



**NOTICE OF AGENDA
GRANITE SHOALS AIRPORT ADVISORY COMMITTEE
REGULAR MEETING**

THURSDAY, MAY 15, 2025 AT 3:00 PM

City of Granite Shoals City Hall, 2221 N. Phillips Rd., Granite Shoals, TX 78654
Phone (830) 598-2424 Fax (830) 598-6538 • www.graniteshoals.org

AGENDA

1. Call to Order/ Roll Call/ Welcome

2. Citizen Comments

3. Consent Agenda

3.a. Discuss and consider approval of meeting minutes from April 9, 2025.

4. Report on Previous Business

4.a. Updates on Assignments:

Clive-

1. Check with Ken Rowland for the proper runway number size specifications.
2. Research fuel vendor requirements and identify potential vendors.
3. MOA agreement.

Landon-

1. Contact the Boy Scout troop to get multiple date options for the Aviation Merit Badge event.

Steve-

1. Meet with Greg at Cuplan to discuss legal descriptions of hangar pad sites.

Al-

1. Install power and internet connections for airport cameras.

Robin-

1. Pursue rezoning the west side of the airport from manufactured housing to R1.
2. Meet with Barry Sylvester to discuss rezoning of the west side of the airport.

All Committee Members-

1. Complete Boy Scout youth protection training online.
2. Help recruit new committee members.

5. Action Items

5.a. Discuss, consider, and take appropriate action regarding member application to the Airport Advisory Committee.

5.b. Discuss, consider, and take appropriate action regarding Airport Committee goals and master plan updates.

5.c. Discuss, consider, and take appropriate action regarding the Boy Scout Aviation Merit

Badge Event.

- 5.d. Discuss, consider, and take appropriate action regarding a budget for the Runway numbers project.

6. Future Agenda Items

7. Adjournment

CERTIFICATION

IT IS HEREBY CERTIFIED that the foregoing agenda has been posted on both the indoor bulletin board and outdoor notice board of Granite Shoals City Hall on or before 3:00 PM on the 9th day of May, 2025. Requests for accommodations or interpretive services must be made 8 hours prior to this meeting. Please contact the City Secretary at (830) 598-2424 for further information.

Dawn Wright, City Secretary



**This Notice and Meeting Agenda, and the Agenda Packet, are posted online
at www.graniteshoals.org**



**NOTICE OF AGENDA
GRANITE SHOALS AIRPORT ADVISORY COMMITTEE
REGULAR MEETING**

WEDNESDAY, APRIL 9, 2025 AT 3:00 PM

City of Granite Shoals City Hall, 2221 N. Phillips Rd., Granite Shoals, TX 78654
Phone (830) 598-2424 Fax (830) 598-6538 • www.graniteshoals.org

MINUTES

1. Call to Order/ Roll Call/ Welcome

- The meeting was called to order at 3:01 PM on April 9th, with all members in attendance.
- The committee noted they still have two openings on the committee with prospects being identified.

2. Citizen Comments

- No citizen comments.

3. Consent Agenda

3.a. Discuss and consider approval of meeting minutes from March 6, 2025

- It was noted that there were discrepancies in the minutes as presented. The committee discussed the needed amendments to motion attributes.

Moved by Jeff Kahl; seconded by Al Satterfield to Approve as Amended.

Motion Passed: 5 - 0

Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Steve Zbranek

Voting Against: None

4. Report on Previous Business

**4.a. FAA flight service center - Clive
Granite Fest Review**

- Clive Jackson reported his contact with FAA's Ken Rowland regarding the Memorandum of Agreement (MOA).
- The MOA process requires an airport diagram, personnel assignments, and training sessions.

- The committee discussed the positive outcomes and needs for improvement to the booth at Granite Fest.

5. Action Items

5.a. Discuss, consider, and take appropriate action for final Kite Day preparations.

- Kite Day is scheduled for Saturday, April 12th, from 10:00 AM to 1:00 PM.
- Landon Farris may bring National Honor Society students (potentially 5) to help.
- Al Satterfield will bring a table and chairs for the event.
- Clive Jackson will arrange for a NOTAM (Notice to Airmen) for the event from 9:30 AM to 1:30 PM.
- Kites will be available for \$5 and up, with some free for those in need.

5.b. Discuss, consider, and take appropriate action regarding the numbers on the runway project.

- The committee needs to determine size specifications for the Runway numbers project.
- The project will involve creating templates from plywood, digging out areas, and pouring concrete.
- The budget for the Runway numbers project is to be presented at the next meeting.
- Discussed involving National Honor Society students for digging work.
- No action taken.

5.c. Discuss, consider, and take appropriate action regarding the Boy Scout Aviation Merit Badge Event.

- The original date of June 7th won't work for the Boy Scout troop; June 14th would only bring 8 boys.
- Looking at dates in late June or early August to maximize participation (potentially 20–25 Scouts)
- Events could include camping, museum visits, classroom instruction, and flight checks.
- Committee members need to complete Boy Scout youth protection training
- Potential to expand to larger events with multiple troops in the future
- The committee will wait for the Scout troop to propose several date options.
- No action taken.

5.d. Discuss, consider, and take appropriate action regarding airport hangar leases.

- Steve Zbranek reported a positive reception from the City Council on the hangar lease proposal.
- The plan involves the City providing ground leases to pilots who build their own structures.
- 12 potential sites were identified, each 45ft wide by 35ft long.
- The committee will work with the surveyor on legal descriptions for pad sites.

5.e. Discuss, consider, and take appropriate action regarding zoning at the airport.

- Considerations were made to pursue possible rezoning of the west side of the airport from manufactured housing to R1 and propose the plan to the Planning and Zoning Commission.
 - Committee wants to prevent additional mobile homes on airport property
 - Existing manufactured homes would be grandfathered in.
- Moved by Steve Zbranek; seconded by Al Satterfield to pursue the possibility of rezoning the property surrounding the Airport.

Motion Passed: 5 - 0

Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Steve Zbranek

Voting Against: None

5.f. Discuss, consider, and take appropriate action regarding Airport Committee goals and master plan updates.

- Discussion ideas included cameras, fuel tanks, and fence security.
- This item was tabled and will be discussed further at the next meeting.

6. Future Agenda Items

- Kite Day review
- Future events
- Goals and planning

Action items:

Clive-

1. Contact FAA regarding NOTAM for Kite Day.
2. Check with Ken Rowland for the proper runway number size specifications.
3. Research fuel vendor requirements and identify potential vendors.

4. MOA agreement.

Landon-

1. Ask teacher about National Honor Society students helping with Kite Day.
2. Contact the Boy Scout troop to get multiple date options for the Aviation Merit Badge event.

Steve-

1. Meet with Greg at Cuplan to discuss legal descriptions for hangar pad sites.
2. Bring a table and chairs to Al's house for Kite Day.

Al-

1. Set up for Kite Day with kites and supplies.
2. Install power and internet connections for airport camera.

Robin-

1. Pursue rezoning the west side of the airport from manufactured housing to R1.
2. Meet with Barry Sylvester to discuss rezoning of the west side of the airport.

David Frank-

1. Post information about tie-downs availability on the City website.

All Committee Members-

1. Complete Boy Scout youth protection training online.
2. Help recruit new committee members.

7. Adjournment

- Moved by Clive Jackson; seconded by Steve Zbranek to Adjourn.
- Meeting adjourned at 4:05PM.

CERTIFICATION

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of April 9, 2025.

Robin Ruff - Chair
