

Thomas Ball, Chair
Harold Campbell, Vice-Chair
Jon Rhone, Board Member
Eric Moore, Board Member
Robert Falconer, Board Member
Elaine Triplett, Board Member
James Davis, Board Member

Jason Shelton, Interim PW Director
Kimberly Beckman, Admin. Asst.



**NOTICE OF MEETING
AIRPORT ADVISORY BOARD
February 4, 2025
5:30 P.M.
Palestine Municipal Airport
1278 An County Road 421
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/89900484665?pwd=isQzqd1f6dt8O7gM4a3bKonEDFJkvk.1>

Meeting ID: 899 0048 4665
Passcode: 846621

One tap mobile
+13462487799,,89900484665#,,, *846621# 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.](#)

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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

F. APPROVAL OF MINUTES

1. Consider approval of minutes from the November 21, 2024, and January 7, 2025, meetings.

G. DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding meeting dates 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, January 31, 2025, at 4:15 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: 02/04/2025
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Consider approval of minutes from November 21, 2024 and January 7, 2025
Date Submitted: 01/29/2025

SUMMARY:

Consider approval of minutes from November 21, 2024 and January 7, 2025.

RECOMMENDED ACTION:

Recommend approval of minutes from November 21, 2024 and January 7, 2025.

CITY MANAGER APPROVAL:

Attachments

Nov 21 minutes
Jan 7 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 Thursday, November 21, 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 Jon Rhone, Eric Moore, and James Davis. Board Members Dr. Robert Falconer and Elaine Triplett were not present.

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

CALL TO ORDER

Chair Harold Campbell called the meeting to order at 5:30 p.m.
Board member Eric Moore prayed.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

Mr. Addikson with Palestine Jet Center addressed the board members and city staff with recent news and concerns regarding the Airport terminal.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DIRECTOR'S REPORT

1. Update on Palestine Municipal Airport Project

PW Director Kevin Olson reported on the recent email with Christian Cox with TxDOT regarding the project funding.

2. September, October, and November Operations Reports

PW Director Kevin Olson reported on the 1200.aero operations reports for the months of September, October, and November.

3. KPSN Updates

PW Director Kevin Olson reported on the AWOS System being inspected on November 14, 2024. No problems were noted, and we are waiting for the final inspection report. FOD Sweeper has been out of service for about a month as we wait for the parts.

APPROVAL OF MINUTES

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

Motion by Vice Chair Thomas Ball, seconded by Board Member James Davis to approve meeting minutes from the January 9, 2024, April 16, 2024, and September 10, 2024, meetings. Upon vote, motion carried, 5-0.

DISCUSSION AND ACTION ITEMS

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

Jeff Simmons with Schaumburg and Polk, Inc. (SPI) discussed costs and options moving forward. The projected cost to construct is approximately \$250,000.00. Mr. Simmons stated that he can have plans ready in a month upon the board's approval today.

PW Director Kevin Olson reported we have received about \$130,000.00 reimbursed from grants.
Motion by Vice Chair Thomas Ball, seconded by Board Member Eric Moore to approve project with SPI.
The board will meet January 7, 2025, for a special meeting with SPI for further discussion and to review the plans.

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

Eric Moore made the motion of Thomas Ball to be Chair and Harold Campbell to be Vice-Chair, Jon Rhone seconded.

All in favor, no opposed.

Harold Campbell accepted the motion.

Thomas Ball accepted the motion.

ADJOURN

Board Chair, Harold Campbell, adjourned the meeting at 6:30 PM.

PASSED AND APPROVED THIS ____ DAY OF _____ 2025.

Thomas Ball, 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, 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. Addikson 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 ____ DAY OF _____ 2025.

Thomas Ball, Chairman

ATTEST:

Kimberly Beckman, PW Administrative Assistant



Agenda Date: 02/04/2025
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Airport Advisory Board Meeting Dates
Date Submitted: 01/29/2025

SUMMARY:

Consider moving the Airport Advisory Board meetings to the first Tuesday of each quarter, as requested by the board.

RECOMMENDED ACTION:

Staff recommends that the Airport Advisory Board schedule meetings on the first Tuesday of each quarter.

CITY MANAGER APPROVAL:
