

**DRAFT MINUTES  
AIRPORT ADVISORY BOARD  
April 10, 2019**

After determining that a quorum is present, the Airport Advisory Board of the City of Denton, Texas will convene in a regular schedule meeting on Wednesday, April 10, 2019 at 5:35 p.m. in the Airport Terminal Building Meeting Room at 5000 Airport Road, Denton, Texas, during which the following items were considered:

**AIRPORT ADVISORY BOARD IN ATTENDANCE:** Chairman Bob Tickner, Ed Ahrens, and Sandra Chandler Arun Pookulangara, Micah Hope, and Michael Upshaw.

**BOARD MEMBERS ABSENT (EXCUSED):** Michael Upshaw.

**BOARD MEMBERS ABSENT (UNEXCUSED):** Vice Chairman Robert Ismert.

**STAFF MEMBERS PRESENT:** Scott Gray, Airport Manager; Chase Patterson, Airport Operations/Maintenance Supervisor; and Leanne Hood, Administrative Assistant and acting Recording Secretary.

**PUBLIC PRESENT:** Julieta Gallardo and Barbara Camillo.

**1. WORK SESSION**

Members of the Airport Advisory Board conducted a tour of the Airport grounds located at 5000 Airport Road, Denton, Texas 76207

**Regular meeting was reconvened at 6:46 p.m.**

**2. PLEDGE OF ALLEGIANCE**

Members conducted the U.S. and Texas pledge of allegiance

**3. PRESENTATION FROM MEMBERS OF THE PUBLIC**

None

**4. ITEMS FOR CONSIDERATION**

**A. Consider approval of the Airport Advisory Board Meeting Minutes of March 13, 2019.**

Member Ahrens made a motion to approve the minutes from March 13, 2019. Member Pookulangara seconded the motion. Motion carried unanimously (5-0).

**B. Receive a report and hold a discussion on the development of the Airport Guiding Documents.**

Gray reports he presented to the City Council information regarding Airport Governance as it relates to the purviews of the Airport Advisory Board, Economic Development Partnership Board,

and the Council Airport Committee. The purpose of the discussion was to gain direction on any possible changes to the current oversight bodies before moving forward with the Airport Guiding Documents.

Council's direction was to leave everything as it currently is and move forward. At each subsequent Board meeting, the Airport Guiding Documents will be on the agenda and will be discussing each document in detail. Tenants and the public will be notified so that they may attend the meeting and provide feedback in a public forum.

Gray provided an overview of the various documents that will be addressed throughout the process. As the proposed documents become available, they will be available on the website and notifications will be sent to advertise the documents being brought to the board for discussion.

**C. Receive a report and hold a discussion on Airport Access Control.**

Patterson reports the access control card reader is currently being used at the Quebec hangars. The only issues that have been reported is the tenants entering the incorrect key code. The same tenants will be the first group to complete the new Denton Enterprise Airport Driver Permit. The cards will be associated with one individual and eventually there will be cameras that will confirm who is accessing the gate. There will be a \$20.00 fee, per card. Tenants will need to be approved for an access card and that will be determined based on location and where the requester needs access.

Chairman Tickner inquires if the fee is reasonable. Patterson responds that the fee has been approved by City Council. Gray adds that the fee pays for the card itself and nothing else.

Pookulangara inquires about the renewal process. Gray responds that there is not a renewal process. Once the card is issued, the card holder will have access to the area assigned until they request otherwise, no longer need access, or their card privileges are revoked.

Patterson provided a copy of the Denton Enterprise Airport Driver Permit form and reviewed the content.

**D. Receive a report and hold a discussion on the Monthly Operations Report.**

Patterson reports the operations are up 22.5%. The only negative is in IFR Itinerant that is currently down 0.5%. Fueling is slightly up compared to February 2018. Currently the Airport is down 13.0% year to date versus 2018. No change in Based Aircraft. One alert occurred, a Mooney pilot declared an emergency 5 miles out, landed without incident. Incidents, a Cessna 152 flipped over after a storm, it may have been improperly tied down. On March 18, a Cessna 152 pilot reported a flat tire, after an inspection, no FOD was found. Wildlife management had 5 reports incidents in March. A raccoon was safely removed from the Airport and the remaining incidents were crows, geese, gulls, and ducks. Pyros were used to mitigate in all bird related incidents.

**E. Receive a report and hold a discussion on the Monthly Construction Report.**

Patterson reports the West Parallel Runway has excavated 220,000 cubic feet of soil to date. Fence has been relocated and includes North and South End. 111 cubic yards of rip rap have been paced on both storm drain lines, 60,000 square yards of temporary seeding has been placed for erosion control, and the ASOS meter was transferred to the new location. The North End Gate Installation electrical is installed and should be completed by the end of April. Proximity Card Access hardware installation has been completed. The system is currently being tested with current access codes and we expect to have proximity cards issued by the end of April. Airport Roads status is unchanged.

**F. Receive a report and hold a discussion on the Council Airport Committee and/or City Council Aviation related items.**

Hood reports that there are three pending items. The Mark Hicks Transport collateral assignment will be going to the Council Airport Committee on April 23<sup>rd</sup> and to Council on May 7<sup>th</sup>. The 3KAM lease agreement and collateral assignment will be going to the Council Airport Committee on April 23<sup>rd</sup> and to Council on May 7<sup>th</sup>.

Gray adds that Mark Hicks items are guaranteed to go and the 3KAM lease will likely go and the collateral assignment will likely get pushed back due to submission of paperwork.

**5. CONCLUDING ITEMS.**

Chairman Tickner inquires about the FAR 139 inspection report. Gray responds there will be an FAR 139 inspection report item on the next meeting agenda.

Gray recognizes Chase Patterson for passing the AAAE Certified Member exam.

Chairman Tickner states the next Airport Advisory Board meeting will be held May 8<sup>th</sup> at 5:30pm.

With no further business, the meeting was adjourned at 7:23 p.m.

Approved (7-0)

X   
Bob Tickner  
Chairman

X   
Leanne Hood  
Recording Secretary