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

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

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

Zoom Link:
https://us02web.zoom.us/j/85223013153?pwd=PWS4DCORkM6GaR6RhQqnb7MKSvV1MO.1

Meeting ID: 852 2301 3153
Passcode: 754673

One tap mobile
+13462487799,,85223013153#,,,,*754673# 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/palestinetx/

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**

1. Airport Operations Subcommittee
2. Grants Subcommittee
3. Restaurant Subcommittee
4. Business Sponsorship Subcommittee
5. Aviation Development Subcommittee
6. Marketing/Public Relations Subcommittee
7. Dispute Resolution Subcommittee

F. **DIRECTOR'S REPORT**

1. Welcome, newly appointed member Mark Whitford, to the Airport Advisory Board.
2. Operations Report from 1200.aero for Palestine Municipal Airport (KPSN) for August, September, and October 2025.
3. Updates regarding the Pad Sites, Water Line Project, and new building at the Palestine Municipal Airport.

G. **APPROVAL OF MINUTES**

1. Consider approval of minutes from the August 19, 2025, meeting.

H. **DISCUSSION AND ACTION ITEMS**

1. Consider and adopt the TxDOT Airport Capital Improvement Plan (FY2026–FY2030).

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 **Wednesday, October 29, 2025.**

Casey DeBord, Deputy 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:	11/04/2025
To:	Airport Advisory Board
From:	Kimberly Beckman, Public Works Admin
Agenda Item:	Welcome Newly Appointed Board Member
Date Submitted:	10/28/2025

SUMMARY:

Welcome, newly appointed member Mark Whitford, to the Airport Advisory Board.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Agenda Date:	11/04/2025
To:	Airport Advisory Board
From:	Kimberly Beckman, Public Works Admin
Agenda Item:	August, September, and October Operations Report
Date Submitted:	10/28/2025

SUMMARY:

Operations Report from 1200.aero for Palestine Municipal Airport (KPSN) for August, September, and October 2025.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Attachments

Reports

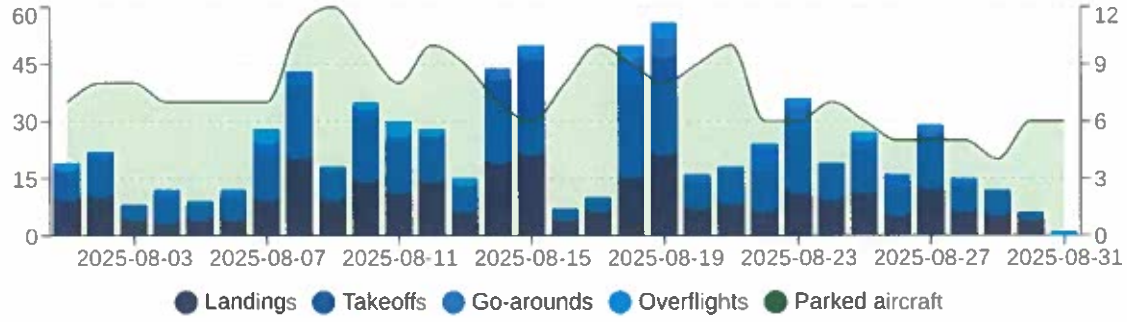
1200.aero, Inc.
1135 Kildaire Farm Road, Suite 200
Cary, NC 27511
(855) 797-1200 | support@1200.aero

Palestine Municipal | Runway Operations Report

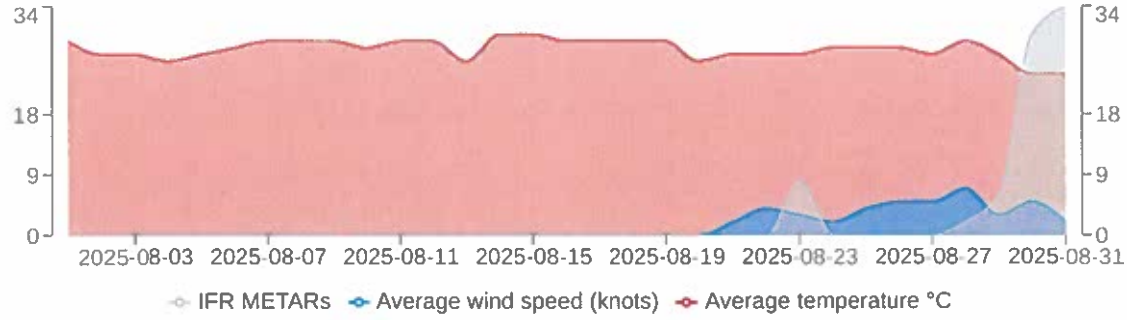
Report Date Range: 08/2025
Report creation date: 10/28/2025 01:56
Generated by: pwadmin@palestine-tx.org

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
715	287	331	52	45

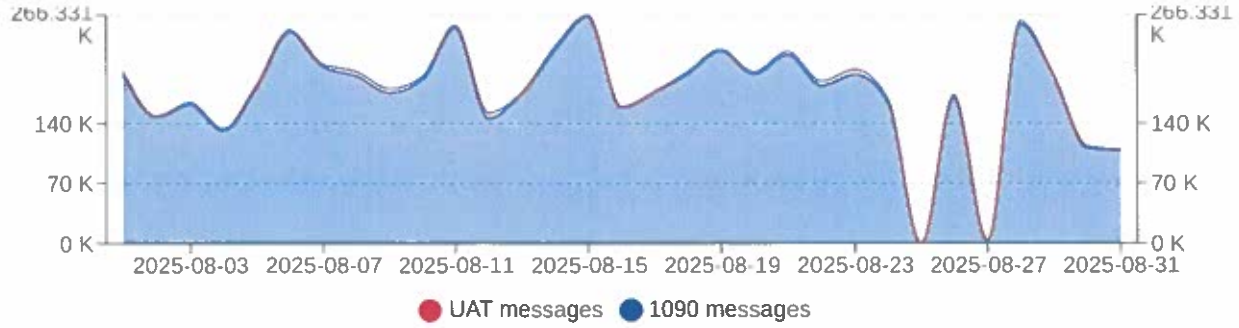
Operations by Day



Weather Conditions



Receiver health



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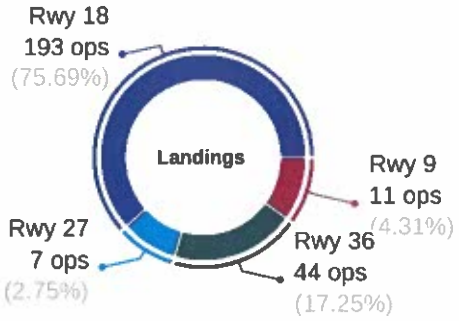
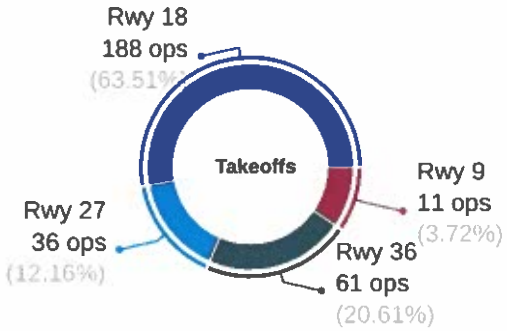
Palestine Municipal | Runway Operations Report

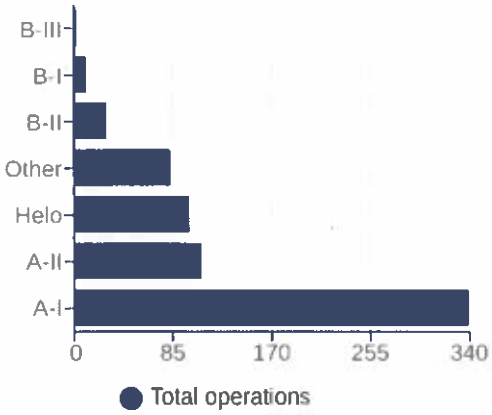
Report Date Range: 08/2025

Operations by Runway

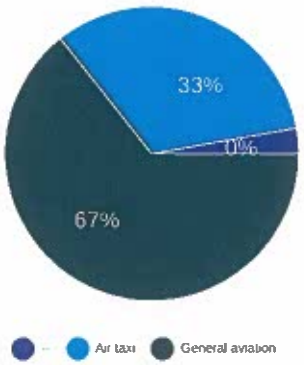




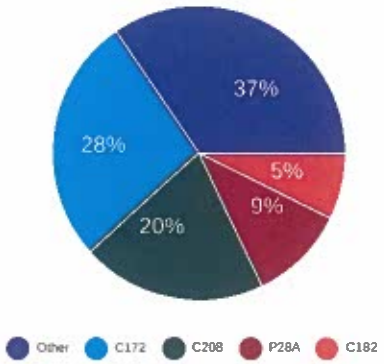
Operations by Category



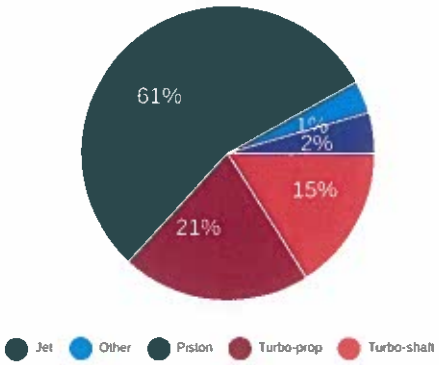
Operations by Type



Top Aircraft Types



Operations by Engine Type



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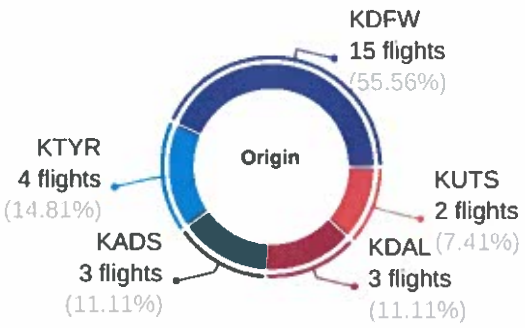
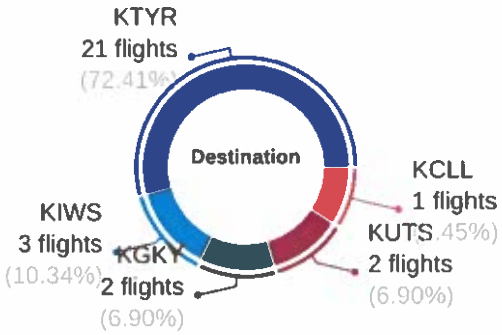
Palestine Municipal | Runway Operations Report

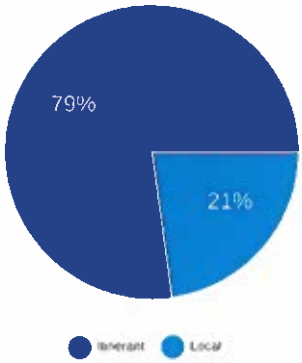
Report Date Range: 08/2025

Top Airports

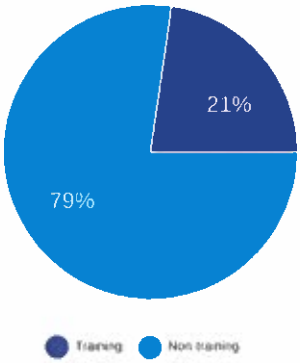




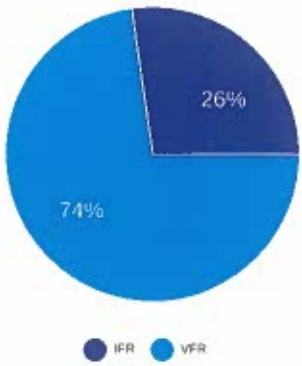
Local vs Itinerant Flights



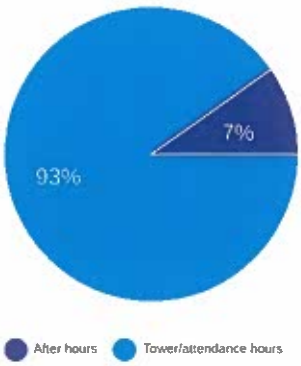
Training Operations



IFR vs VFR Flights



After Hours Operations



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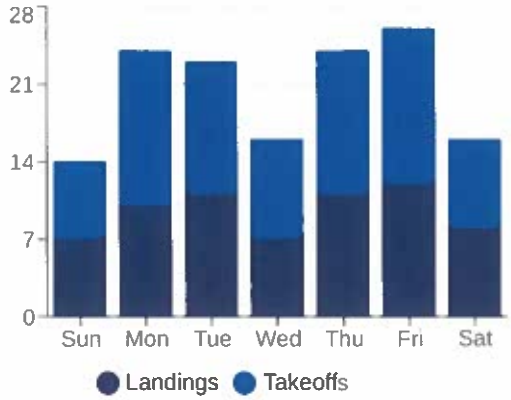
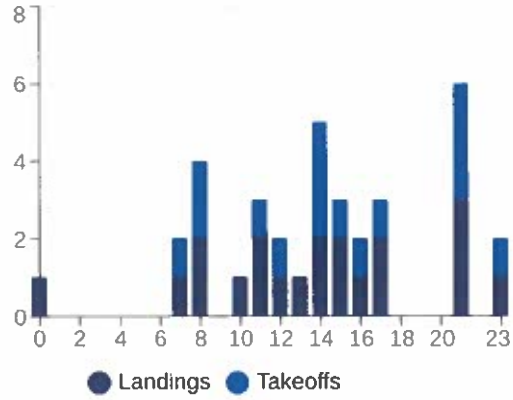
Palestine Municipal | Runway Operations Report

Report Date Range: 08/2025

Operations by Day of Week

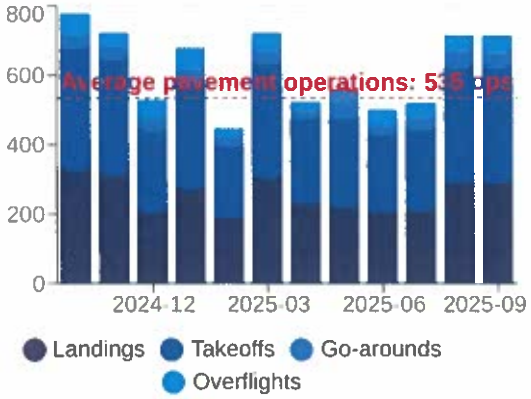


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-03-25 (Ti	68	16
1	2025-01-03 (Fi	68	21
2	2025-01-16 (Ti	61	16
3	2024-11-22 (Fi	53	15
4	2024-09-21 (S	52	11
5	2025-02-01 (S	48	14
6	2025-08-19 (Ti	47	6
6	2024-12-06 (Fi	47	15
6	2025-09-09 (Ti	47	17
7	2025-08-15 (Fi	46	9

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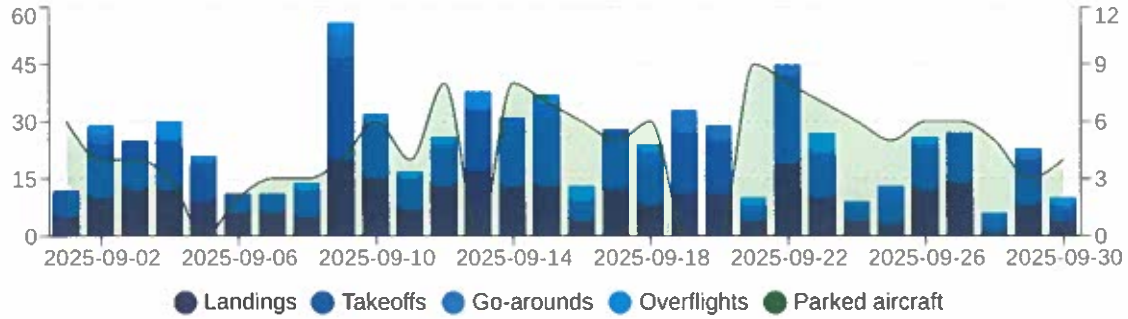
Palestine Municipal | Runway Operations Report

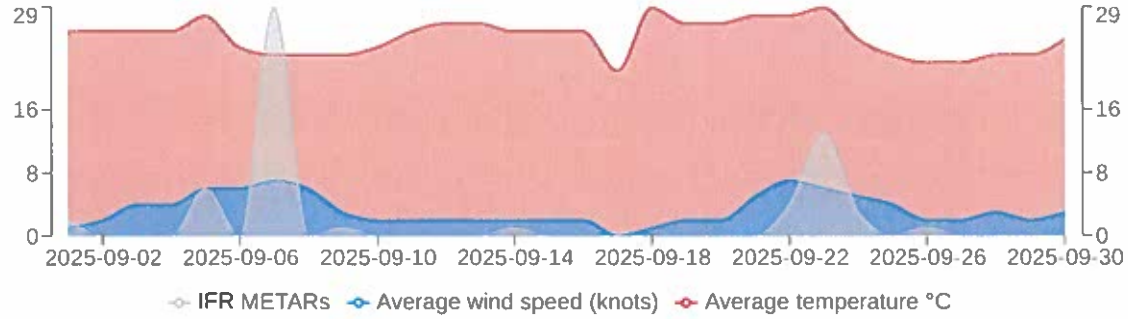
Report Date Range: 09/2025
Report creation date: 10/28/2025 01:44
Generated by: pwadmin@palestine-tx.org

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
713	288	332	45	48

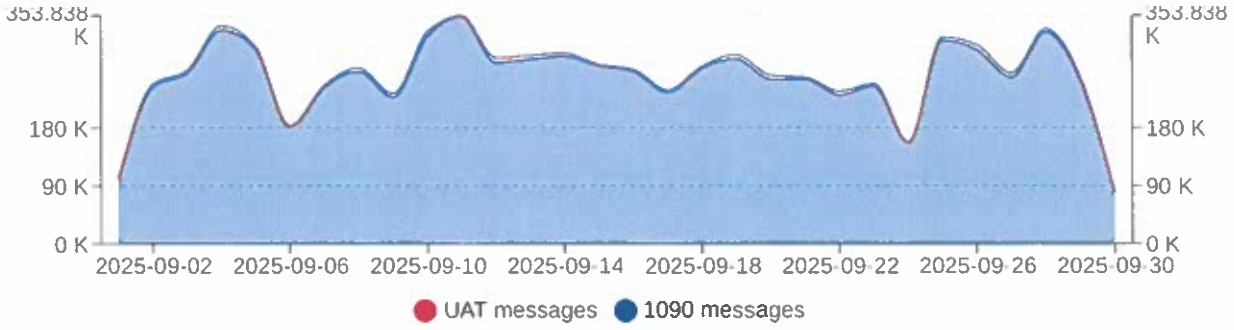
Operations by Day



Weather Conditions



Receiver health



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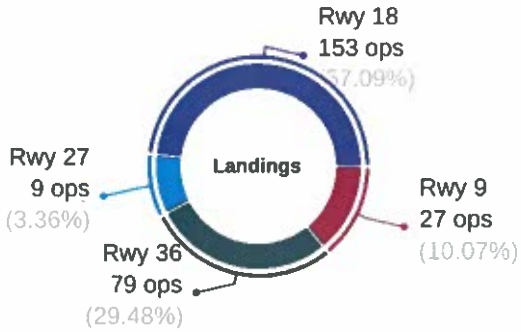
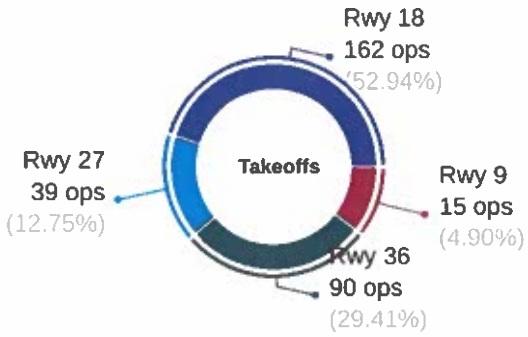
Palestine Municipal | Runway Operations Report

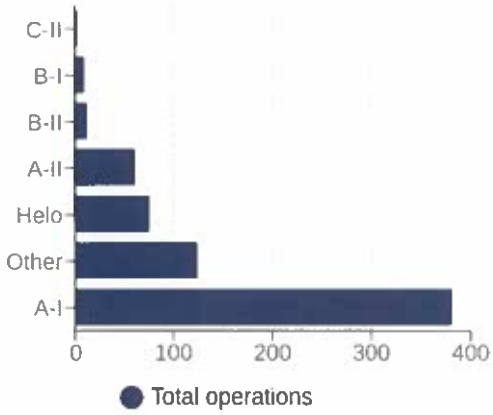
Report Date Range: 09/2025

Operations by Runway

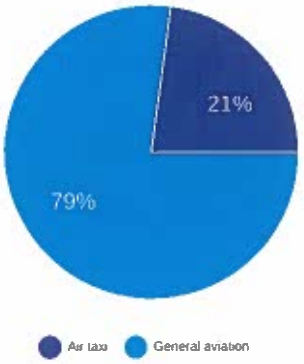




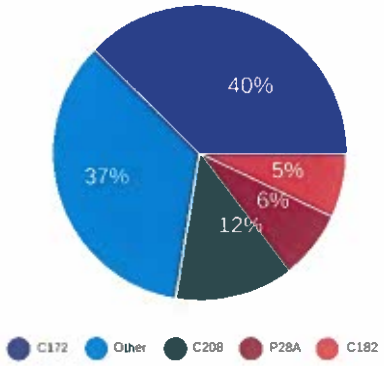
Operations by Category



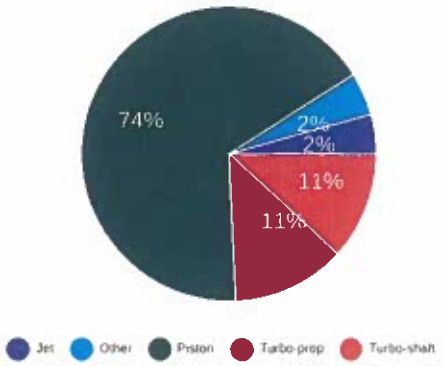
Operations by Type



Top Aircraft Types



Operations by Engine Type



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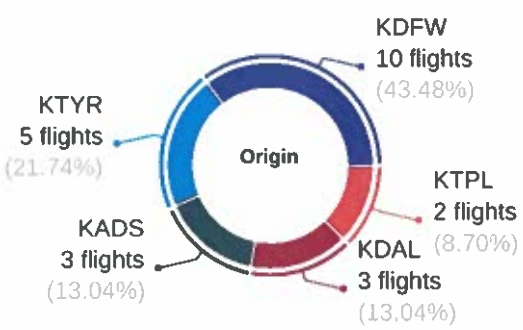
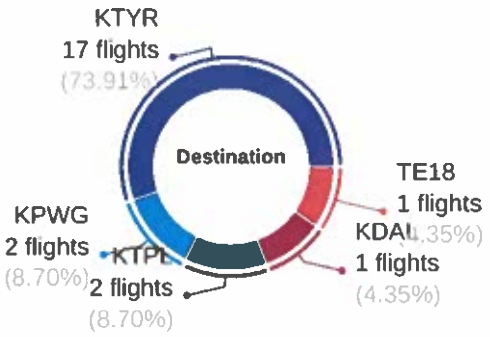
Palestine Municipal | Runway Operations Report

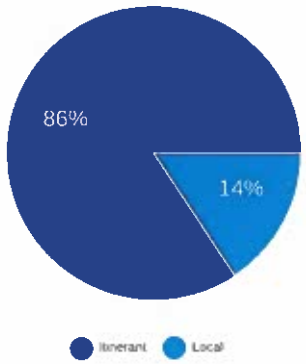
Report Date Range: 09/2025

Top Airports

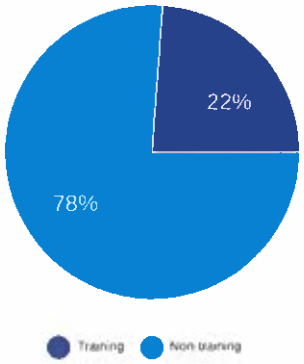




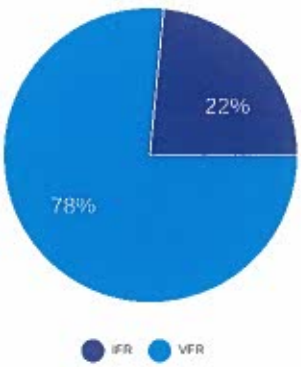
Local vs Itinerant Flights



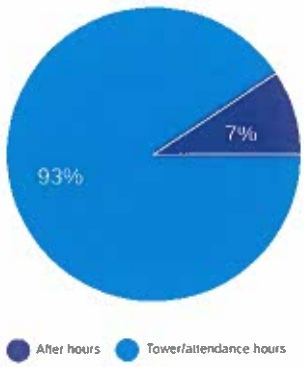
Training Operations



IFR vs VFR Flights



After Hours Operations



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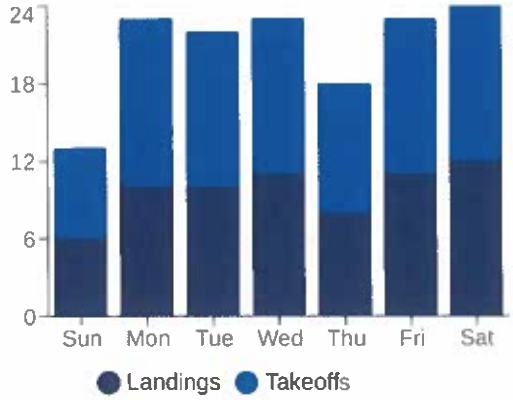
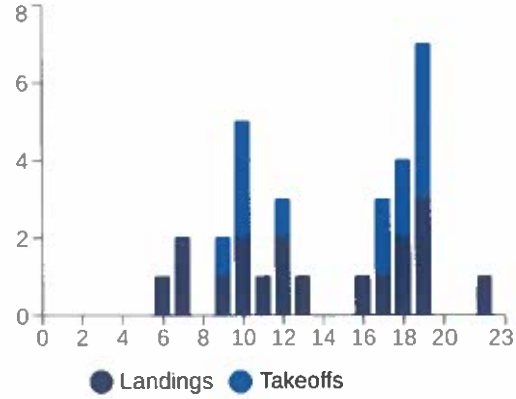
Palestine Municipal | Runway Operations Report

Report Date Range: 09/2025

Operations by Day of Week

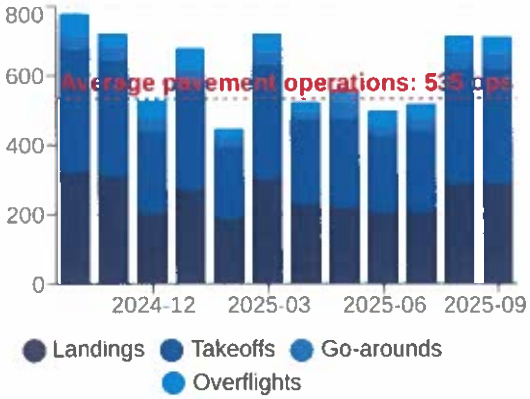


Operations by Hour



Historical Data

Landings and Takeoff By Month



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6	2024-12-06 (F	47	15
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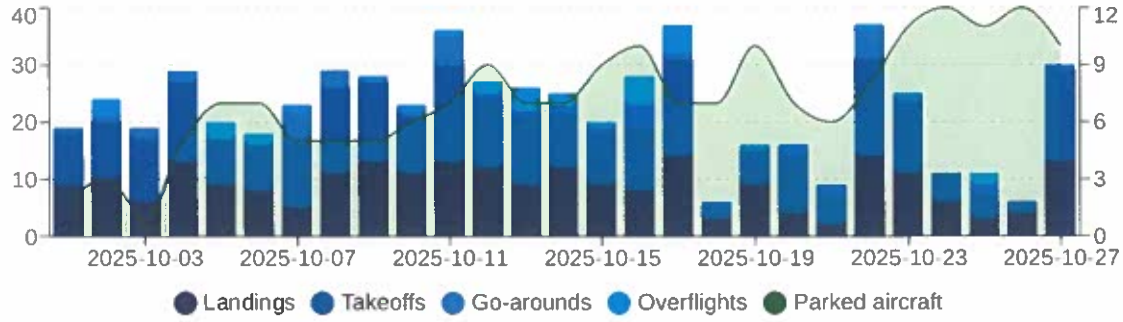
Palestine Municipal | Runway Operations Report

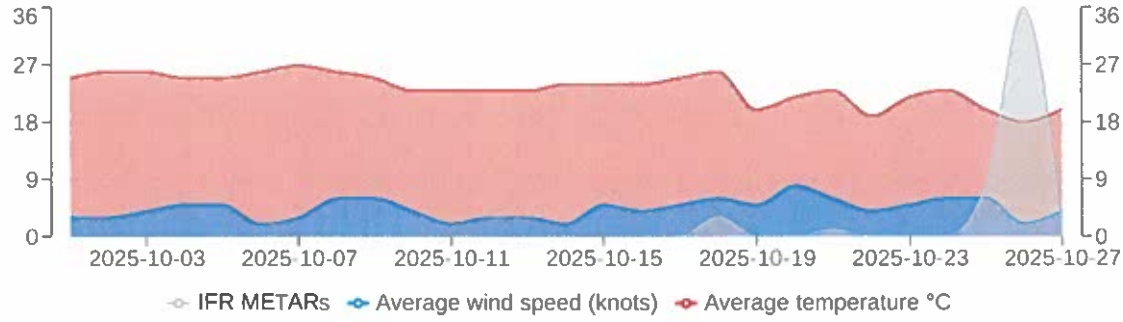
Report Date Range: 10/2025
Report creation date: 10/28/2025 01:43
Generated by: pwadmin@palestine-tx.org

Total Operations	Landings	Takeoffs	Go-Arounds	Overflights
598	241	276	45	36

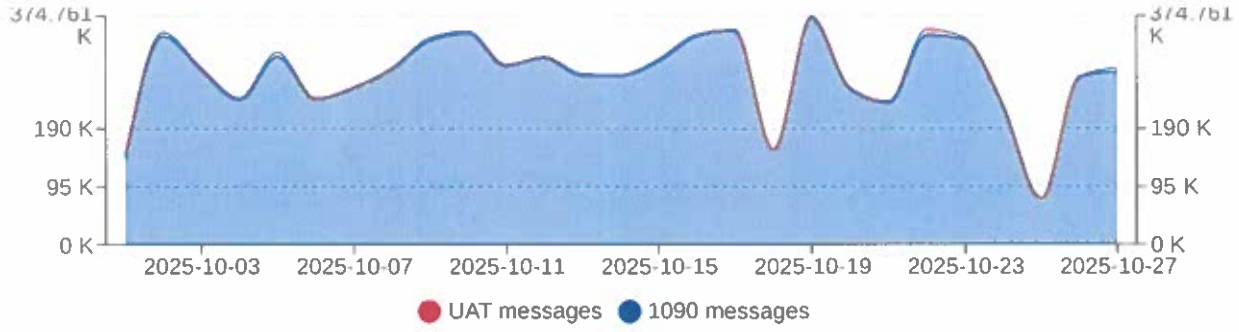
Operations by Day



Weather Conditions



Receiver health



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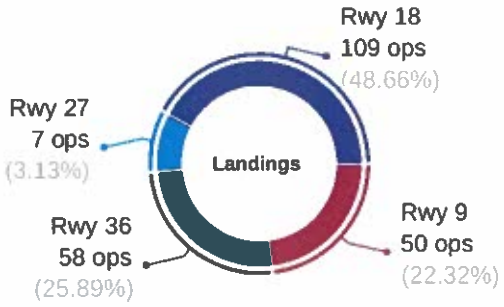
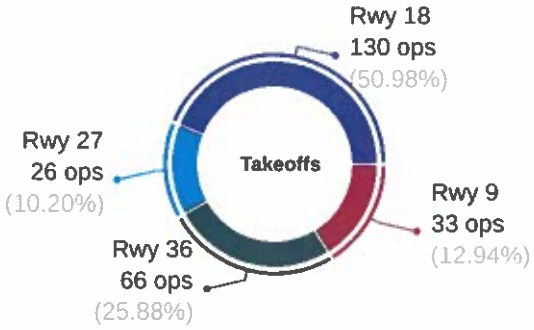
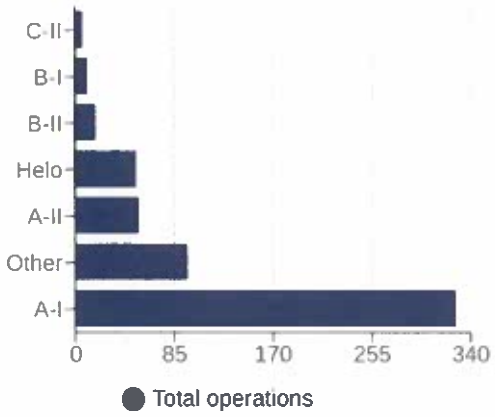
Operations by Runway

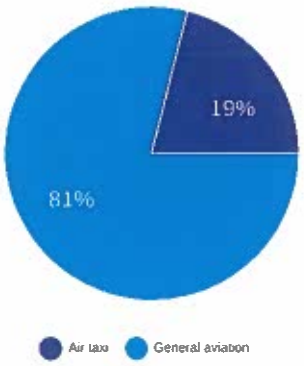




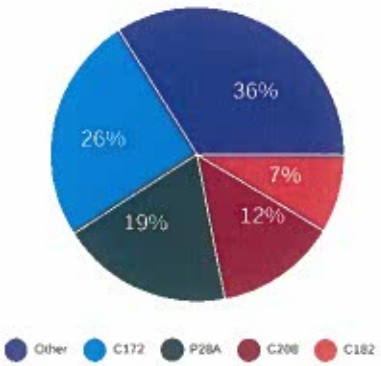
Operations by Category



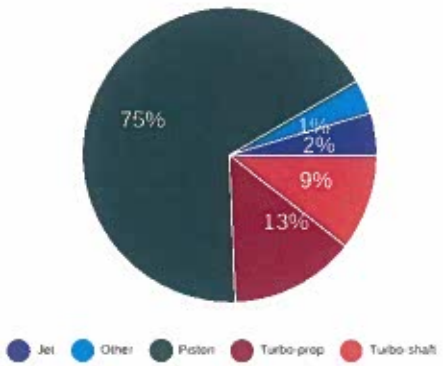
Operations by Type



Top Aircraft Types



Operations by Engine Type



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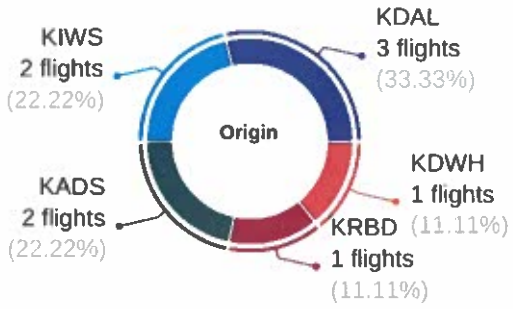
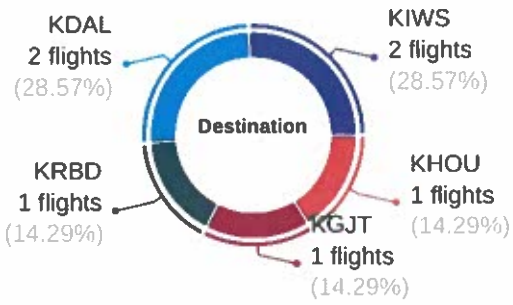
Palestine Municipal | Runway Operations Report

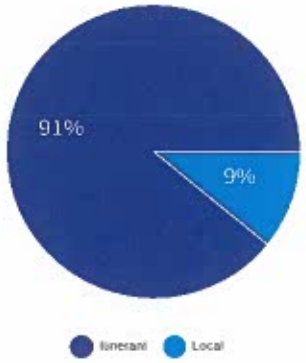
Report Date Range: 10/2025

Top Airports

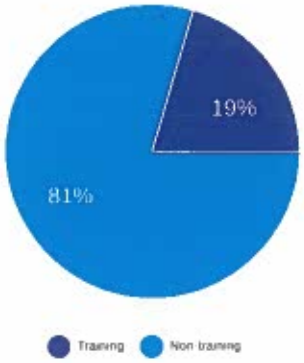




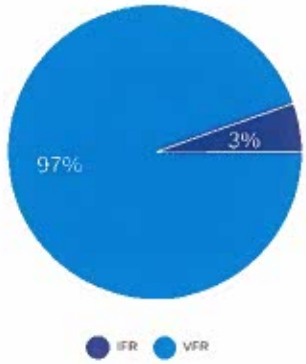
Local vs Itinerant Flights



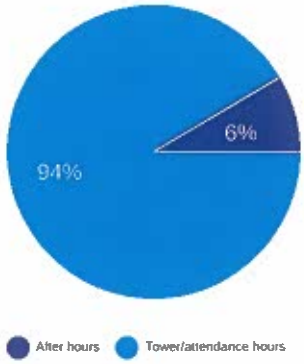
Training Operations



IFR vs VFR Flights



After Hours Operations



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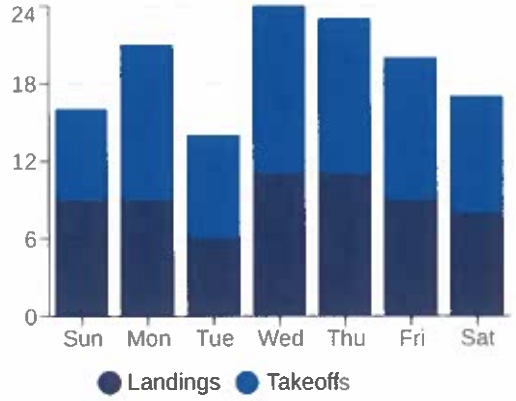
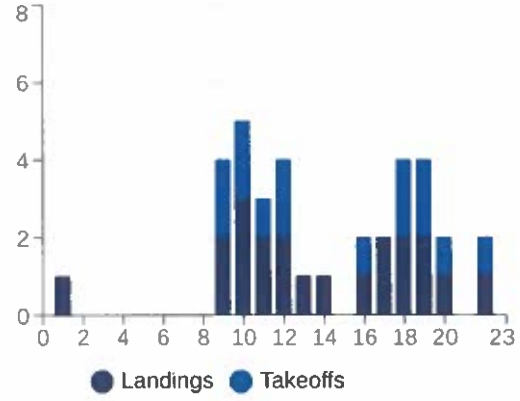
Palestine Municipal | Runway Operations Report

Report Date Range: 10/2025

Operations by Day of Week

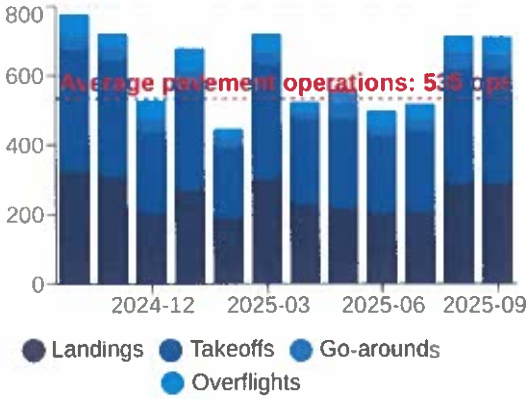


Operations by Hour



Historical Data

Landings and Takeoff By Month



Busiest Days on Record

Rank	Date	Pavement ops	Aircraft
1	2025-03-25 (Tı	68	16
1	2025-01-03 (Fı	68	21
2	2025-01-16 (Tl	61	16
3	2024-11-22 (Fı	53	15
4	2024-09-21 (S	52	11
5	2025-02-01 (S	48	14
6	2025-09-09 (Tı	47	17
6	2024-12-06 (Fı	47	15
6	2025-08-19 (Tı	47	6
7	2025-08-15 (Fı	46	9

Agenda Date:	11/04/2025
To:	Airport Advisory Board
From:	Kimberly Beckman, Public Works Admin
Agenda Item:	Receive Updates Regarding the Pad Sites, Water Line Project, and New building at the Palestine Municipal Airport
Date Submitted:	10/27/2025

SUMMARY:

Receive updates regarding the Pad Sites, Water Line Project, and new building at the Palestine Municipal Airport.

RECOMMENDED ACTION:

No required action.

CITY MANAGER APPROVAL:

Agenda Date:	11/04/2025
To:	Airport Advisory Board
From:	Kimberly Beckman, Public Works Admin
Agenda Item:	Consider Approval of Minutes from August 19, 2025
Date Submitted:	10/27/2025

SUMMARY:

Consider approval of minutes from the August 19, 2025, meeting.

RECOMMENDED ACTION:

Staff recommends approval of the minutes as presented.

CITY MANAGER APPROVAL:

Attachments

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, August 19, 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 James Davis, Robert Falconer, and Elaine Triplett. Board Member Eric Moore attended via zoom. Board Member Jon Rhone was not present.

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

CALL TO ORDER
With a quorum present, Chair Thomas Ball called the meeting to order at 5:36 p.m.

PROPOSED CHANGES OF AGENDA ITEMS
There were none.

PUBLIC COMMENTS
There were none.

CONFLICT OF INTEREST DISCLOSURES
There were none.

ITEMS FROM THE BOARD

1. Airport Operations Subcommittee

Chair Thomas Ball asked the FBO questions regarding daily airport activities, AWOS, and the FOD.

2. Grants Subcommittee

Board Member Robert Falconer, head of the Grants Subcommittee, was not present at the time of the item being discussed.

3. Restaurant Subcommittee

Chair Thomas Ball discussed having food trucks out for the Boy Scout event. As well as having events like Fly In's at the Airport.

4. Business Sponsorship Subcommittee

Board Member Harold Campbell and PEDC Director Christoph Trahan discussed the options of a Flight School at the Airport.

5. Aviation Development Subcommittee

Board Member Eric Moore discussed the place in line with the FAA for a repair station. He is also talking to a machine shop about possibly moving locations.

6. Marketing/Public Relations Subcommittee

Board Member Elaine Triplett had questions regarding a Facebook page for the Airport.

7. Dispute Resolution Subcommittee

Chair Thomas Ball plans to meet with head of Dispute Resolution Subcommittee at a later date.

DIRECTOR'S REPORT
Public Works Interim Director, Jason Shelton, reported to the board members an update on the pad sites, and let the board know the construction is expected to be completed in 2 weeks. The purchase and location of the small building for Alex to store City equipment and tools in was discussed with the board as well. City Manager

Teresa Herrera gave an update on the runway, TxDOT will put it out to bid and construction on the runway will take place next year. The city has to provide the 1.2 million dollars, already approved in the budget.

APPROVAL OF MINUTES

Consider approval of the minutes from May 6, 2025, meeting.

Motion made to approve May 6, 2025, minutes. Motion made by Board Member Eric Moore, seconded by Board Member Harold Campbell. Upon vote, motion carried, 6-0.

DISCUSSION AND ACTION ITEMS

1. Discussion on Potential Grass Landing Strip at KPSN

Board Member Elaine Triplett spoke with the board regarding the potential installation of a grass landing strip at KPSN, including possible location options. The board discussed the potential space, size, and cost.

2. Discussion on KPSN Participation with the Boy Scouts of America

Board Member Elaine Triplett spoke with the board regarding the potential participation in the Boy Scouts of America Aviation Merit Badge program.

City Manager Teresa Herrera approved the use of KPSN space and conference room for the Boy Scouts of America Aviation Merit Badge program.

ADJOURN

Motion made by Board Member Eric Moore, seconded by Board Member Harold Campbell to adjourn. The meeting was adjourned at 6:19 p.m.

PASSED AND APPROVED THIS _____ DAY OF _____ 2025.

_____
Thomas Ball, Chairman

ATTEST:

_____
Kimberly Beckman, PW Administrative Assistant

Agenda Date:	11/04/2025
To:	City Council
From:	Casey DeBord, City Manager Administrative Assistant
Agenda Item:	TxDOT Airport Capital Improvement Plan (FY2026–FY2030)
Date Submitted:	10/29/2025

SUMMARY:

TxDOT Aviation has reminded all airports that if they intend to request or anticipate projects during the FY2026–FY2030 period, a finalized and approved 5-Year Airport Capital Improvement Plan (ACIP) must be submitted no later than December 2025.
The proposed ACIP for KSPN outlines key airfield rehabilitation and expansion projects over the next five years.

RECOMMENDED ACTION:

Adopt TxDOT Airport Capital Improvement Plan (FY2026–FY2030)

CITY MANAGER APPROVAL:

TxDOT Airport Capital Improvement Plan (FY2026–FY2030)

Attachments

TxDot Airport

TxDOT Airport (CIP) FY26 - FY30

Project Title	Project Description	Total Cost of Project	NPE	IIJA	FED Discretionary	FED State Apportionment	State	Local
FY 26			**FY 23 - FY24**					
Runway Pavement Rehab (Design)	Rehabilitation of primary runway 18/36 including resurfacing and markings	$ 300,000.00	$ 270,000.00		$ -		$ -	$ 30,000.00
FY 27			**FY 24-FY26**					
Runway Pavement Rehab (Construct)	Rehabilitation of primary runway 18/36 including resurfacing and markings	$ 3,003,000.00	$ 330,000.00		$ -	$ 2,400,000.00		$ 273,000.00
FY 28			**FY 27 - FY28**					
Apron Expansion (Design)	Design for Apron Expansion from 3000 sq ft expand west to 5000sq ft	$ 330,000.00	$ 300,000.00					$ 33,000.00
FY 29			**FY 29**					
Apron Expansion (Construct)	Apron Expansion from 3000 sq ft expand west to 5000sq ft	$ 10,000,000.00	$ 150,000.00	$ 500,000.00	$ 7,350,000.00	$ 1,000,000.00		$ 1,000,000.00
FY 30								
No Projects Planned								

Sponsor Funded Projects
If you have projects on airport (Not funded state or fed dollars)

Project Title	Project Description	Total Cost