

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 21, 2024  
5:30 P.M.  
City Hall Conference Room  
504 N. Queen Street  
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89542520562?pwd=wL9BvDXcjH3vlgSa4jbkk2NugTr9F5.1>

Meeting ID: 895 4252 0562

Passcode: 582789

One tap mobile

+13462487799,,89542520562#,,, \*582789# 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/palestinetcx/](https://facebook.com/palestinetcx/)

**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 **Monday, November 18, 2024, at 4:15 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](mailto:citysecretary@palestine-tx.org) or 903-731-8414.



Agenda Date: 11/21/2024  
To: Airport Advisory Board  
From: April Jackson, City Secretary  
Agenda Item: Palestine Municipal Airport Projects Update  
Date Submitted: 11/15/2024

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**SUMMARY:**

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

**RECOMMENDED ACTION:**

No required action.

**CITY MANAGER APPROVAL:**

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**Attachments**

Palestine Municipal Airport Projects Update

**Kevin Olson**

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**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: 11/21/2024  
To: Airport Advisory Board  
From: April Jackson, City Secretary  
Agenda Item: September, October, and November 1200.aero Operations Reports  
Date Submitted: 11/15/2024

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**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:**

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**Attachments**

Operations Report

# KPSN - Palestine Municipal

## Operations Report for November 2024

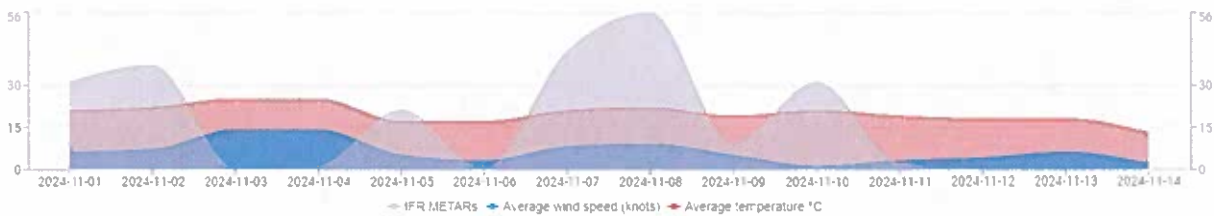
15<sup>th</sup>

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

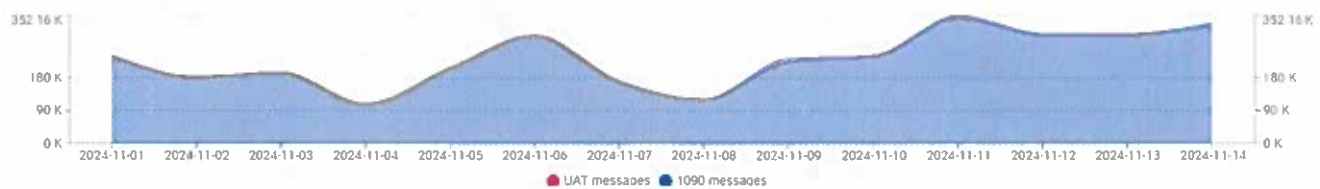
### Operations by Day



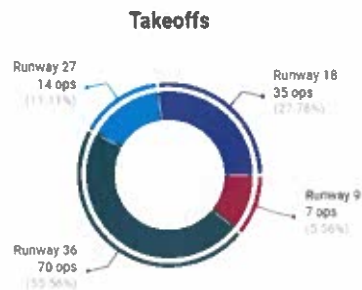
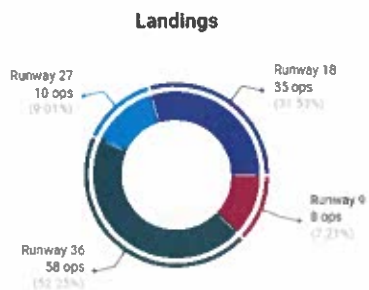
### Weather Conditions



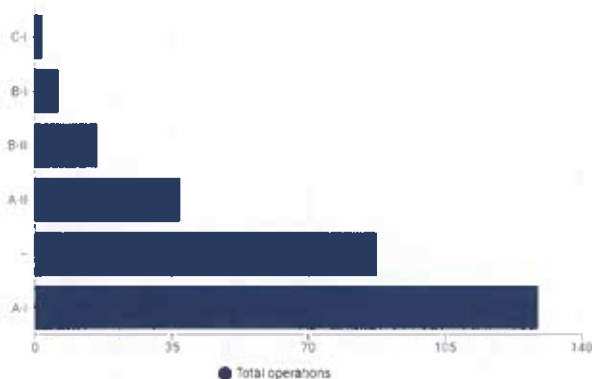
### Receiver health



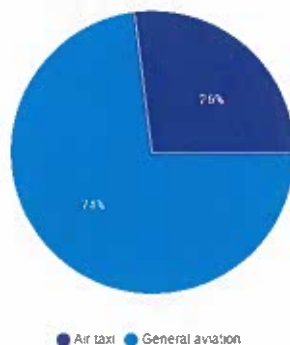
# Operations by Runway



# Operations by Category



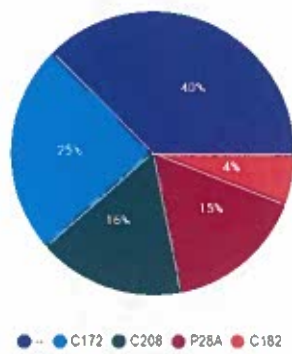
# Operations by Type



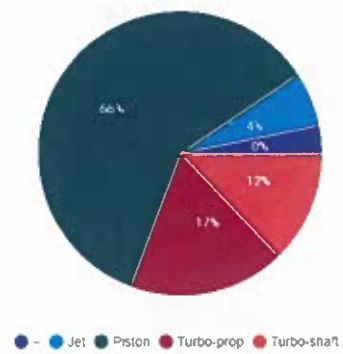
# Top Airports



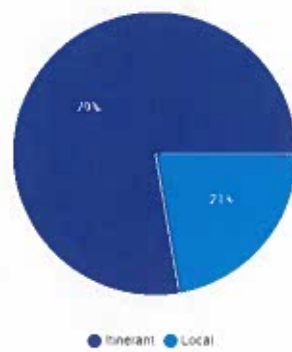
### Top Aircraft Types



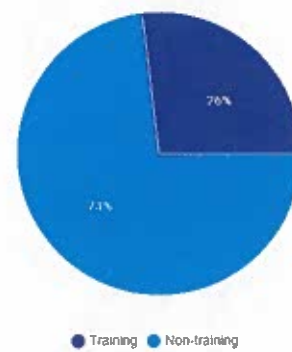
### Operations by Engine Type



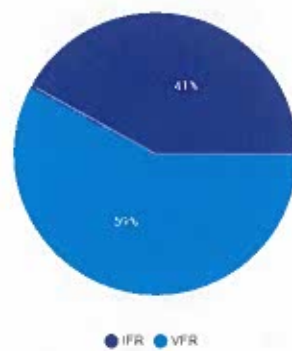
### Local vs. Itinerant Flights



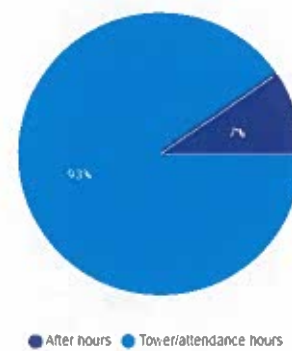
### Training Operations



### IFR vs. VFR flights

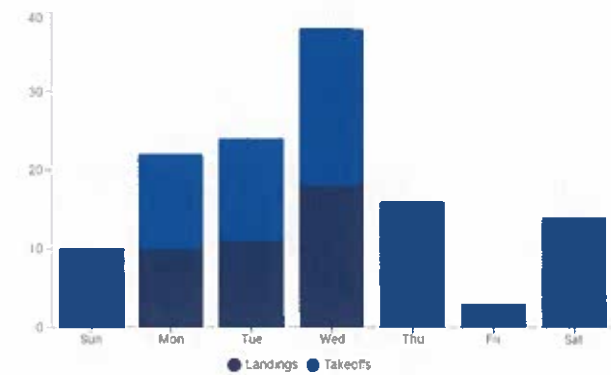


### After Hours Operations

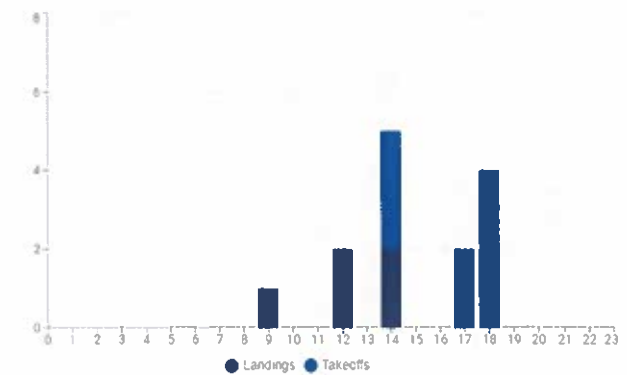




Operations by Day of Week

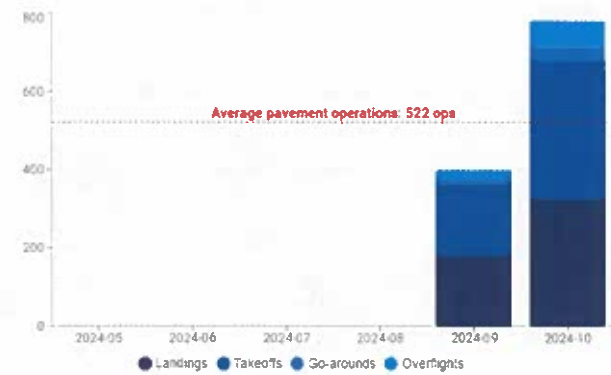


Operations by Hour



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

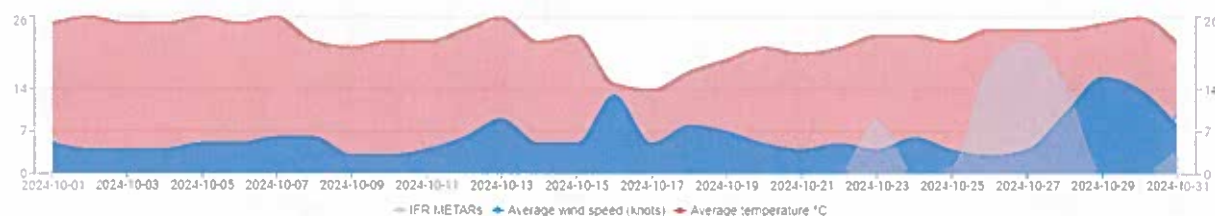
Overflights

65

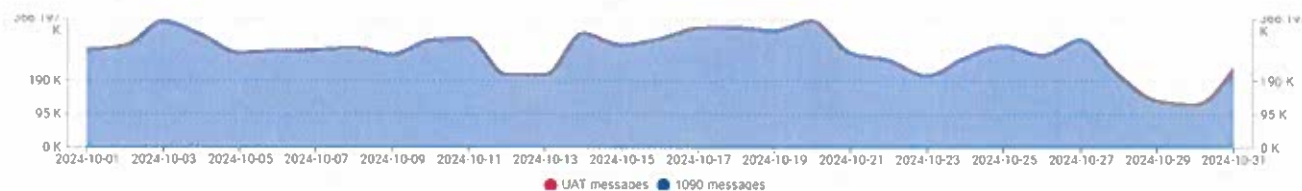
### Operations by Day



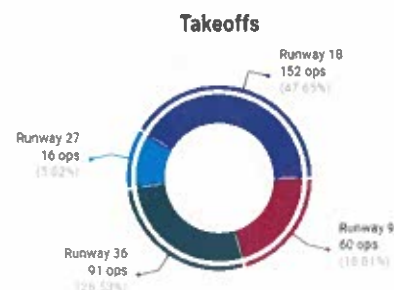
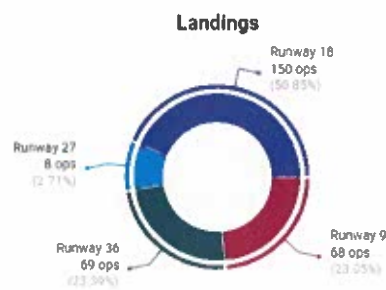
### Weather Conditions



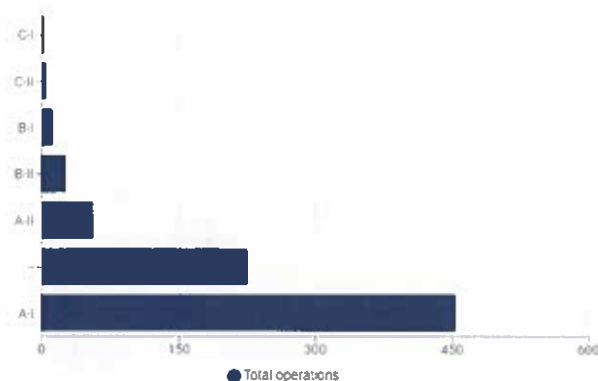
### Receiver health



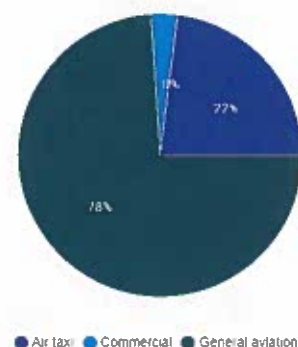
# Operations by Runway



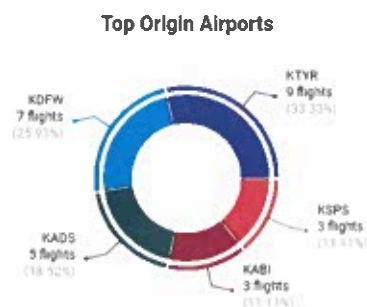
# Operations by Category



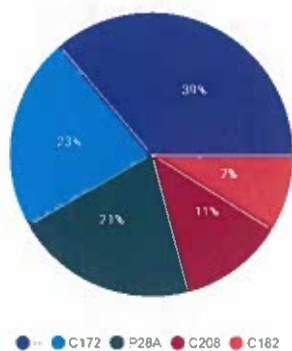
# Operations by Type



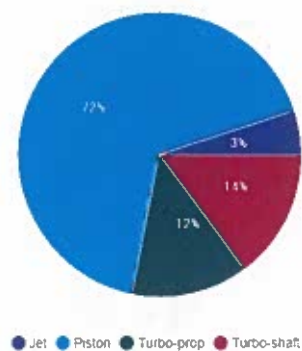
# Top Airports



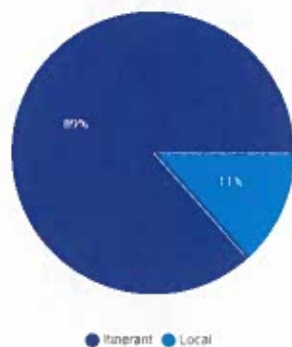
### Top Aircraft Types



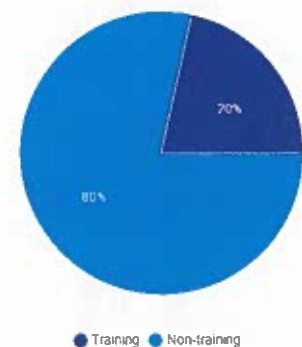
### Operations by Engine Type



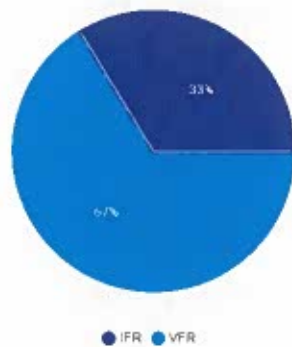
### Local vs. Itinerant Flights



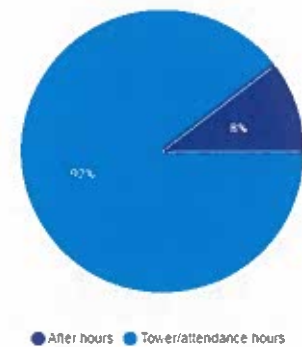
### Training Operations



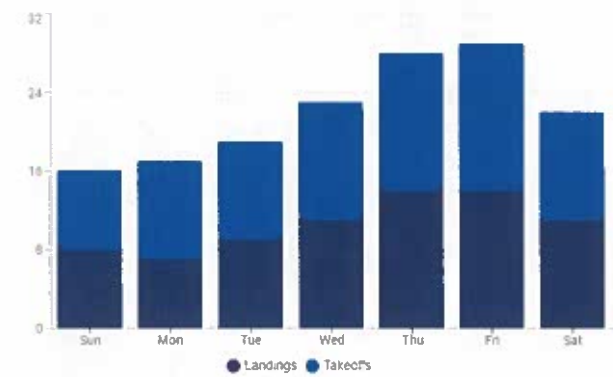
### IFR vs. VFR flights



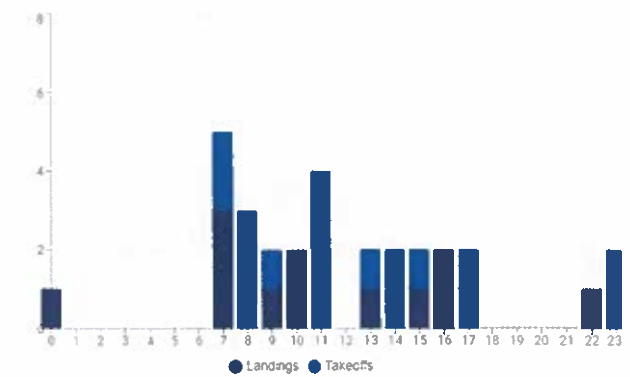
### After Hours Operations



Operations by Day of Week

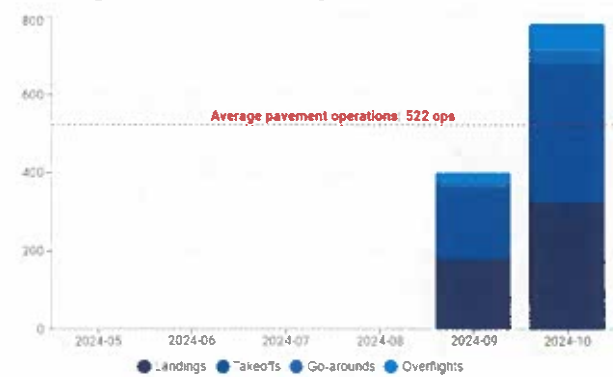


Operations by Hour



Historical Data

Landings and Takeoffs by Month



Busiest Days on Record

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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

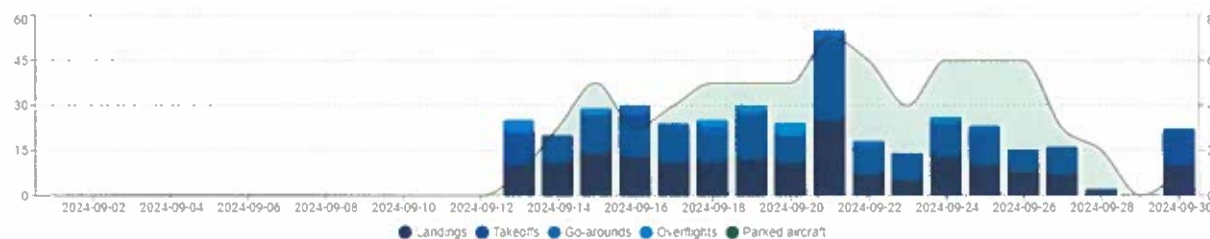
Go-arounds

11

Overflights

23

### Operations by Day



### Weather Conditions



### Receiver health





Agenda Date: 11/21/2024  
To: Airport Advisory Board  
From: April Jackson, City Secretary  
Agenda Item: KPSN Updates  
Date Submitted: 11/15/2024

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**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:**

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Agenda Date: 11/21/2024  
To: Airport Advisory Board  
From: Kimberly Beckman, Public Works Admin  
Agenda Item: Consider approval of minutes from Airport Advisory Board Meetings.  
Date Submitted: 11/18/2024

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**SUMMARY:**

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

**RECOMMENDED ACTION:**

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

**CITY MANAGER APPROVAL:**

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**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 21<sup>st</sup> DAY OF NOVEMBER 2024.

ATTEST:

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Harold Campbell, Chairman

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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 21<sup>st</sup> DAY OF NOVEMBER 2024.

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Harold Campbell, Chairman

ATTEST:

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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 21<sup>st</sup> DAY OF NOVEMBER 2024.

ATTEST:

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Harold Campbell, Chairman

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Kimberly Beckman, PW Administrative Assistant



Agenda Date: 11/21/2024  
To: Airport Advisory Board  
From: April Jackson, City Secretary  
Agenda Item: Discussion and possible action regarding short taxiway and hangar site project  
Date Submitted: 11/15/2024

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**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:**

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**Attachments**

Map



FILENAME: X:\PALESTINE - CITY OF\951021.00 AIRPORT HANGARS\DWG\EXHIBIT.DWG PLOT DATE: 11/3/2024 3:01 PM





**SPI**  
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