

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
May 6, 2025
5:30 P.M.
Palestine Municipal Airport
1278 An County Road 421
Palestine, Texas**

Zoom Link:

<https://us02web.zoom.us/j/81850237113?pwd=xUPydTLit3OGaFHCPbqETck8qKvMR.1>

Meeting ID: 818 5023 7113
Passcode: 188528

One tap mobile
+13462487799,,81850237113#,,, *188528# 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/

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. ITEMS FROM BOARD

F. DIRECTOR'S REPORT

1. Update on Pad Sites at the Palestine Municipal Airport.

G. APPROVAL OF MINUTES

1. Consider approval of the minutes from the February 4, 2025, meeting.

H. DISCUSSION AND ACTION ITEMS

1. Discuss the proposed budget for the City of Palestine Municipal Airport for Fiscal Year 2025-2026.

I. **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, May 2, 2025, at 3:00 p.m.**

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

Casey DeBord, City Manager's Admin

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: 05/06/2025
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Update on Pad Sites at the Palestine Municipal Airport
Date Submitted: 05/01/2025

SUMMARY:

Update on Pad Sites at the Palestine Municipal Airport.

Contractor: Terra Texas Land Company, LLC.
Construction Notice to Proceed Date: May 12, 2025
Project Duration: 120 Calendar Days

Current Status:

- The contractor has called in utility locates and is working on the SWPPP.
- Excavator on-site
- The contractor will start with clearing ditches for drainage and construction staking.

Expected Construction Completion Date: September 9, 2025

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Attachments

**City of Palestine
Airport Hangars
Construction Update
May 1, 2025**

Contractor: Terra Texas Land Company LLC

Construction Notice to Proceed Date is 5-12-25

- 120 Calendar Day Project
- Contractor has called in utility locates and is working on SWPPP
- Excavator on-site
- Contractor will start with clearing ditches for drainage and construction staking

Expected Construction Completion Date is 9-9-25



Agenda Date: 05/06/2025
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Approval of Minutes from February 4, 2025
Date Submitted: 04/30/2025

SUMMARY:

Consider approval of minutes from the February 4, 2025, Airport Advisory Board Meeting.

RECOMMENDED ACTION:

Staff recommends approval of minutes from the February 4, 2025, Airport Advisory Board Meeting.

CITY MANAGER APPROVAL:

Attachments

February 4, 2025 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, February 4, 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 and City attorney Rezzin Pullum attended via zoom.

Staff present: PW Interim Director Jason Shelton, PW Admin Assistant Kimberly Beckman, City Manager Teresa Herrera, and City Airport Employee Alex Wild.

CALL TO ORDER

With a quorum present, Chair Thomas Ball called the meeting to order at 5:30 p.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were none.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

DIRECTOR'S REPORT

City Manager, Teresa Herrera, reported to the board members about meeting with TXDOT for the main runway, accepting bids for airport hangar projects, and funds were moved to allocate the additional \$250,000 needed.

Chair Thomas Ball thanked the FBO for getting their new uniform shirts and new fuel truck. Mr. Ball let the FBO and board know the Economic Development Corporation for the City will be doing a video regarding bringing visitors into Palestine and will be videoing some footage at the Palestine Municipal Airport. Mr. Ball also addressed the board about hangar numbers being in order for the Fire Department in case they need to respond, and setting up sub-committees within the board.

APPROVAL OF MINUTES

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

Motion by Board Member Jon Rhone, seconded by Board Member Eric Moore to approve meeting minutes from November 21, 2024, and January 7, 2025, meetings. Upon vote, motion carried, 7-0.

DISCUSSION AND ACTION ITEMS

1. Discussion and possible action regarding meeting dates for the Airport Advisory Board meetings.
Chair Thomas Ball asked the board to move the meeting dates to the first Tuesday of every month.
Motion by Vice Chair Harold Campbell, seconded by Board Member Jon Rhone, to approve moving the meeting dates to the first Tuesday of every month
2. Discussion and possible action regarding catering services at the Palestine Municipal Airport.
Simon Webster addressed the board regarding food handling at the Palestine Municipal Airport.
No action taken,
3. Discussion and possible action regarding checklist for runway closure related to upcoming construction.

Chair Thomas Ball asked the FBO and the city to help with a checklist he is working on for runway closure related to upcoming construction. No action taken.

4. Discussion and possible action regarding the placement of Solo Fly T-Shirts.
Chair Thomas Ball addressed the board about the T-Shirts that used to hang on the wall in the Palestine Municipal Airport, they have been taken down and with board approval photos will be posted online by the City for pilots to collect. After the one-year timeframe is up the T-shirts will be disposed of.

Motion by Eric Moore, seconded by Vice Chair Harold Campbell to approve posting photos online for a one-year timeframe then disposal. Upon vote, motion carried, 7-0.

CLOSED SESSION

Chair Thomas Ball announced that the Airport Advisory Board would go into Closed Session pursuant to Texas Government Code, Chapter 551, Subchapter D. The time was 6:01 p.m.

1. Section 551.071 consultation with attorney: pending or contemplated litigation or a settlement offer: Palestine Municipal Airport.

ADJOURN

Board Chair, Thomas Ball, adjourned the meeting at 6:01 PM.

PASSED AND APPROVED THIS ____ DAY OF _____ 2025.

Thomas Ball, Chairman

ATTEST:

Kimberly Beckman, PW Administrative Assistant



Agenda Date: 05/06/2025
To: Airport Advisory Board
From: Kimberly Beckman, Public Works Admin
Agenda Item: Proposed Budget for City of Palestine Municipal Airport for FY 2025 - 2026
Date Submitted: 05/01/2025

SUMMARY:

Discuss the proposed budget for the City of Palestine Municipal Airport for Fiscal Year 2025-2026.

RECOMMENDED ACTION:

No recommended action.

CITY MANAGER APPROVAL:

Attachments

Budget



City of Palestine, TX

Budget Worksheet

Account Summary

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	Defined Budgets
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2025-2026
Fund: 240 - AIRPORT FUND								
Expense								
Group: 510 - Personnel								
240-100-51010	SALARIES & WAGES	0.00	0.00	0.00	0.00	32,085.01	15,468.76	
240-100-51020	OVERTIME	0.00	0.00	0.00	0.00	0.00	1,384.37	
240-100-51030	LONGEVITY	0.00	0.00	0.00	0.00	0.00	36.00	
240-100-51034	UNIFORM ALLOWANCE	0.00	0.00	0.00	0.00	403.20	200.23	
240-100-51040	SOCIAL SECURITY	0.00	0.00	0.00	0.00	2,485.35	1,235.09	
240-100-51050	HEALTH INSURANCE	0.00	0.00	0.00	0.00	8,193.48	4,042.32	
240-100-51061	WORKER'S COMPENSATION	0.00	0.00	0.00	0.00	2,380.71	1,237.27	
240-100-51070	RETIREMENT	0.00	0.00	0.00	0.00	4,890.29	2,560.95	
Group: 510 - Personnel Total:		0.00	0.00	0.00	0.00	50,438.04	26,164.99	0.00
Group: 520 - Supplies & Materials								
240-100-52010	OFFICE SUPPLIES/EQUIPMENT	0.00	0.00	0.00	1,944.53	1,000.00	868.52	
240-100-52031	CHEMICALS	2,000.00	0.00	2,000.00	2,239.84	2,000.00	0.00	
Budget Notes								
Budget Code	Subject	Description						
25	CHEMICAL	WEED KILLER						
240-100-52040	UNIFORMS/APPAREL	0.00	0.00	0.00	253.50	0.00	60.00	
240-100-52070	GASOLINE AND OIL	0.00	0.00	0.00	0.00	267,000.00	0.00	
Budget Notes								
Budget Code	Subject	Description						
25	City managing FBO	The City will purchase fuel since it is taking over management of the airport						
240-100-52080	SMALL TOOLS/EQUIPMENT	0.00	0.00	0.00	7,853.56	1,000.00	389.95	
Budget Notes								
Budget Code	Subject	Description						
25	Add item	small tools at airport						
Group: 520 - Supplies & Materials Total:		2,000.00	0.00	2,000.00	12,291.43	271,000.00	1,318.47	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025	Defined Budgets
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity	2025-2026
Group: 530 - Professional/Contractual Services								
240-100-53010	LEGAL SERVICES	0.00	4,043.20	0.00	0.00	0.00	0.00	
240-100-53020	AUDIT & ACCOUNTING SERVIC	3,000.00	3,210.00	3,000.00	0.00	3,000.00	0.00	
Budget Detail								
Budget Code	Description			Units	Price	Amount		
24				1.00	3,000.00	3,000.00		
240-100-53030	PROFESSIONAL SERVICES	200.00	3,939.20	3,000.00	102,560.00	3,000.00	47,724.00	
Budget Notes								
Budget Code	Subject		Description					
25	Land Lease Surveys		Land Lease Surveys					
240-100-53031	CONSULTANT SERVICES	12,000.00	814.80	9,000.00	40,661.94	60,000.00	0.00	
240-100-53041	CITY ISSUED CELL PHONES	0.00	0.00	0.00	348.46	500.00	211.20	
Budget Notes								
Budget Code	Subject		Description					
25	added on-call cell phone		added 240.00 annual fee					
240-100-53310	EQUIPMENT RENTAL/LEASE	0.00	0.00	0.00	0.00	18,000.00	0.00	
Budget Notes								
Budget Code	Subject		Description					
25	Fuel Truck Lease		Cost to Lease Fuel Truck					
240-100-53510	TRAVEL AND TRAINING	0.00	0.00	0.00	350.00	1,000.00	19.14	
240-100-53514	TML INSURANCE	5,575.70	4,296.22	4,289.00	4,203.22	4,289.00	4,303.22	
240-100-53517	CONTRACTUAL SERVICES	1,500.00	11,859.68	60,000.00	15,769.48	20,000.00	230.65	
Budget Notes								
Budget Code	Subject		Description					
25	RAMP Grant		Planning \$20,000 in Ramp Grant Expenditures					
25	Recurring Annual Fee's		Recurring annual fee's					
			AWOS					
			Fuel Meter cal.					
			Fuel systme maint.					
			1200.aero					
240-100-53520	JANITORIAL SERVICES	0.00	0.00	0.00	0.00	8,000.00	0.00	
Group: 530 - Professional/Contractual Services Total:		22,275.70	28,163.10	79,289.00	163,893.10	117,789.00	52,488.21	0.00

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	Defined Budgets 2025-2026
Group: 540 - Maintenance & Repairs								
240-100-54010	BLDG/STRUCTURE/GRNDS MAI	10,000.00	31,877.60	14,000.00	41,346.50	34,000.00	12,662.70	
Budget Notes								
Budget Code	Subject							
25	Ramp Grant							
	Description							
	\$14,000 will be applied to RAMP Grant to receive \$12,000 back							
	Adding \$20,000 this year for Airport Lobby and Airport Home renovations							
240-100-54110	MOTOR VEHICLE REPAIRS/MAI	0.00	0.00	0.00	221.95	0.00	0.00	
240-100-54120	EQUIPMENT REPAIR/MAINT EX	17,000.00	19,070.55	17,000.00	5,214.67	17,000.00	8,300.00	
Budget Notes								
Budget Code	Subject							
25	Ramp Grant							
	Description							
	\$12,000 can be applied to the Ramp Grant to receive \$6,000 back in grant funding							
Group: 540 - Maintenance & Repairs Total:		27,000.00	50,948.15	31,000.00	46,783.12	51,000.00	20,962.70	0.00
Group: 545 - Utilities								
240-100-54500	UTILITIES - ELECTRIC	8,000.00	11,947.48	8,000.00	10,808.27	8,000.00	5,340.00	
240-100-54501	UTILITIES - WATER/SEWER	500.00	329.80	500.00	229.88	500.00	119.34	
240-100-54503	PHONES/INTERNET	0.00	0.00	0.00	811.95	1,400.00	0.00	
Group: 545 - Utilities Total:		8,500.00	12,277.28	8,500.00	11,850.10	9,900.00	5,459.34	0.00
Group: 580 - Capital Outlay								
240-100-58010	BUILDINGS	0.00	160,000.00	0.00	0.00	0.00	0.00	
240-100-58030	IMPROVEMENTS	1,530,000.00	0.00	65,000.00	0.00	65,000.00	0.00	
Budget Notes								
Budget Code	Subject							
25	Ramp Grant							
	Description							
	Adding \$40,000 here to take full advantage of RAMP grant funds							
	\$25,000 for 10% match on Airport Master Plan cost \$250,000 total							
240-100-58040	VEHICLES & EQUIPMENT	0.00	0.00	0.00	18,147.08	5,000.00	0.00	
Budget Notes								
Budget Code	Subject							
25	equipment							
	Description							
	weed eaters, blowers tree saw, etc							

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 04/30/2025

		Defined Budgets					
		2022-2023	2022-2023	2023-2024	2023-2024	2024-2025	2024-2025
		Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
240-100-58052	CIP - RUNWAY IMPROVEMENT	270,000.00	0.00	250,000.00	0.00	250,000.00	0.00
	Group: 580 - Capital Outlay Total:	1,800,000.00	160,000.00	315,000.00	18,147.08	320,000.00	0.00
	Expense Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71
	Fund: 240 - AIRPORT FUND Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71
	Report Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71

Budget Worksheet

For Fiscal: 2024-2025 Period Ending: 04/30/2025

Group Summary

Group							Defined Budgets
	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026
Fund: 240 - AIRPORT FUND							
Expense							
510 - Personnel	0.00	0.00	0.00	0.00	50,438.04	26,164.99	0.00
520 - Supplies & Materials	2,000.00	0.00	2,000.00	12,291.43	271,000.00	1,318.47	0.00
530 - Professional/Contractual Services	22,275.70	28,163.10	79,289.00	163,893.10	117,789.00	52,488.21	0.00
540 - Maintenance & Repairs	27,000.00	50,948.15	31,000.00	46,783.12	51,000.00	20,962.70	0.00
545 - Utilities	8,500.00	12,277.28	8,500.00	11,850.10	9,900.00	5,459.34	0.00
580 - Capital Outlay	1,800,000.00	160,000.00	315,000.00	18,147.08	320,000.00	0.00	0.00
Expense Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71	0.00
Fund: 240 - AIRPORT FUND Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71	0.00
Report Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71	0.00

Fund Summary

Fund	Defined Budgets						
	2022-2023 Total Budget	2022-2023 Total Activity	2023-2024 Total Budget	2023-2024 Total Activity	2024-2025 Total Budget	2024-2025 YTD Activity	2025-2026
240 - AIRPORT FUND	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71	0.00
Report Total:	1,859,775.70	251,388.53	435,789.00	252,964.83	820,127.04	106,393.71	0.00