

**MINUTES**  
**AIRPORT ADVISORY BOARD**  
**June 17, 2020**

After determining that a quorum was present, the Airport Advisory Board of the City of Denton, Texas convened in a Special Called meeting on Wednesday, June 17, 2020 at 1:00 p.m. in the Council Work Session Room at City Hall, 215 E. McKinney Street, Denton, Texas, at which the following items will be considered:

**AIRPORT ADVISORY BOARD IN ATTENDANCE:** Chair Bob Tickner, Arun Pookulangara, Ed Ahrens, Ann Patterson, and Lauren Upshaw.

**AIRPORT ADVISORY BOARD ABSENT:** Vice Chair Robert Ismert and Micah Hope.

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

**PUBLIC PRESENT:** N/A

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

None

**2. ITEMS FOR CONSIDERATION**

**A. Consider approval of minutes of March 11, 2020.**

Member Ahrens made a motion to approve the minutes from March 11, 2020. Member Upshaw seconded the motion. Motion carried unanimously (5-0).

**B. Receive a report, hold a discussion, and provide staff direction on Airport Rule and Regulations Section 5-11. Fuel storage tanks.**

Patterson presents the Ordinance for conducting self-fueling. Med Trans reached out to staff regarding the ability to conduct self-fueling using a 1,500 gallon, Jet-A skid fuel tank. The current Ordinance precluded the request, resulting in Med Trans asking for an exemption. Staff contacted the Federal Aviation Administration (FAA) regarding the ability to provide such an exemption. The FAA indicated that providing an exception would create a grant fund assurance violation and explained that the current Ordinance was problematic, primarily due to the arbitrary gallons requirement. The FAA recommended appealing the Ordinance and revising the Airport Rules and Regulations to more adequately address self-fueling.

Patterson discusses the proposed revisions to the Airport Rules and Regulations, Section 5-11 as provided in Chapter 3 – Article II. FAA Regulations are clear that self-fueling must be allowed. Other area airports typically require a 10,000-gallon tank and some do permit fuel trucks. The Airport is wanting to remove the 96,000 gallon minimum requirement for self-fueling. Additional

changes include the requirement of a storm water prevention plan, appropriate rates and fees (.22 cents for private fueling), spill prevention containment control, and a fueling report deadline.

Gray adds that this item will return to a future Airport Advisory Board meeting.

Chair Tickner introduces an online caller with a public comment, Mr. Brian Walker.

Mr. Brian Walker states he agrees with Airport Administration but has concerns with the revisions. He provides information regarding what it means to have a healthy Fixed Based Operator (FBO). Mr. Brian Walker recommends the Airport not promote self-fueling as it could be detrimental to the Fixed Based Operators, using McKinney as an example. If the Airport allows smaller tanks, there should be a requirement to work with the Fixed Based Operator.

Gray thanks Mr. Brian Walker for calling in and states the written request submitted has similar concerns. The Airport staff will reach out to the FAA to confirm if we have the ability to require the operator to purchase fuel from the Fixed Based Operator. Airport staff will also look at flexibility in tank size. Findings will be presented at the next meeting.

**C. Receive a report, hold a discussion on the impacts of COVID-19 on the Airport.**

The was presented and discussion followed.

**D. Staff Reports**

**1. Monthly Operations Report – April 2020, May 2020, and June 2020**

There were no questions about Operations presented in the COVID-19 presentation.

**2. Monthly Construction Report – June 2020**

Patterson reports West Parallel Runway Lighting project has been awarded to the selected contractor. The project is expected to be started July 2020. It will be an 82 day project and will be completed October 2020.

Patterson reports the Proximity Card Access Gates have all been equipped with readers and are actively being used by tenants. Cameras have been installed at all access gates. Most of the work was done in house to create a cost savings. A procedure is being created by administrative staff to hand out access cards to all tenants.

Patterson reports Airport Roads construction project began on June 1, 2020. This project involves repairs to every road on the South end of the Airport. Airport staff will update as the project progresses.

**3. Council Airport Committee – City Council Airport Related Items Matrix – June 2020**

Gray reports there is one pending item, a Collateral Agreement that was originally scheduled for a now cancelled meeting and will be scheduled for a future date.

### 3. CONCLUDING ITEMS.

Gray informs the Airport Advisory Board will begin receiving Airport Business Permits for ratification.

Member Pookulangara inquires about the time and location of future meetings and if the board can meet at the regularly scheduled time. Gray responds that we are working to facilitate a regularly scheduled meeting.

With no further business, the meeting was adjourned at 1:46 p.m.

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Bob Tickner  
Chairman

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X Leanne Hood  
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Leanne Hood  
Recording Secretary