



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

THURSDAY, APRIL 2, 2026 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 March 5, 2026.

4. Report on Previous Business

4.a. Updates:

1. Airport operations building
2. Kite Day
3. Eagle Scout project
4. Fuel tank options
5. Hangar leasing
6. Aviation Career Day planning

5. Action Items

- 5.a. Discuss, consider, and take appropriate action to schedule a workshop date to discuss the Airport Comprehensive Study Plan.
- 5.b. Discuss, consider, and take appropriate action to finalize an updated NOTAM Authorization Form to submit to the City Secretary.

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 the 27th day of March 2026. 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**



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THURSDAY, MARCH 5, 2026 AT 3:00 PM

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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 3:04 PM.

Moved by Clive Jackson; seconded by Al Satterfield to excuse Steve Zbranek's absence.

Motion Passed: 4 - 0

Voting For: Clive Jackson, Robin Ruff, Al Satterfield, Mark Fessler

The committee did not excuse Jeff Kahl's absence.

2. Citizen Comments

- No citizen comments.

3. Consent Agenda

- 3.a. Discuss and consider approval of meeting minutes from January 8, 2026.

Moved by Al Satterfield; seconded by Mark Fessler to approve the meeting minutes from January 8, 2026.

Motion Passed: 4 - 0

Voting For: Clive Jackson, Robin Ruff, Al Satterfield, Mark Fessler

4. Report on Previous Business

- 4.a. Discussion and updates regarding the Airport Operations Building.

- The airport operations building construction is advancing steadily, moving into vertical assembly after cold weather delays.
- Support beams and reinforcements are anchored on the north and south sides of the slab.
- Volunteers from the city are ready to assist with lifting and assembly.
- Weather is improving, enabling outdoor work to proceed more comfortably.
- The team plans a “barn raising” style workday soon, coordinating schedules

for maximum participation.

5. Action Items

5.a. Discussion and possible action regarding updates to the Eagle Scout Project.

- The Scout submitted a high-level project overview including rough cost estimates.
- Committee requests a full detailed workbook with drawings and timelines.
- Input and feedback from committee members are encouraged to refine the plan.
- The committee plans to visit the site during building work to finalize location choices.

Steve Zbranek entered the meeting at 3:15 pm.

5.b. Discussion and possible action regarding finalizing the date and events for the Meet the Pilots Day.

Discussion:

- Steve Zbranek proposed offering transponder updates on-site to attract pilots.
- Coordinating with local car shows to cross-promote aviation events.
- Suggestion to involve schools by creating aviation clubs or career day presentations.
- Emphasis on creating a consistent, recurring event like Lakeway's monthly pilot days.
- Granite Fest participation and promotional efforts.
 - Airport booth has been secured at a high-traffic location between revenue booths for visibility.
 - Considering a raffle or giveaway for free introductory airplane rides (non-monetary entry).
 - Pilots Mark Fessler and others were willing to offer rides to increase booth engagement.
 - Liability and coordination details to be finalized before offering rides.
- Meet the Pilot Day, postponed to the Fall for better readiness. No action was taken.

5.c. Discussion and possible action regarding the date and activities for Kite Day.

- Kite Day is scheduled for April 18th, 10 AM to 2 PM.
- Chosen to avoid conflicts with City's busy event calendar and maximize family participation.
- The event aims to attract younger children and community members to the airport.
- Al Stterfield provides kites at low or no cost to encourage participation.
- Previous Kite Days drew families who enjoyed flying kites and socializing picnic-style.

5.d. Discussion and possible action regarding the Airport Comprehensive Study Plan.

- A strategic airport master plan is crucial to guide fuel, hangar, and runway development decisions.
 - FAA requires larger airports to update master plans every 10 years; Granite Shoals lacks one.
 - Without a plan, decisions on fuel, hangars, and runway use remain uncertain and risk poor investments.
 - Committee hopes the City's comprehensive plan contractor can include an airport-specific study or recommend consultants.
 - Existing surveys and data will be integrated into the master plan for efficiency.
- Runway length limitations impact aircraft types and traffic.
 - Current grass runway length (~2,000 feet) restricts operation of some high-performance and aerobatic aircraft.
 - Many smaller planes and common models can operate safely, but expansion is desirable.
 - Potential runway extension depends on land acquisition, grants, and coordination with property owners.
 - Awareness of runway constraints informs marketing and development strategies for hangars and fuel.
- Land acquisition and development opportunities under discussion.
 - Potential land donations or purchases at the north or south runway ends could enable expansion.
 - Conversations with local landowners (e.g., Downy Peril) about granting right-of-way and property sales are ongoing.
 - Closing roads and managing easements are part of feasibility considerations.
 - Long-term growth depends on securing land and funding, possibly via grants or bonds.
 - Committee Coordination and Next Steps
 - The committee is focused on maintaining momentum with clear timelines and better City collaboration.

Moved by Al Satterfield; seconded by Mark Fessler after receiving a text from Jeff Kahl, to excuse his absence.

Motion Passed: 5 - 0

Voting For: Clive Jackson, Robin Ruff, Al Satterfield, Steve Zbranek, Mark Fessler

6. Future Agenda Items

- Agenda will include updates on airport operations building, Kite Day, Eagle Scout project, fuel, and hangar leasing.
- Committee members will bring findings on fuel tank options and hangar lease agreements.
- Avery tasked with initiating communication with the local school for aviation career day planning next year.

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- Commitment to proactive scheduling and workshop setup.
 - Workshop with City officials considered for late March or early April to avoid scheduling conflicts.
 - Focus on addressing hangar leasing policies, legal aspects, and land availability.
 - Committee members to coordinate with Council and City staff for full participation.
 - Emphasis on preventing delays and ensuring steady progress on airport infrastructure.
 - Community outreach and event integration remain priorities

7. Adjournment

With no further business or discussion, the meeting was adjourned at 4:03 PM.

CERTIFICATION

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of March 5, 2026.

Robin Ruff - Chair _____

Meeting minutes may be prepared using audio recordings, transcription software, or other administrative tools. Draft minutes are reviewed by staff and approved by the governing body before becoming the official record.



Airport Advisory Committee STAFF REPORT

Subject: Discuss, consider, and take appropriate action to finalize an updated NOTAM Authorization Form to submit to the City Secretary.

Date: April 2, 2026

Submitted by: Dawn Wright, City Secretary/HR Manager

Department: Administration

Background:

The NOTAM Authorization List for your airport has not been updated for more than a year.

Recommendation:

The FAA requires these records be updated annually. We understand that you are currently utilizing NOTAM Manager for NOTAM entries, but we must ensure we have accurate and up-to-date information in the event you lose access to NOTAM Manager and must call Leidos Flight Service to issue NOTAMs.

This information is also beneficial should there be a **SEARCH AND RESCUE** for aircraft in and around your airfield. It is imperative we have secondary (after hours) phone number contacts along with Law Enforcement to aid in Search and Rescue procedures. The City Manager Sarah Novo is listed as the City's Airport Manager.

Fiscal Impact:

None

Attachments:

1. NOTAM Authorization Form - CSA (05E)



NOTAM AUTHORIZATION FORM

Nationwide number for issuing NOTAMs: 877-487-6867

Airport(s) Name		
Airport ID(s)		
City / State		
Airport Manager		
E-Mail(s)		
Phone Number(s)	Work:	Cell:

NOTAM Manager Administrators (If Applicable)		
E-Mail(s)		
Phone Number(s)	Work:	Cell:

Airport Operations	Daytime Phone Number	After Hours Phone Number
Phone Number(s)		

Law Enforcement	Police	Sheriff	Customs
(Do Not Use 911)			

FBO, Flight School / Phone Number(s)	

Authorized Issuers Names - Please Note - *Only the names appearing below will be authorized to issue a NOTAM*	

Signature / Date	
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Please email form to: R-FFSP-PPS-CSA@leidos.com	***FAX Capability is no longer available***
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Return Mail to: Leidos Flight Service, Attn: PPS 5300 Alliance Gateway Fwy, Suite 500, Fort Worth, TX 76177-3707
