



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

**THURSDAY, JANUARY 8, 2026 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 November 6, and December 3, 2025.
- 4. Discussion Items and Updates:**
  - 4.a. Updates on Airport Operation Building progress.
  - 4.b. Discuss progress and needed items for completion of the 2025 annual report for City Council.
- 5. Action Items**
  - 5.a. Discuss, consider, and take appropriate action regarding nominations and appointments for the 2026 Airport Advisory Committee leadership positions.
  - 5.b. Discuss, consider, and take appropriate action regarding planning of Meet the Pilots.
- 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 the 31st day of December 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](http://www.graniteshoals.org)**



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

**THURSDAY, NOVEMBER 6, 2025 AT 3:00 PM**

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City of Granite Shoals City Hall, 2221 N. Phillips Rd., Granite Shoals, TX 78654  
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**MINUTES**

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

The meeting was called to order at 3:02 PM.

Moved by Al Satterfield; seconded by Clive Jackson to excuse Mark Fessler.

Motion Passed: 5 - 0

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

**2. Citizen Comments**

No citizen comments.

**3. Consent Agenda**

3.a. Discuss and consider approval of meeting minutes from October 2, 2025.

Moved by Jeff Kahl; seconded by Steve Zbranek to approve the meeting minutes from October 2, 2025.

Motion Passed: 5 - 0

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

**4. Report on Previous Business**

4.a. Runway numbers project report.

The runway numbers project is currently stalled with no updates from the assigned Scout, leading to a unanimous decision to table the project until the January 2026 meeting.

- The initial budget for this project, allocated last year, has been fully spent, so any further work would require new funding or volunteer support.
- Jeff Kahl and Al Satterfield agreed that the project should only resume if someone steps up to take responsibility, reflecting a strategic pause to focus resources on more immediate priorities.
- The committee acknowledged the workload ahead and preferred not to

include this item regularly until progress is reported.

#### 4.b. Camera traffic monitoring update.

Camera installation for airport broadcasting is deferred until the new building is completed, with plans to connect via city-controlled internet to ensure reliability and security.

- The building's proximity allows for a simple Cat 5 cable trench to avoid crossing the runway, easing installation logistics.
- Tim Campbell will check with the city's internet vendor to explore piggybacking on existing city accounts, aiming for budget-friendly implementation next year.
- This approach aligns with the strategic goal of centralizing control of airport infrastructure within city operations, improving maintenance and oversight.

#### 4.c. Airport slab progress report.

The airport slab and building progress is significant, with materials on site and assembly planned to start on November 12, 2025, at 9:00 AM.

- A detailed manual for assembly will be distributed to all committee members to ensure coordinated construction.
- The committee is organizing manpower support, including city street and parks crews and fire department personnel, to speed up the build process.
- Electrical and plumbing connections will be sourced from the nearby animal control building, simplifying utility access.
- The building size is approximately 300 square feet (15x20), and HVAC planning favors economical mini-split units under \$500, balancing cost and efficiency.
- Insulation decisions lean toward using cost-effective battens with R36 rating rolls rather than spray foam, aligning with budget constraints and proven effectiveness.
- Interior finishing will use drywall with wooden battens for mounting, and the committee is leveraging donated items like ceiling tiles, carpet, furniture, and whiteboards to minimize costs.
- ADA-compliant restroom design is finalized with detailed measurements and handrail placements, ensuring regulatory adherence without delays.
- The committee is awaiting a donation invoice from a 501(c)(3) entity for tax deduction purposes, streamlining funding for interior finish-outs.
- Jeff confirmed the entire construction budget from last year was nearly exhausted on the building purchase and related expenses, underscoring the need for donations and cost control.

- Missing items in the building package, specifically windows and additional doors, are being verified to prevent construction delays.

## 5. Action Items

- 5.a. Discuss, consider, and take appropriate action regarding the Meteorological Aerodrome Report (METAR) device for weather reporting.

No action and will discuss next meeting due to absence of Mark Fessler.

- 5.b. Discuss, consider, and take appropriate action regarding the planning of *Meet the Pilots &/or Helicopter Pilots* event.

The committee is developing an expanded pilot engagement event focused on promoting Short Takeoff and Landing (STOL) aircraft to position Granite Shoals as a boutique STOL airport, targeting an event in April 2026.

- Mark Fessler has initiated contact with the STOL Group and Tech Arrow, awaiting confirmation to host a STOL competition, which would significantly raise the airport's profile.
- The event concept includes adding certified radio maintenance services for pilots during the event, creating a value-added draw.
- Potential acrobatic air performances are being explored to broaden appeal and attract visitors.
- Tim Campbell expressed caution about parachuting events due to past liability concerns, reflecting risk management priorities.
- The committee is aligning event timing with local calendars, considering the Bluebonnet Festival from April 10-12, 2026, to avoid conflicts and maximize attendance.
- Helicopter participation, including possible National Guard involvement, is planned to diversify attractions and leverage local interest in rotary aircraft.

- 5.c. Discuss, consider, and take appropriate action regarding a youth committee member application and any implications it may have on committee meeting schedules.

The committee is considering the application of Abigail Ramirez, a ninth grader from Marble Falls High School, for the youth advisory position but holds reservations about her ability to contribute meaningfully at this stage.

The group agreed to interview the youth applicant during the meeting scheduled for December 3, 2025, at 4:30 PM, to assess her motivation and potential contribution.

## 6. Future Agenda Items

Next meeting date — December 4th

- Action Item 5A.
- AOB progress.
- Meet the Pilots update(helicopters)
- Year end recap

## **7. Adjournment**

With no further business or discussion, the meeting was adjourned at 3:51PM.

### **CERTIFICATION**

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of November 6, 2025.

Robin Ruff - Chair

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**MINUTES  
GRANITE SHOALS AIRPORT ADVISORY COMMITTEE  
REGULAR MEETING**

**WEDNESDAY, DECEMBER 3, 2025, AT 4:30 P.M.**

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**MINUTES**

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

*Chair Ruff called the meeting to order at 4:36 pm. All members were present except for Al Satterfield. Board member Kahl moved to excuse the absence of board member Satterfield, the motion was seconded by Board member Jackson and with a unanimous vote, the motion carried.*

*Chair Ruff reported that the board minutes from November will be presented at the January meeting.*

**2. Citizen Comments – no citizens present**

**3. Discussion Items-**

- **Discuss the progress of the Airport Operations Building.**
  - *Store and protect building materials from weather*
  - *Schedule future date to erect building*
    - *Coordinate with City Staff*
  - *Gather required tools*
  - *Need to purchase four 3x5 windows*
- **Discuss the updates and progress on the Meet the Pilot event.**
  - *Board will report and finalize at the January meeting*

**4. Action Items**

- **Discuss, consider, and take appropriate action regarding the METAR updates.**
  - *By consensus the board wanted to research and perhaps have this be part of the Airport Master Plan Study.*
- **Meet and discuss youth advisory candidate, Abigail Ramirez**
  - *Ms. Ramirez introduced herself and advised she aspires to be an aerospace engineer. The board engaged in conversation to get to know her and her interest. She has limited knowledge of airplanes but does have an interest in learning. She enjoys math and science. She is a freshman at Marble Falls High School*
  - *Chair Ruff introduced the board to another candidate. Ms. Amaris Mitchell-Ochoa, who is a junior at Marble Falls High School. She is currently a member of the Burnet CAF Squadron, has obtained ground school and flight instruction hours. She aspires to*

*be a pilot and has explored aviation programs in various colleges. The board provided an overview of current and future airport projects.*

*After both candidates left the council chambers, Board member Kahl moved to recommend appointment of Ms. Mitchell-Ochoa as the youth advisory candidate to City Council, the motion was seconded by Board member Zbranek and with a unanimous vote, the motion carried.*

- **Discuss and compile a summary of the 2025 Airport Advisory Committee's annual review.**
  - *Chair Ruff asked that the board members submit all board projects and accomplishments for 2025 as soon as possible. He and Board member Kahl will compile the date and present report to Council in February 2026.*

## **5. Future Agenda Items**

- *Criteria for board members*
- *Meet the Pilot Event*
- *Airport Operations Building*
- *November meeting minutes*

## **6. Adjournment**

*Business concluded and the meeting adjourned at 5:23 p.m.*

## **CERTIFICATION**

I hereby certify that the above minutes are true and correct from the Airport Advisory Committee meeting of December 3, 2025

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Robin Ruff, Chair

ATTEST:

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Dawn Wright, City Secretary