NOTICE OF AGENDA
GRANITE SHOALS AIRPORT ADVISORY COMMITTEE
REGULAR MEETING

THURSDAY, MAY 14, 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

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MINUTES

1. Call to Order/ Roll Call/ Welcome

The meeting was called to order at 3:02 PM.
Present members: Robin Ruff, Al Satterfieled, Clive Jackson Mark Fessler, Amaris Mitchell-Ochoa

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Moved by Al Satterfield; seconded by None to excuse the absence of Steve Zbranek.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

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Introduction of Steve Smith, potential committee member. The members of the Airport Committee asked the City Secretary to add his application to the next City Council meeting for appointment consideration.

Acknowledge and accept the resignations from Al Satterfield and Jeff Kahl.

Moved by Clive Jackson; seconded by Al Satterfield to accept the resignation of Jeff Kahl effective immediately.
Motion : 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

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Moved by Al Satterfield; seconded by Mark Fessler to accept the resignation of All Satterfield (giving 60 days notice).
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

2. Citizen Comments

No citizen comments.

3. Consent Agenda

3.a. Discuss and consider approval of meeting minutes from April 2, 2026.

Moved by Al Satterfield; seconded by Clive Jackson to accept the minutes from April 2, 2026.

Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

4. Discussion Items and Updates

4.a. Ground lease/hanger progress review.

Issues raised:

- The city attorney proposed a 10-year reversion clause (unusual; common terms are 35–50 years).
- Investment viability: Hangar build requires substantial investment (~$250,000), but available sites lack road access and require accommodation.
- Existing lease templates are not finalized; committee member Mark Fessler to provide the City with desired conditions (bullet points: lease term, access, etc.).
- Airport appearance/maintenance: Mowing and general site improvements are essential to attract investment.

Action:

- Mark Fessler assigned to coordinate with City staff to assemble bullet points for a draft lease; Robin Ruff to assist.

4.b. Discuss and review:

1. Remote control aircraft show at the airport
2. Kite Day debrief
3. Granite Fest debrief
4. Eagle Scout Project

1. Remote-Control Aircraft Show

- Proposal to host a dedicated remote-control plane event at the airport.
- Noted interest from local RC groups and previous events in nearby communities.

Action: Mark Fessler to contact a neighbor involved in RC flying for interest and potential organization.

2. Kite Day Debrief

- Third annual event, led by Al Satterfield.
- Approx. 50 attendees; very positive feedback.
- Children under15 proposed to receive free kites at future events (committee to fund as an ongoing program).
- Al Satterfield to donate remaining kites for future events.

3. Granite Fest Debrief

- The booth was staffed by committee members.
- Productive networking: identified potential committee members, local pilots, and contacts for further outreach.
- Prospects for future committee recruitment and expansion of expertise.

4. Eagle Scout Runway Numbering Project

- Stall in project progress; the scout has failed to deliver detailed plans after repeated follow-up.
- Discussion to table the item, and monitor for future interest or seek new candidates if appropriate.

5. Action Items

5.a. Discuss, consider, and take appropriate action to appoint a committee vice chair and secretary.

Moved by Robin Ruff; seconded by Mark Fessler to table until committee numbers stabilize.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

5.b. Discuss, consider, and take appropriate action regarding an Aviation Career Day at MFHS.

- Youth member Amaris Ochoa-Mitchell to coordinate with the school principal for a fall engagement.
- Committee to potentially host a booth/present at the school's career fair day in January 2027.
- Discussed the content and goals of the booth: awareness of airport, aviation career pathways, possible connections to flight training.
- Suggestion to involve youth/young pilots like Landon Farris as

representatives.

Action: Amaris Ochoa-Mitchell to email the principal, and begin early discussions for next school year.
No action was taken.

5.c. Discuss, consider, and take appropriate action regarding approval to allocate committee funds to pay for AOB assembly.

Moved by Al Satterfield; seconded by Clive Jackson to approve the allocation in the amount of $2,800.00 to pay the contractor for work on the AOB.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

5.d. Discuss, consider, and take appropriate action regarding the electrical, plumbing, and sewer phases inside the AOB.

- Donations secured for lighting, table, fixtures.
- Soliciting donations for plumbing fixtures (toilets, sinks).
- Seeking city staff and contractor assistance for electrical, plumbing, HVAC (mini-split unit).
- Exploring the sale of scrap tanks for budget supplementation.
- Flooring and drywall installation are pending.
- No action was taken.

5.e. Discuss, consider, and take appropriate action regarding Tie Down advertising and visual improvements.

Objectives:

- Increase visibility and pilot awareness of newly established tie-down areas.
- Initiate local advertising and improved signage/documentation.

Steps Undertaken:

- Four bids were solicited for signage, ranging from $257 (+ $50 for poles/hardware) to $479.
- 5 signs (1ft x 1ft), color-coded to match tie-down stones, to be placed 20ft behind each tie-down location; main “Aircraft Tie Down Area” sign to be positioned for visibility.

Points of Discussion:

- Visibility from air v. ground: chalk or visual ground markers (potentially white chalk/paint, or permanent markers utilizing gravel/concrete) considered to enhance aerial visibility.
- Importance of introducing tie-down information into official FAA and charting databases.
- Initiatives to ensure tie-downs are shown on government and Jeppesen charts.
- Maintenance (mowing) and potential use of ground markings were discussed.

Moved by Al Satterfield; seconded by Clive Jackson to purchase signage for the tie-down advertising and visual improvement using the lowest quote.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

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- Clyve Jackson was tasked to investigate procedures for updating FAA/Airport Facility Directory with tie-down data.

5.f. Discuss, consider, and take appropriate action regarding material replacement and/or enhancement around the helipad due to erosion around the edges causing mower blade strikes on the pad.

- Erosion causing mower blade strikes.
- Committee to work with city staff to obtain sand for pad border leveling.
- No action was taken.

5.g. Discuss, consider, and take appropriate action regarding meeting frequency of the Airport Committee.

Proposal to review frequency; agreed to continue monthly meetings (1st Thursday each month), with further review after committee expansion.

Moved by Robin Ruff; seconded by Mark Fessler to table a decision until membership increases.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Robin Ruff, Mark Fessler, Al Satterfield

6. Future Agenda Items

- Next Committee Meeting: June 4, 2026
    - Deadline for agenda items: May 28, 2026 (needs to be posted by May 29)
- Tie-down area charting/progress
- Aviation Career Day update
- Building interior progress and donation needs
- Helipad repair update
- Committee membership and leadership appointments (as vacancies are filled)
- Budget planning for FY 2027
- Ground lease/hangar progress
- Eagle Scout/Runway numbering project, if revived

7. Adjournment

With no further business or discussion, the meeting was adjourned at 4:07 PM.

CERTIFICATION

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of May 14, 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.