

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 7, 2025, at 5:30 p.m., Palestine Municipal Airport, 1278 An. County Rd 421 Palestine, Texas, with the following people present: Chair Thomas Ball, Vice Chair Harold Campbell, Board Members Jon Rhone, James Davis, Dr. Robert Falconer and Elaine Triplett. Board member Eric Moore attended via zoom.

Staff present: PW Interim Director Jason Shelton, PW Admin Assistant Kimberly Beckman, City Manager Teresa Herrera

SPI representative: Jeff Simmons

CALL TO ORDER

Chair Thomas Ball called the meeting to order at 5:30 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

Charlie Nichols addressed the board members and city staff regarding food handling concerns at the terminal. Mr. Addkison with Palestine Jet Center informed the board they will be getting a new fuel truck.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding the proposed plans by SPI for hangar development at the Palestine Municipal Airport.

SUMMARY:

Attached are the 99% complete proposed plans for constructing roads, taxiways, and pads to support the development of new hangars at the airport. These plans include detailed site layouts, grading plans, utility alignments, and construction specifications essential for the project's implementation. The proposed hangar development aims to enhance the airport's infrastructure, accommodate increased aviation activity, and address the future needs of tenants and operators. Please review the attached documents thoroughly and be prepared to provide feedback during the meeting. This plan is for the development of seven additional hangars: four measuring 60' x 50' and three measuring 60' x 40.

- Summary of General Notes and Grading Notes:
- Contractors must verify and protect existing utilities, coordinating with the City of Palestine and Texas 811 before work begins. Utility conflicts must be reported, and revised alignments must be approved.
- A sequence schedule minimizing traffic disruption is required. Contractors need approval before closing streets and must notify emergency services and schools 48 hours in advance.
- Contractors are responsible for repairing any damages to utilities or streets immediately at their expense.
- Testing must be done by an independent lab, with re-testing costs borne by the contractor.
- Contractors must review site conditions and soil reports before bidding. Excavation must comply with OSHA standards.
- Work cannot begin without obtaining the necessary permits. All equipment and materials must remain within city easements.
- Contractors must source construction water at commercial rates from city mains or approved suppliers.

- Contractors must guarantee trench backfilling against settlement for one year and address repairs within 30 days of notice.
- Only proposal-listed items will be paid for; other necessary work is considered subsidiary.
- Contractors must provide "as-built" drawings for all public works, documenting field changes and utility locations.
- Temporary surfaces (e.g., crushed stone) and permanent pavement repairs must meet or exceed pre-construction conditions.
- Contractors must install and maintain erosion control measures (e.g., silt fences, straw wattles) per the SWP3 plan to prevent runoff into streets and adjacent properties.
- Disturbed areas must be graded uniformly, and vegetation must be restored to match pre-existing conditions, with residential lawns replaced using matching sod.

Jeff Simmons with Schaumburg and Polk, Inc. (SPI) discussed the proposed plans, paved taxiway, 7 new pads, and new drainage pipes with the Airport Advisory Board.

Motion by Vice Chair Harold Campbell, seconded by Board Member James Davis, to approve plans by SPI for hangar development at the Palestine Municipal Airport.

ADJOURN

Board Chair, Thomas Ball, adjourned the meeting at 6:06 PM.

PASSED AND APPROVED THIS 14 DAY OF February 2025.



Thomas Ball, Chairman

ATTEST:



Kimberly Beckman, PW Administrative Assistant