



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

**THURSDAY, JULY 10, 2025 AT 3:00 PM**

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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](http://www.graniteshoals.org)

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**AGENDA**

- 1. Call to Order/ Roll Call/ Welcome**
- 2. Citizen Comments**
- 3. Consent Agenda**
  - 3.a. Discuss and consider approval of meeting minutes from June 12, 2025.
- 4. Report on Previous Business**
  - 4.a. Discuss and consider hanger bids, locations, and coordination with City and Council.
  - 4.b. Discuss and consider updates on NOTAM Manager training progress and MOA.
- 5. Action Items**
  - 5.a. Discuss, consider, and take appropriate action regarding Airport Committee goals and master plan.
  - 5.b. Discuss, consider, and take appropriate action regarding the Boy Scout Aviation Merit Badge Event.
  - 5.c. Discuss, consider, and take appropriate action for the runway numbers project planning.
  - 5.d. Discuss, consider, and take appropriate action regarding the funding allocation of cameras.
  - 5.e. Discuss, consider, and take appropriate action regarding Airport Signage and funding allocation.
  - 5.f. Discuss, consider, and take appropriate action to approve funds and plan for the auxiliary building foundation.
  - 5.g. Discuss, consider, and take appropriate action regarding the 2025-2026 budget proposal for submission to City Council and administration before July 31, 2025.
  - 5.h. Discuss, consider, and take appropriate action regarding the creation of a sponsored scholarship.

**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 3rd day of July 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.

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Dawn Wright, City Secretary



**This Notice and Meeting Agenda, and the Agenda Packet, are posted online at [www.graniteshoals.org](http://www.graniteshoals.org)**



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

**THURSDAY, JUNE 12, 2025 AT 3:00 PM**

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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](http://www.graniteshoals.org)

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**MINUTES**

**1. Call to Order/ Roll Call/ Welcome**

- Moved by Al Satterfield; seconded by Jeff Kahl to excuse absence of Landon Farris.
- Motion Passed: 6 - 0
- Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Steve Zbranek
- Absent for Vote: Chapman Guillory

**2. Citizen Comments**

- None

**3. Consent Agenda**

3.a. Discuss and consider approval of meeting minutes from May 15, 2025

- Moved by Steve Zbranek; seconded by Jeff Kahl to Approve minutes from May 15, 2025.
- Motion Passed: 6 - 0
- Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Steve Zbranek,
- Absent for Vote: Chapman Guillory

**4. Report on Previous Business**

4.a.

- Heavy rain issues:
  - Draining at the culverts
  - South access road needs grooming
  - Schedule a mow
- FAA/MOA Agreement-Clive

- Camera update-Al and Jeff
- Hail Hanger Update-Steve
- Reports on member action items from last meeting.

## 5. Action Items

5.a. Discuss, consider, and take appropriate action regarding Airport Committee goals and possible future projects.

- Steve Zbranek left the meeting at 4:12pm.
- No action taken.

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

- Moved by Jeff Kahl; seconded by Al Satterfield to authorize funds for student support in aviation.
- Motion Passed: 5 - 0
- Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Chapman Guillory
- Voting Against: None

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

- Moved by Jeff Kahl; seconded by Al Satterfield to approve funds not to exceed \$1000 for the runway numbers project.
- Motion Passed: 5 - 0
- Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Chapman Guillory
- Voting Against: None

5.d. Discuss, consider, and take appropriate action regarding buffer zones & safety improvements on the runway.

- Moved by Jeff Kahl; seconded by Al Satterfield to approve the MOA/FFA plan as presented.
- Motion Passed: 6 - 0
- Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield, Steve Zbranek, Chapman Guillory

- Voting Against: None

## **6. Future Agenda Items**

- BSA Merit Badge
- Master Plan
- Camera
- NOTAM Mnger
- Discussion about the use of the remaining budget: cameras, foundation for aux. Bldg.
- Scholarship Sponsorship
- The next meeting is July 8th @3:45pm

## **7. Adjournment**

- With no further business, Robin Ruff adjourned the meeting at 4:46pm.

## **CERTIFICATION**

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of June 12, 2025.

Robin Ruff - Chair

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**MEMORANDUM OF AGREEMENT on NOTAM Manager System BETWEEN**  
**Aeronautical Services (AJM-336) of the**  
**Federal Aviation Administration (FAA)**

**AND**

City of Granite Shoals Bob Sylvester Airport

**ARTICLE 1. PARTIES**

The parties to this Agreement are the Aeronautical Services group of the Federal Aviation Administration (FAA) and the City of Granite Shoals Bob Sylvester Airport, referred to as Airport hereafter.

**ARTICLE 2. SCOPE**

a. Purpose:

The purpose of this Agreement between the FAA and Airport is to improve the quality and timeliness of important flight information by deploying a new direct-entry digital Notice to Air Missions (NOTAM) system for airport operators called the NOTAM Manager System.

b. Specific goals and objectives to be accomplished:

Airport direct-entry NOTAMs will be limited to the following airport surface area NOTAMs (the "D" NOTAMs) including the keywords: aerodrome/service, runway, taxiway, apron/ramp and obstruction, unless specifically expanded by a modification of this agreement.

The objectives of this project include:

- 1) The FAA will provide a web-based service, NOTAM Manager System, which allows the airport operator to submit airport surface area NOTAMs directly into the Federal NOTAM System (FNS) rather than going through Flight Service;
- 2) The airport operator will provide the FAA with feedback on the suitability of the NOTAM Manager System and suggestions on how to improve the system including input to the FAA's human factors consultants.
- 3) If applicable, the FAA will deactivate all ENII accounts 60 days after the activation of NOTAM Manager System at the Airport.

c. Management of the project:

The management of this project will be done by the FAA's Aeronautical Services Team (AJM-336)

d. Roles and responsibilities:

Parties are bound by a duty of good faith and best effort in achieving the goals and objectives in Article 2 of this Agreement.

Airport will use its best efforts to protect password information to permit use of the FAA's NOTAM Manager System, and Airport will provide password information only on a need-to-know basis.

The FAA will use its best efforts to ensure the NOTAM Manager System operates at optimal performance level as designed.

e. Contributions of the Parties:

The FAA will provide:

- 1) a password function to the NOTAM Manager System which allows access to it by the airport operators;
- 2) the initial training of its personnel on how to use the system and a user manual;
- 3) a NOTAM subject matter expert (SME) during the initial phase of deployment to assist the airport personnel (direct-assist) with the new Airport NOTAM Manager System;
- 4) a point of contact person, (Customer Support Group), to respond to any questions which arise after deployment;
- 5) telephonic technical support to assist Airport during the term of this agreement; and
- 6) a completed Safety Risk Management Document on the NOTAM Manager System.

Airport will provide:

- 1) the personnel and web-accessible computers, Internet access, and any related and required equipment to allow operation of the NOTAM Manager System;
- 2) feedback on how the system is operating and how it might be improved;
- 3) the continuing ability to return to the existing legacy NOTAM system if the NOTAM Manager System is not operating as required to maintain the safety of the airport.

4) at least one airport training POC to receive a formal live or virtual training session prior to activation, provided by a designated FAA representative, on the NOTAM Manager System.

### **ARTICLE 3. EFFECTIVE DATE**

The effective date of this Agreement is from the date of deployment of NOTAM Manager at the airport.

### **ARTICLE 4. REPORTING REQUIREMENTS**

Airport shall report any suggestions on improvement of the NOTAM Manager System to the FAA through their Point of Contact and assist the FAA's human factors personnel with their research on improvements to the NOTAM Manager System.

### **ARTICLE 5. INTELLECTUAL PROPERTY**

#### **a. Rights in Data**

The Government retains Government Purpose Rights in all data developed under this agreement. Airport agrees not to reverse-engineer any of the software, forms, or databases, including those accessible through the password-protected system described above, but shall use its access only for the purposes set out herein.

"Data" means recorded information, regardless of form or method of recording, which includes but is not limited to, technical data, computer software, trade secrets, and mask works. The term does not include financial, administrative, cost, pricing or management information.

"Government Purpose Rights" means the rights to –

(1) Use, modify, reproduce, release, perform, display, or disclose data within the government without restriction; and,

(2) Release or disclose technical data outside the government and authorize persons to whom release or disclosure has been made to use, modify, reproduce, release, perform, display, or disclose that data for government purposes.

"Government Purpose" means any activity in which the United States Government is a party, including cooperative agreements with international or multi-national defense organizations, or sales or transfers by the United States Government to foreign governments or international organizations. Government purposes include competitive acquisition by or on behalf of the government, but do not include the rights to use, modify, reproduce, release, perform, display, or disclose data for commercial purposes or authorize others to do so.

### **ARTICLE 6. LEGAL AUTHORITY**

This Agreement is entered into under the authority of 49 U.S.C. 106(l) and (m), which authorizes agreements and other transactions on such terms and conditions as the Administrator determines necessary.

## **ARTICLE 7. POINTS OF CONTACT**

### FAA Program Office

Kevin T. Le, Manager, Aeronautical Services, AJM-336

### Airport Party

Clive Jackson, City of Granite Shoals Bob Sylvester Airport

## **ARTICLE 8. FUNDING AND PAYMENT**

There will be no exchange of moneys since each party shall bear their own costs to implement this project and meet the goals and objectives of it as outlined above.

## **ARTICLE 9. APPROVAL OF SUBCONTRACTORS**

There shall be no airport subcontractors involved on this project.

## **ARTICLE 10. CHANGES, MODIFICATIONS**

Changes and/or modifications to this Agreement shall be in writing and signed by Manager, Aeronautical Services and Airport Management. The modification shall cite the subject Agreement, and shall state the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this Agreement.

## **ARTICLE 11. TERMINATION**

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time, with or without cause, and without incurring any liability or obligation to the terminated party (other than the performance of obligations accrued on or prior to the termination date) by giving the other party at least thirty (30) days prior written notice of termination. Upon receipt of a notice of termination, the receiving party shall take immediate steps to stop the accrual of any additional obligations.

Either party may terminate this agreement immediately if either party determines that the safety of the airport is affected and return immediately to the existing NOTAM entry process currently in use prior to the initial deployment of the NOTAM Manager System.

## **ARTICLE 12. CONSTRUCTION OF THE AGREEMENT**

This Agreement is an "other transaction" issued under 49 U.S.C 106 (l) and (m) is not a procurement contract, grant or cooperative agreement. Nothing in this Agreement shall be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

Each party acknowledges that all parties hereto participated equally in the negotiation and drafting of this Agreement and any amendments thereto, and that, accordingly, this Agreement shall not be construed more stringently against one party than against the other.

### ARTICLE 13. DISPUTES

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any disagreement through good faith negotiations, the dispute will be resolved by Aeronautical Services management of the FAA.

### ARTICLE 14. WARRANTIES

The FAA makes no express or implied warranties as to any matter arising under this agreement, or as to the ownership, merchantability, or fitness for a particular purpose of any property, including any equipment, device, or software that may be provided under this Agreement.

### ARTICLE 15. LIABILITY

The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by airport, its employees, or contractors, or any third party acting on its behalf. Each party agrees to be responsible for injury, death or property damage arising out of or in connection with its own acts or omissions under this Agreement, however, neither party waives its rights to sovereign immunity.

### ARTICLE 16. PROTECTION OF INFORMATION

The parties agree that they shall take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this Agreement.

### AGREED:

#### Federal Aviation Administration

By: \_\_\_\_\_ Date: \_\_\_\_\_

Kevin T. Le, Manager, Aeronautical Services, AJM-336

City of Granite Shoals Bob Sylvester Airport

By: Clive Jackson Date: 6-27-2025

Clive Jackson, NOTAM Manager

## Objective

To initiate and develop a draft airport planning document outlining strategic activities and growth priorities for the next decade. The plan will include monetization opportunities through leases and commercial activities and define a growth strategy aligned with the evolving needs of the City of Granite Shoals.

### 1. Lease & Zoning Considerations

- **Simple Lease Implementation**  
Engage the pilot community to develop a streamlined, adaptable leasing structure.
- **Tie-Down Lease Adjustments**  
Design leases with flexibility to accommodate future airport expansion and ensure compliance with FAA and AIP requirements.
- **Pad Lease for Tie-Downs & Capital Improvements**  
Create a framework for long-term leases that supports infrastructure improvements.
- **Zoning Review**  
Evaluate adjacent lot zoning to ensure commercial viability and future development potential.  
**Action Item:** Jeff to consult with Sara, Tim, and the Zoning Committee Chair to clarify zoning designations.

### 2. Airport Access Point Development: Deeded Access

- Formalize structured access agreements for airport ingress/egress.
- Integrate **avigation easements** to limit liability from aircraft noise and embed these in property deeds.
- Modify existing leases to incorporate access rights and liability terms.
- **Action Item:** Collaborate with City Attorney Josh to draft access agreements and begin legal processing.

### 3. Execution and Implementation of Deeded Access

- Assess feasibility of deeded access for surrounding properties.
- Work with the City and landowners to finalize and document access agreements.
- Leverage deeded access to secure signatory approval for avigation agreements.
- Coordinate with the Zoning Committee to align zoning guidelines with growth strategy.

### 4. Avigation Easement Development

- Draft an avigation easement agreement for all airport-related land purchases.
- **Action Item:** Partner with Josh to build the legal framework and integrate into city planning processes.

### 5. Airport Improvement Program (AIP) Strategy

- Clarify legal boundaries regarding noise complaints and airspace operations using the AIP Handbook.
- Develop a compliant framework to secure and implement AIP funding.
- Assign authorship responsibilities for AIP planning and documentation.

### 6. Airport Operations & Infrastructure Development

- **Relocation of the Animal Facility**  
Coordinate with city officials to move the facility to a new site to accommodate airport operations.
- **Construction of Airport Operations Building (AOB)**  
Define timeline, funding plan, and building specifications.
- **Runway Extension Plan**  
Engage landowners to explore expansion opportunities.  
**Action Item:** Coordinate with Catherine to set up stakeholder meetings.

### 7. Fixed-Base Operator (FBO) Development

- Establish an FBO to offer:
  - Fueling services.
  - Routine aircraft maintenance and certification.
  - Hangar and pad leasing.
- Integrate FBO infrastructure into AIP grant funding strategy (90:10 match).
- Develop phased construction and operation milestones.

### Development Timeline & Milestones

#### One to Two-Year Plan

- Finalize simple lease agreements.
- Confirm zoning compliance for development.
- Secure deeded access & aviation easements.
- Relocate animal facility.
- Establish AOB development plan and break ground.

#### Two to Five-Year Plan

- Construct Airport Operations Building.
- Launch FBO operations and begin commercial monetization.
- Initiate AIP-funded development initiatives.

### Strategic Planning & Implementation

#### Short-Term Objectives

- Execute legal agreements for deeded access and aviation easements.
- Collaborate with the pilot community on lease modifications.
- Finalize zoning approvals as needed.

#### Long-Term Goals

- Implement the runway extension strategy.
- Complete major infrastructure projects under AIP.
- Build out a functional and commercially viable FBO & AOB.
- Introduce **STOL demonstration events** to foster community interest and attract aviation business.