NOTICE OF AGENDA
GRANITE SHOALS AIRPORT ADVISORY COMMITTEE
REGULAR MEETING

THURSDAY, JULY 10, 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 3:05 PM.
Moved by Jeff Kahl; seconded by Clive Jackson to excuse absence of Steve Zbranek and Chapman Guilory.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield
Voting Against: None

2. Citizen Comments

Jeff Hunt -

3. Consent Agenda

3.a. Discuss and consider approval of meeting minutes from June 12, 2025.

Change of the next meeting date to show July 10th not July 8th.
Moved by Jeff Kahl; seconded by Clive Jackson to Approve as Amended.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield
Voting Against: None

4. Report on Previous Business

4.a. Discuss and consider hanger bids, locations, and coordination with City and Council.

- Yearly surveying has established reference pins, but these are at risk of being lost due to overgrowth or construction.
- Committee recommended documenting location of the north hangar reference pin on official airport maps.
- Ongoing question over city-owned "slot" on North Mystic—need clarification of city property boundaries and potential use for future development.

- Proposal to extend culverts and fill side areas, bringing them to grade, making the airport more attractive for FAA grants.
- Recognized as an extensive, long-term capital project.
- Tie-downs have 12"x12" concrete bases, painted bright colors, and are being regularly maintained (weed-eated and mowed).
- Committee feels visibility is currently sufficient, but will continue monitoring.

4.b. Discuss and consider updates on NOTAM Manager training progress and MOA.

- Clive Jackson has completed FAA NOTAM (Notice to Airmen) online certification and can now file NOTAMs and train other members.
- Protocol now allows for any trained committee or city staff member to file NOTAMs.
- Need for backup personnel identified (Robin Ruff volunteered; others can be added in the future).
- Emphasis on having redundancy in case of emergencies and mowing closures.

5. Action Items

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

- Preliminary site layouts on south and north sides identified for new hangars (up to six on south, with additional capacity elsewhere).
- Received multiple bids for steel hangars: options for open hail structure or enclosed hangars (including cost for doors and walls).
- Concrete foundation quote approx. $7,000 for 35'x45' pad.
- Debate regarding whether city should build/rent hangars or offer ground leases for private construction.
- Emphasis on the need for clear city protocol, ground lease fee structure (suggested $100/month debated), and to ensure adequate return on investment (ROI).
- Concerns raised over construction management, insurance, and administrative burden if city serves as builder/lessor.
- Noted zoning concerns (R1/manufactured housing restricts commercial use); recommendation for hybrid or revised zoning to enable aero-businesses and future airport monetization.
- Decision to prepare a full, detailed proposal for city staff (Sarah), then council review and direction.
- Identified need for at least three written bids per city procurement protocol.

- Workshop scheduled to finalize the proposal (July 15, 8:00 AM).

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

- Awaiting scheduling confirmation from local scout leadership.
- Landon to pass on contact info to Al in case he departs.
- Time sensitivity noted; aim to finalize or hand off project soon.

5.c. Discuss, consider, and take appropriate action for the runway numbers project planning.

- Scout involvement delayed by scheduling; committee will seek other youth or handle project internally if no update soon.
- Al Satterfield to publicize project to other scout troops for interested parties.

5.d. Discuss, consider, and take appropriate action regarding the funding allocation of cameras.

- One working camera on the windsock pole not functioning optimally due to slow cellular data chip.
- Line-of-sight WiFi system planned between Al's hangar and the windsock pole; some wiring and installation remain pending.
- Interim plan to upgrade cellular SIM cards for better latency.
- Proposal to budget for two additional fixed cameras (north and south ends) next cycle, with $1,000 earmarked (approx. $400 per camera and $200 for a SIM card).

5.e. Discuss, consider, and take appropriate action regarding Airport Signage and funding allocation.

- Approved signage plan: new white/red active runway and access signs (24"x12" for runway, 36"x24" for south entrance, pedestrian access signs for north lot).
- Signs will use flexible, safe materials and be installed for visibility while minimizing aircraft risk.
- Signs will be in English only, per FAA standard.

Moved by Al Satterfield; seconded by Clive Jackson to have Al Satterfield complete the signs for the airport.
Motion Passed: 4 - 0
Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield
Voting Against: None

5.f. Discuss, consider, and take appropriate action to approve funds and plan for the auxiliary building foundation.

- Plan is to prepare for a future pilot lounge/office and potential picnic/patient waiting area.
- Location supports utility access (electric, water, septic).

Moved by Jeff Kahl; seconded by Al Satterfield to proceed with AOB concrete slab/foundation ($7,000 allocation, 20x30 ft, with possible expansion using donation funds).
Motion Passed: 4 - 0
Voting For: Clive Jackson, Jeff Kahl, Robin Ruff, Al Satterfield
Voting Against: None

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.

- Budget items must be submitted as detailed, line-item proposals (no blanket requests).
- Committee to prepare prioritized proposals for: additional cameras, building projects, signage, runway marking, etc.
- City council will review all committee proposals on July 31, 2025; feedback and final approval in late August.
- Guidance received: submit line items with estimates (e.g., hardware, concrete, cameras).
- Workshop scheduled to finalize proposal development and priorities before submission.

5.h. Discuss, consider, and take appropriate action regarding the creation of a sponsored scholarship.

No action taken.

6. Future Agenda Items

- Finalization and vote on hangar development proposal
- Camera system and signage update

- Workshop recap and budget submission status
- Boy Scout merit badge/runway numbers project status
- Auxiliary Operations Building (AOB) progress
- Scholarship program proposal
- New committee member vote
- Airport access agreements and Planning & Zoning coordination

7. Adjournment

With no further business or discussion, Robin Ruff adjourned the meeting at 4:37pm.

CERTIFICATION

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of July 10, 2025.

Robin Ruff - Chair ______________________

CITY OF GRANITE SHOALS TEXAS CORPORATE SEAL