35

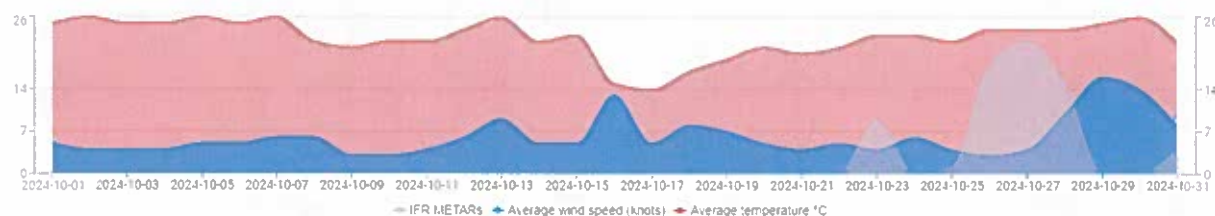
Overflights

65

Operations by Day



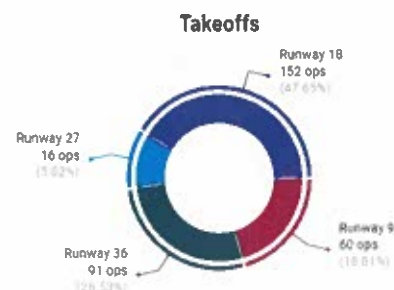
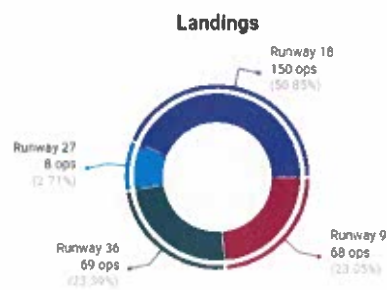
Weather Conditions



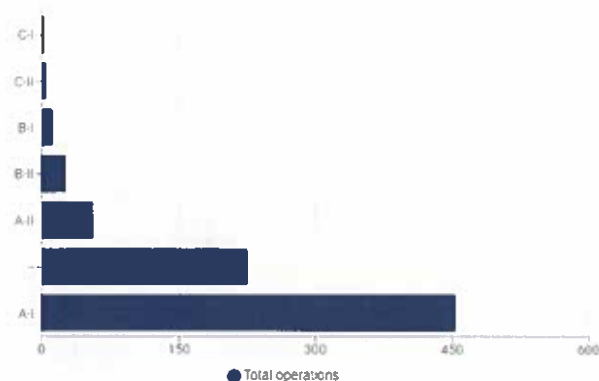
Receiver health



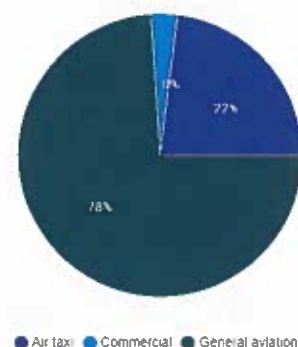
Operations by Runway



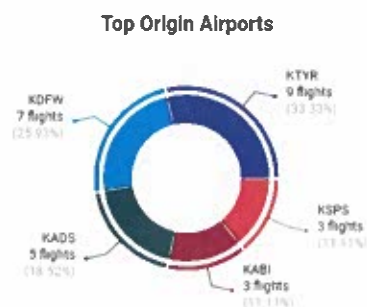
Operations by Category



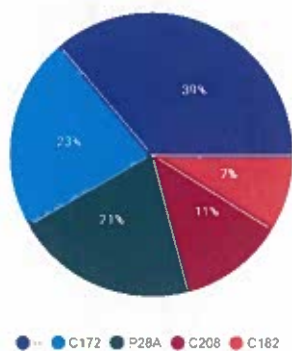
Operations by Type



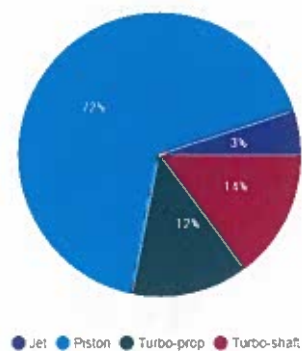
Top Airports



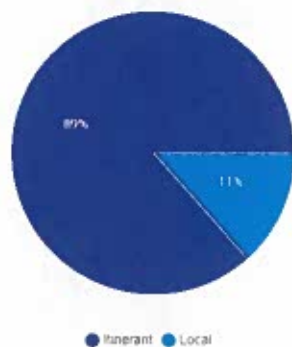
Top Aircraft Types



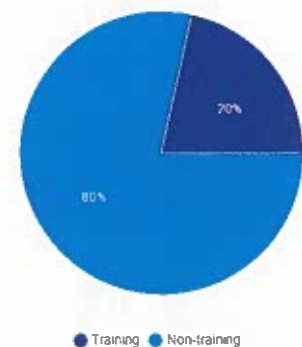
Operations by Engine Type



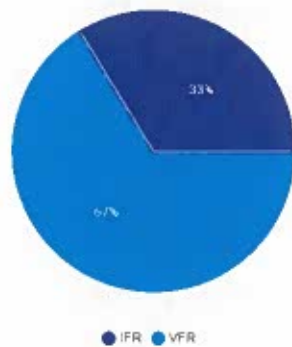
Local vs. Itinerant Flights



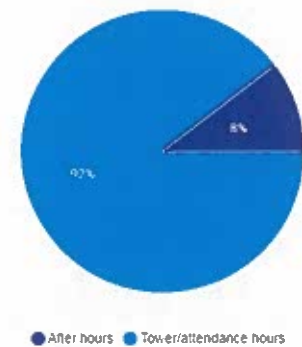
Training Operations



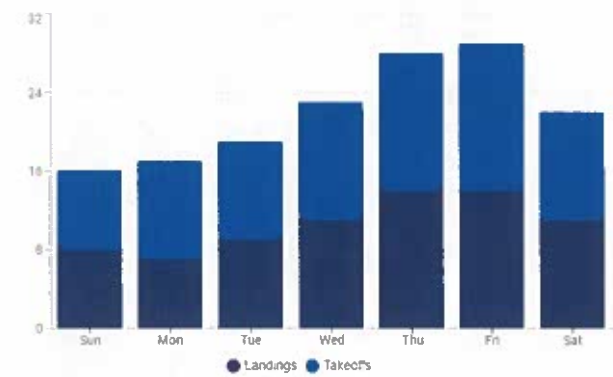
IFR vs. VFR flights



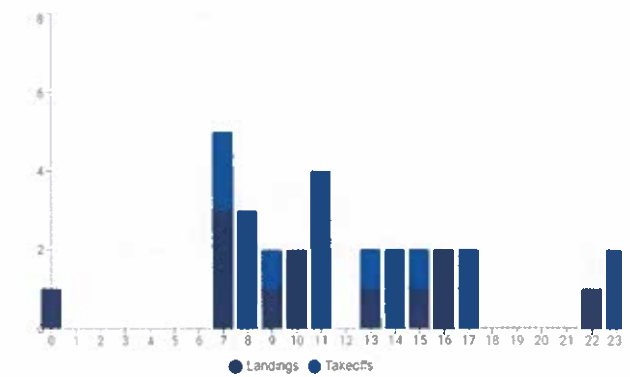
After Hours Operations



Operations by Day of Week

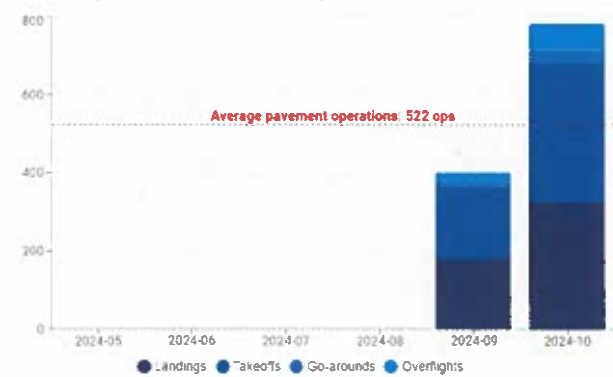


Operations by Hour



Historical Data

Landings and Takeoffs by Month



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8	2024-10-15 (Tue)	32	14
8	2024-11-06 (Wed)	32	12
9	2024-10-05 (Sat)	31	11

KPSN - Palestine Municipal

Operations Report for September 2024

Operations

398

Landings

179

Takeoffs

185

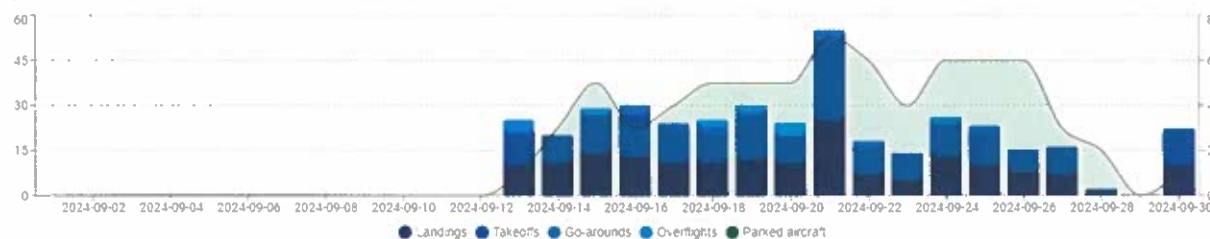
Go-arounds

11

Overflights

23

Operations by Day



Weather Conditions



Receiver health





Agenda Date: 11/19/2024
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: KPSN Updates
Date Submitted: 11/15/2024

SUMMARY:

Staff to provide the following KPSN updates:

- AWOS System was inspected on 11/14/24. No problems were noted, and we are waiting for the final inspection report.
- FOD Sweeper has been out of service for about a month, and we are still waiting for the parts.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:



Agenda Date: 11/19/2024
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Consider approval of minutes from Airport Advisory Board meetings
Date Submitted: 11/15/2024

SUMMARY:

Consider approval of minutes from the January 9, 2024, April 16, 2024, and September 10, 2024, meetings.

RECOMMENDED ACTION:

Staff recommends approval of the minutes as presented.

CITY MANAGER APPROVAL:

Attachments

January 9, 2024 minutes
April 16, 2024 minutes
September 10, 2024 minutes

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

The Airport Advisory Board of the City of Palestine convened in a Special Meeting on Tuesday, January 9, 2024, at 4:00 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Harold Campbell, Board Members Jon Rhone, Dr. Robert Falconer, Elaine Triplett, and James Davis. Board member Eric Moore was not present. Vice Chair Thomas Ball attended via zoom.

Staff present: PW Director Kevin Olson, PW Admin. Assistant Kimberly Beckman, City Secretary April Jackson, Airport Manager Jeff Jeffcoat.

CALL TO ORDER

Chair Harold Campbell called the meeting to order at 4:00 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding Airport Fee Schedule

PW Director Kevin Olson held a discussion with the board regarding the fee schedule for 2024. The board made the following recommendations for City Council:

Nightly Tie Down Fees:

- Single Engine \$5.00
- Twin Engine \$10.00
- Turbo/Jet Engine \$20.00

First 3 days free if tying down with purchase of fuel.

Monthly Tie Down Fees:

- Single Engine \$100.00
- Twin Engine \$200.00
- Turbo/Jet Engine \$300.00

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 \$20.00
- Twin Engine \$25.00

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

Main Hangar Monthly Rates:

- Helicopter \$200.0
- Single Engine \$200.00
- Twin Engine \$225.00

A deposit equal to one month's rent is required.

Courtesy Car:

The vehicle can be used for a period of 3 hours by fly-in visitors purchasing aviation fuel at no charge.

After Hours Services:

- Call out fee of \$60.00 per hour with a 2-hour minimum.

(Customers requesting services or assistance after hours, weekends, and holidays.)

- Late Fee of \$60.00 per hour

(Customer requesting services that require employees to work overtime.)

2. Discussion and possible action regarding the 18/36 Runway Project at the Palestine Municipal Airport.

PW Director Kevin Olson updated the board on the TXDOT Runway project, no action taken.

ADJOURN

Board Chair, Harold Campbell, adjourned the meeting at 5:24 PM.

PASSED AND APPROVED THIS 19th DAY OF NOVEMBER 2024.

ATTEST:

Harold Campbell, Chairman

Kimberly Beckman, PW Administrative Assistant

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

The Airport Advisory Board of the City of Palestine convened in a Special Meeting on Tuesday, April 16, 2024, at 5:30 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Harold Campbell, Board Members Jon Rhone, Dr. Robert Falconer, and James Davis. Vice Chair Thomas Ball, Board Members Elaine Triplett and Eric Moore attended via zoom.

Staff present: City Manager Teresa Herrera, City Manager Admin Assistant Casey DeBord, PW Director Kevin Olson, PW Admin. Assistant Kimberly Beckman, Airport Manager Jeff Jeffcoat.

CALL TO ORDER

Chair Harold Campbell called the meeting to order at 5:30 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

Citizen Shane Bainum spoke to the board members regarding the agenda item of hangars being approved for construction at the Palestine Municipal Airport.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding approval of four hangars for construction at the Palestine Municipal Airport

PW Director Kevin Olson held a discussion with the board regarding the construction of four new hangars at the airport.

Motion by Vice Chair Thomas Ball, seconded by Board Member Eric Moore for approval of four hangars for construction at the Palestine Municipal Airport. Upon vote, motion carried, 7-0.

2. Discussion and possible action regarding approval of a site for NASA moon rover testing area.

City Manager Teresa Herrera let the board members know that NASA is no longer interested in a site at the Palestine Municipal Airport.

ADJOURN

Motion by Board Member Jon Rhone and seconded by Thomas Ball to adjourn meeting. Board Chair, Harold Campbell, adjourned the meeting at 5:50 PM.

PASSED AND APPROVED THIS 19th DAY OF NOVEMBER 2024.

Harold Campbell, Chairman

ATTEST:

Kimberly Beckman, PW Administrative Assistant

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

The Airport Advisory Board of the City of Palestine convened in a Special Meeting on Tuesday, September 10, 2024, at 5:30 p.m., in the Council Chambers at City Hall, 504 N. Queen Street, Palestine, Texas, with the following people present: Chair Harold Campbell, Vice Chair Thomas Ball, Board Members Elaine Triplett, and James Davis. Board Members Jon Rhone, Dr. Robert Falconer, and Eric Moore were not present.

Staff present: PW Director Kevin Olson, City Secretary April Jackson, City Manager Teresa Herrera
SPI representative: Jeff Simmons

CALL TO ORDER

Chair Harold Campbell called the meeting to order at 5:40 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the proposed Airport hangar taxiway and expansion from Schaumburg and Polk, Inc. (SPI).

PW Director Kevin Olson held a discussion with the board regarding the overview of proposed airport and expansion design from SPI.

No action taken.

ADJOURN

Board Chair, Harold Campbell, adjourned the meeting at 6:28 PM.

PASSED AND APPROVED THIS 19th DAY OF NOVEMBER 2024.

Harold Campbell, Chairman

ATTEST:

Kimberly Beckman, PW Administrative Assistant



Agenda Date: 11/19/2024
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Discussion and possible action regarding short taxiway and hangar site project
Date Submitted: 11/15/2024

SUMMARY:

Discussion and possible action regarding a short taxiway and hangar site project. Schaumburg & Polk, Inc. (SPI) will discuss costs and options moving forward.

We have received about \$130,000.00 reimbursed from grants, and we are expecting an additional \$65,000.00. The projected cost to construct is approximately \$250,000.00.

RECOMMENDED ACTION:

Staff recommends approval of the proposed airport taxiway and hangar site project from Schaumburg & Polk, Inc. (SPI).

CITY MANAGER APPROVAL:

Attachments

Map

FILENAME: X:\PALESTINE - CITY OF\051021.00 AIRPORT HANGARS\051021.00 PLANS
PLOT DATE: 11/3/2024 3:01 PM



SCHAUMBURG & POLK, INC.
HOUSTON, TEXAS
BEAUMONT, TEXAS
320 S. Broadway Ave. Suite 200
Tyrer, TX 75702
903.595.3913
Firm Registration No. F-520

PRELIMINARY DOCUMENT
FOR REVIEW ONLY

THESE DOCUMENTS ARE FOR
DESIGN REVIEW AND NOT
EXTENDED FOR CONSTRUCTION,
BIDDING, OR PERMIT PURPOSES.
THEY WERE PREPARED BY, OR
UNDER THE SUPERVISION OF

JEFFREY C. SIMMONS
P.E. # 96748

CITY OF PALESTINE
TEXAS
AIRPORT HANGARS

EXHIBIT

REVISIONS:	

PLANS ARE FORMATTED FOR 27"x36" PLAN
SHEETS. IF PRINTED ON 11"x17" SHEETS THE
SCALES ARE HALF THE SIZE NOTED.



DRAWN BY:
A. PEARSON

REVIEWED BY:
J. SIMMONS

PROJECT NO:
951021.00

SHEET NO:

EXHIBIT