

**Minutes**  
**Airport Advisory Board**  
**February 10, 2020**

On this 10<sup>th</sup> day of February, 2020 at 3:00 p.m., the Airport Advisory Board of the City of Devine convened in a meeting, and the following members thereof, being present:

Vickie Pumphrey, Airport Manager  
Hap Squires - Chairman  
Bill Bain, Vice-Chairman  
Greg Coyne  
Chris Yanta

Absent being Board Member Tony Crosby; thus, constituting a quorum.

Personnel present: Cory Thompson, Mayor; Dora V. Rodriguez, Interim City Administrator/City Secretary; Denise Duffy, City Accountant; Tom Cate, City Attorney; and Ismael Carrillo, Director of Public Works.

Others Present: Raul Garcia, City Engineer; David Ehlinger, and Joey Munoz Jr.

Chairman Squires declared the meeting open.

The first order of business was the Visitors/Citizens Forum.

David Ehlinger informed the Board he would speak when the Fuel Farm agenda item comes up.

The second order of business was to discuss and consider Approval of Minutes for Meeting held on November 28, 2018.

The Board reviewed the Minutes.

Board Member Yanta stated that he had numerous problems with the minutes from the last meeting. He said that tons of stuff was left out and a lot of things were misquoted. He mentioned that amounts were wrong. He said it started out where at the meeting they were being told about all of the things that TXDOT was going to charge the City for. Mr. Yanta said he had asked for something in writing to show to them but no one from the City opted to give them anything. He said that City Attorney Tom Cate did say that he had a couple of documents on his phone. He said that at that time, City Accountant Denise Duffy got up and printed some things from the phone for them to look at. When Interim City Administrator/City Secretary Dora V. Rodriguez asked what page he was on, he stated that he was just going off of his notes from things that were not on the minutes.

Board Member Yanta stated that there was a quote on page 3 of the minutes which stated, "Board Member Yanta expressed the two main incomes of the Airport are non-aeronautical." He said that was an inaccurate statement. He said that what he stated was, "The two main incomes of the Fredericksburg Airport are non-aeronautical." Mr. Yanta said he had gone on to discuss the City of Dalhart's Airport and had discussed some issues with some of the hangars there, which was completely left out of the minutes.

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Board Member Yanta mentioned many other things that were discussed at the meeting which he said are nowhere in the minutes. Board Member Yanta said that the minutes just need to reflect accurately what was being said.

City Attorney Tom Cate stated that the minutes are not done verbatim. Interim City Administrator/City Secretary Dora V. Rodriguez stated that Ofilia types the minutes and she doesn't always put every single thing that was said in the minutes; that would be a dictation. According to Board Member Yanta, we are giving them to Council to review so he thinks they should be accurate for Council to see them.

Airport Chairman Squires suggested to Board Member Yanta that he just summarize the corrections in an email and send it to the City for them to review.

City Administrator/City Secretary Dora V. Rodriguez inquired if they then want us to do a dictation of everything. City Attorney Tom Cate stated that he doesn't think the City is going to go through the expense of getting a court recorder in here. Interim City Administrator/City Secretary Dora V. Rodriguez stated that her understanding of the way the law reads is that we only have to put the actual item; we don't have to list a lot of discussion, as long as we have the item, the motion and how Council voted.

Chairman Squires suggested that in correcting the minutes, for Ofilia to just correct Board Member Chris Yanta's statement that the two main incomes of the Fredericksburg Airport are non-aeronautical, just to clarify that it wasn't the Devine Municipal Airport he was talking about, and to show the Airport Chairman as Hap Squires.

Motion by Board Member Yanta, seconded by Board Member Coyne to table approving the minutes until we have a revised, amended copy of the minutes for the next Airport Advisory Board Meeting.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

Discussion was held after the motion. Board Member Yanta stated that he will send us an email with some of the corrections he will be putting together.

The third order of business was to discuss and consider reducing the membership to the city-recommended five.

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Vice Chairman Bain held discussion on how the Airport Advisory Board is unique from other boards and expressed that he didn't feel it should fall under a five-member board. Interim City Administrator/City Secretary Dora V. Rodriguez stated that the one board which is unique from other boards is the Planning & Zoning Commission because of what they do with subdivisions, replats, variances, waivers; they're kind of like an adjustment board. City Attorney Tom Cate explained that the Planning & Zoning Commission board is set up by state statute; however, the Airport Advisory Board is just something that was created by the City in order to help the City in the operation of the airport because we needed people who understood aircrafts and airports.

Discussion was held by the Board on now that Glen Dale Estep is gone, whether Airport Manager Vickie Pumphrey would be willing to sit at the meetings as the Airport Manager but not as a board member. Ms. Pumphrey asked if anyone else wanted to step down.

Discussion was held and the Board kept questioning Vickie Pumphrey if she wanted to step down since she is the Airport Manager. No other board member volunteered to step down. Airport Manager Vickie Pumphrey finally agreed to step down as a board member.

Interim City Administrator/City Secretary Dora V. Rodriguez addressed Airport Manager Pumphrey and emphasized that the City is not telling her to step down; she said that was totally up to her.

Vice Chairman Bain stated he would like to recommend to Council to accept Vickie Pumphrey's willingness to serve only as the Airport Manager and not be a board member, but to leave all the other board members in place.

City Attorney Tom Cate added that it's unclear whether Airport Manager Vickie Pumphrey wants this to happen; if she's willing to step down and just attend the meetings and not be a part of the board. He said that we need to let Council know what her feelings are, and she will probably be at the council meeting when this is on the agenda; he said Council has the ultimate say on what's going to happen.

Airport Manager Pumphrey inquired as to why other members at the airport couldn't be on the board, and we can set terms. Discussion was held on term limits and whether to leave the board membership as is or for Council to appoint someone new from their district and placing term limits.

Motion by Vice Chairman Bain, seconded by Board Member Coyne to recommend to Council that we accept Airport Manager Vickie Pumphrey's resignation as a board member pending the agreement with Council to get to the five members, and to recommend to Council to consider keeping the current five members, after Airport Manager Vickie Pumphrey resigns from the Board.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

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The fourth order of business was to discuss and consider a new chairman for the coming year.

Chairman Squires stated that he is perfectly willing to continue serving unless someone else would want to serve.

Motion by Board Member Yanta, seconded by Vice Chairman Bain to keep Hap Squires as Chairman.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

The fifth order of business was to discuss and consider moving the dumpster away from the active taxiway area.

Airport Manager Vickie Pumphrey explained to the Board that her suggestion is to move the dumpster from the Devine T's back over to the parking lot area where they can come on the parking lot that we just put in, until we get the construction done on the Fuel Farm.

The Board held discussion.

Motion by Board Member Yanta, seconded by Vice Chairman Bain to approve moving the dumpster away from the active taxiway area.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

The sixth order of business was to discuss and consider the Proposed Grading Project and the seventh order of business was to discuss and consider the need to repair the asphalt in front of Hangar 4.

Interim City Administrator/City Secretary Dora V. Rodriguez pointed out that City Engineer Raul Garcia is discussing Items 7 and 8 of the agenda together.

The Board reviewed maps submitted by City Engineer Raul Garcia on the proposed grading channel and asphalt replacement and the proposed drainage channel.

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City Engineer Raul Garcia discussed the plan and went over the maps in detail. He told the Board that the estimated cost at this point is \$40,000 to construct the channel, replace asphalt and grade the area. He then discussed the breakdown of the costs.

Discussion was held on the green area (of the map) being a dirt ditch, the yellow part will be dirt grading, but the pink area will be paved, right in front of Hangar 3.

Discussion was held on maybe using the City backhoe for grading (the green area) but no decisions were made. The Board agreed that this is something that needs to be done and said they approved of the City Engineer's proposed plan.

In regards to the need to repair the asphalt in front of Hangar 4, Board Member Yanta then inquired if the City could put \$100 worth of asphalt for however long it takes to fix the pot holes in front of his hangar. Interim City Administrator/City Secretary Dora V. Rodriguez said that would need to go before Council. She then asked City Engineer Raul Garcia if Public Works could just go out there and do the repair. City Engineer Raul Garcia responded, "Not permanently, no." Board Member Yanta asked for just a temporary job to fix the pot holes until the drainage project starts. City Engineer Raul Garcia suggested that they can do just a temporary job.

Motion by Vice Chairman Bain, seconded by Board Member Yanta to recommend to Council to proceed with the proposed Grading Project.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

The eighth order of business was an Update on the Fuel Farm.

Airport Manager Pumphrey addressed the Board and explained that basically the time frame is still locked in with Medina Electric CO-Op. She explained that we are at their mercy because they've requested more paperwork in their funding, and it will be four to eight weeks total before we can get a possible date for them to come in and get lined up to do the job. Discussion was held that the Fuel Farm is going to be where the bathrooms used to be.

Mr. David Ehlinger addressed the board and inquired whether KSA is satisfying minimum distance safe requirements for installation to a building structure, because his building is right close to that. Secondly, regarding personnel traffic, he stated that there's two requirements from the Fuel Farm to those two points of entry, and inquired that he would like to know if that's been satisfied according to code.

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Interim City Administrator/City Secretary Dora V. Rodriguez stated that TXDOT came down to look at that because that was the first thing to see if the Fuel Farm was even going to go in and meet their requirements, and so did Bureau Veritas.

The Board held discussion. Chairman Squires told Mr. Ehlinger that the answer to his question is that TXDOT has blessed it.

Mr. Ehlinger stated that he'd like to see those distances and those measurements because his hangar is at risk if the Fuel Farm goes in there. He then thanked the Board for listening to him.

Comments were made by the Board that everything was perfectly valid because TXDOT signed off on it, and there were inspectors who also signed off on it; there are codes that need to be followed.

The ninth order of business was to discuss and consider the following:

- a. Financial report on the Airport
- b. Percentage of Airport under lease
- c. Amount of income expected
- d. Is everyone current on leases

Chairman Squires stated that he appreciated the financial report on the Airport. He said it was interesting to see where the money is going. He said that hopefully as the Board looks at this, they can help with suggestions on saving money or generating more money.

Chairman Squires inquired how everyone is doing on hangar rent. Interim City Administrator/City Secretary Dora V. Rodriguez stated that everyone is current on their rent.

City Attorney Tom Cate asked for the Board to go back to the Fuel Farm agenda item. He informed the Board that Interim City Administrator/City Secretary Dora V. Rodriguez had explained to him that before the Fuel Farm can be completed, it's going to go into another RAMP Grant year, so it won't be completed until October. Interim City Administrator/City Secretary Dora V. Rodriguez explained that our RAMP Grant ends at the end of August with TXDOT, and then we'll get another RAMP Grant to be able to finish up. She explained that we're trying to use up as much grants as possible so that the City is not having to put up a lot of money. She added that TXDOT is working with us to be able to do this.

The tenth order of business was Informational Items.

The Board discussed the following:

- Board Member Yanta held discussion on a company that rents out toilets on a trailer with running water and air conditioning.

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There being no further business to come before the governing body, motion made by Board Member Coyne, seconded by Board Member Yanta to adjourn meeting.

Ayes	--	Five – Board Members Squires, Bain, Pumphrey, Coyne and Yanta
Nays	--	None
Absent	--	One – Board Member Crosby

Motion carried

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Mayor

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City Secretary

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Airport Manager