

**BRADY**  
THE CITY OF  
**TEXAS**

Rick Morgan  
Chair

Bob Rice  
Vice-Chair

Rick Lenoir  
Board Member, Place 3

Richard Jolliff  
Board Member, Place 4

Kirk Roddie  
Board Member, Place 5

Dale Scott  
Board Member, Place 6

Carey Day  
Board Member, Place 7

Peter Lamont  
Director of Community Services

Lisa Perry  
Airport Manager/  
Staff Liaison

Jessica Sutton  
Board Secretary

**CITY OF BRADY**  
**AIRPORT ADVISORY BOARD REGULAR MEETING AGENDA**  
**JUNE 1, 2017 AT 5:30 PM**

NOTICE is hereby given of a meeting of the Airport Advisory Board of City of Brady, McCulloch County, State of Texas, to be held at 5:30pm on June 1, 2017, at the City of Brady Curtis Field Airport Conference Room, located in the upstairs at 3852 N. Bridge Street, Brady, Texas, for the purpose of considering the following items.

**1. CALL TO ORDER, ROLL CALL & CERTIFICATION OF A QUORUM**

**2. APPROVAL OF MINUTES – 03/25/2015 & 03/15/2017**

**3. INDIVIDUAL CONCERNS**

A. Update on Airport Master Planning

B. Update on Automated Weather Observing System (AWOS)

**4. ITEMS FOR FUTURE DISCUSSION**

Members may request staff prepare items for future agendas. Discussion shall be limited to whether or not an item should be placed on the agenda.

**5. ANNOUNCEMENTS**

June 6 – Town Hall Meeting, 10:00a.m., City Council Meeting, 6:00p.m.

June 7-9 – TEDC Mid-Year Conference, Plano, Texas (Peter attending.)

June 13 – Planning & Zoning Committee Meeting, Muni Court, 5:30p.m.

June 19 – Town Hall Meeting (Richards Park), Muni Court Building, 5:00p.m.

June 20 – City Council Public Hearing - Davee Addition, Muni Court Building

June 30 – Draft FY2018 Budget Distributed at City Hall

July 4 – Independence Day, City Holiday, (most) City Offices Closed

July 11 – City Council Regular Meeting, Municipal Court Building, 6:00p.m.

July 18 – City Council Regular Meeting, Municipal Court Building, 6:00p.m.

July 25 – BEDC Regular Bi-Monthly Meeting, Muni Court Building, 6:00p.m.

August 1 – City Council Regular Meeting, Municipal Court Building, 6:00p.m.

August 15 – City Council Regular Meeting, Muni Court Building, 6:00p.m.

September 5 – City Council Regular Meeting, Muni Court Building, 6:00p.m.

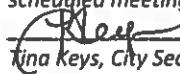
September 7 – Next Airport Advisory Board Meeting, Curtis Field, 5:30p.m.

September 12 – Planning & Zoning Committee Mtg., Muni Court, 5:30p.m.

September 19 – City Council Regular Meeting, Muni Court Building, 6:00p.m.

## 6. ADJOURNMENT

I certify that this is a true and correct copy of the City of Brady Airport Advisory Board Meeting Agenda and that this notice as posted on the designated bulletin board at Brady City Hall, 201 E. Main St., Brady, Texas 76825; a place convenient and readily accessible to the public at all times, and said notice was posted on May 26, 2017 by 5:00 p.m. and will remain posted continuously for 72 hours prior to the scheduled meeting pursuant to Chapter 551 of the Texas Government Code.

  
Tina Keys, City Secretary

In compliance with the American with Disabilities Act, the City of Brady will provide for reasonable accommodations for persons attending public meetings at City Facilities. Requests for accommodations or interpretive services must be received at least 48 hours prior to the meeting. Please contact the City Secretary at 325-597-2152 or [citysec@bradytx.us](mailto:citysec@bradytx.us).

**Attendance by Other Elected or Appointed Officials:** It is anticipated that members of other governmental bodies, and/or city boards, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the body, board, commission and/or committee. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a possible meeting of the other body, board, commission and/or committee, whose members may be in attendance, if such numbers constitute a quorum. The members of the boards, commissions and/or committees may be permitted to participate in discussion on the same items listed on the agenda, which occur at the meeting, but no action will be taken by such in attendance unless item and action is specifically provided for on an agenda for that body, board, commission or committee subject to the Texas Open Meetings Act.



STATE OF TEXAS

COUNTY OF McCULLOCH

CITY OF BRADY

The City of Brady Airport Advisory Board of Brady, Texas met in a Regular Meeting on Wednesday, March 25<sup>th</sup>, 2015 at 5:00p.m. at the City of Brady's Curtis Field Airport Conference Room located at 3852 N Bridge Street, Brady, Texas with Chairman Dr. Rick Morgan presiding. Board members present were Carey Day, John Morgan, Cameron Ramsey, Kirk Roddie, and Joe Whitehead. City staff present were Airport Manager Joe Mosier, City Manager Kim Lenoir, Director of Community Services Peter Lamont and City Secretary Christy Badilla. Others in attendance were Mayor Anthony Groves and Stan Amyett.

REGULAR SESSION 5:00 p.m.

**1. CALL TO ORDER, ROLL CALL & CERTIFICATION OF A QUORUM**

Chairman Morgan called the meeting to order at 5:10 p.m. Roll was then called and a quorum was certified.

**2. APPROVAL OF MINUTES for - 12/10/2014**

Kirk Roddie moved to approve the minutes of 12/10/2014, Cary Day seconded. All board members voted "aye" and none "no". Motion passed unanimously.

**3. INDIVIDUAL CONCERNS**

- A. Swearing in of new Board members – Mr. Dodds was absent, this was his third absence so staff is going to request the City Council appoint a new member.
- B. Update on TXDOT Hangar Project – Joe Mosier updated the board on the new Hangar Project. Negotiations between KSA and TxDOT were complete, the City's share of funding has been requested and a copy of the contract should be available shortly. This was an informational item only, no action was taken
- C. Presentation, discussion and possible action regarding recommendation to Council and Staff on a new airport layout – Joe Mossier and Peter Lamont discussed a proposed new airport layout plan developed by KSA engineers to satisfy TxDOT concerns regarding the new hangar. Questions were asked about adding a taxiway and relocating the grass runway to be parallel to the main runway. Mr. Lamont stated that we would ask the engineers. Kirk Roddie moved that the board recommend approval of the new layout to the City Council. Carey Day seconded. All board members voted "aye" and none "no". Motion passed unanimously.
- D. Presentation, discussion and possible action regarding recommendation to Council and Staff on Hangar Fees – Mr. Mossier briefed the board on the current fee structure at the airport and provided a proposal for new fees. John Morgan moved that the board recommend the new fees to the City Council, Kirk Roddie seconded. All board members voted "aye" and none "no". Motion passed unanimously.
- E. Presentation, discussion and possible action regarding recommendation to Council and Staff on New Revenue Sources – Mr. Mossier presented some ideas for increasing revenue at the airport. It was asked that an air conditioning cart be considered. Joe Whitehead moved that the board recommend the new revenue sources to the City Council, John Morgan seconded. All board members voted "aye"

and none "no". Motion passed unanimously.

F. Presentation, discussion and possible action regarding recommendation to Council and Staff on Self Service Fuel. – Mr. Mosier discussed the cost of adding a self-service fuel system to the airport. Discussion was held on the financial viability of the idea. Kirk Roddie moved that the Chair appoint a sub-committee review the idea and bring back a recommendation, Carey Day seconded. All board members voted "aye" and none "no". Motion passed unanimously. Carey Day, John Morgan and Rick Morgan were appointed as the subcommittee.

#### **4. ITEMS FOR FUTURE CONSIDERATION**

A. Items for next agenda – Items for the June meeting were discussed

#### **5. ADJOURNMENT**

There being no further business the meeting adjourned at 6:20 p.m.

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Chair

Attest: \_\_\_\_\_  
Board Secretary

STATE OF TEXAS

COUNTY OF McCULLOCH

CITY OF BRADY

The City of Brady Airport Advisory Board of Brady, Texas met in a Regular Meeting on Wednesday, March 15<sup>th</sup>, 2017 at 5:30p.m. at the City of Brady Curtis Field Airport Conference Room located at 3852 N. Bridge Street, Brady, Texas with Chair, Dr. Rick Morgan presiding. Board Members present were Richard Morgan, Bob Rice, Rick Lenoir, Kirk Roddie, and Dale Scott. City staff present were Airport Manager and Staff Liaison, Lisa Perry, Director of Community Services Peter Lamont, City Manager Kim Lenoir and Community Services Assistant and Board Secretary, Jessica Sutton. Mayor Anthony Groves was also in attendance.

#### **1. CALL TO ORDER, ROLL CALL & CERTIFICATION OF A QUORUM**

Chair Rick Morgan called the meeting to order at 5:36 p.m. Roll was called and a quorum was certified by the Board Secretary. (Board Members Richard Jolliff, Place 4 and Carey Day, Place 7 were not present.)

#### **2. APPROVAL OF MINUTES – 03/25/2015**

Director Peter Lamont spoke. The Board last met March 25, 2015. Its last posted meeting was September 9, 2015 but due to absences and term ends there was no quorum available for the September 9<sup>th</sup> meeting. Minutes for the March 25, 2015 were not available for review prior to (today's) meeting, therefore, the Board elected to postpone any approval of minutes until its next regular meeting, June 1, 2017. No motion was made; moved to next item.

#### **3. INDIVIDUAL CONCERNS**

- A. Swearing in of New Members: Bob Rice, Rick Lenoir and Dale Scott. Board Members Rice, Lenoir and Scott took their Oaths of Office. Richard Jolliff was not present for swearing in as scheduled.
- B. Election of New Officers – Chair and Vice-Chair. Board Member Roddie made motion nominating Rick Morgan as Chair. Board Member Rice seconded Roddie's motion. All board members voted "aye" and none "nay." Motion to elect Rick Morgan (to remain) as Chair carried in a 5 – 0 vote. Director Lamont explained Charter allows for a vice-chair and discussed the duties of Vice-Chair. Board Member Rice volunteered to be Vice-Chair after some discussion, and made the motion. Board Member Roddie seconded Rice's motion. All board members voted "aye" and none "nay." Motion to elect Board Member Rice as Vice-Chair carried in a 5 – 0 vote.
- C. Update on Airport Master Plan. Director Lamont gave a progress update. He explained the Airport Master Plan, which has not been updated in over seventeen years, will be funded through a 90/10 Texas Department of Transportation (TxDOT) Aviation Division Grant. KSA Engineers have been selected from three firm finalists and will submit Scope of Services soon. Board Member Lenoir pointed out the Master Plan must be updated in order for us to qualify for grant funding. Lamont concurred, master plans get us from *where we are to where we want to be*. Airport Manager Perry sees economic development opportunities in the development and implementation of a new master plan. The Board briefly discussed needs for the Airport to be included in the Master Plan with discussion planned to continue next meeting. With no action required, moved to Item 3.D.
- D. Update on Automated Weather Observing System (AWOS). Director Lamont presented and announced we have been awarded the grant for a new system. Airport Manager Perry confirmed we

have received the package, are ready to sign and begin the bid process. Director Lamont explained it is a six-nine-month installation, but we are hopeful installation will be completed (even) sooner, because not having a functioning system causes opportunity loss. Chair Morgan said he is hopeful it will be installed and operating in ten months' time or less. With no action required, moved to Item 3.E.

- E. Update on Military Operations. Airport Manager Perry presented. She said military operations are 'good' with the goal of 50% already reached, but suggested military contract be updated soon. She believes we have great potential in Brady as one of only eight in the nation that hot fuel. Board Member Lenoir asked where hot fuelers are trained and if proper records are kept. Perry said "yes," Avfuel does our training and records are maintained. Vice-Chair Rice is concerned about safety risks. Perry said proper PPE is worn and fire-watch performed. Chair Morgan asked if there were any other updates. Perry said we are talks for Dutch to come in. Lamont said he is hopeful for units arriving in May for two or three days. Morgan said he would like to see (even) more military. Director Lamont said he is hopeful due to more efficient staffing and continued military refueling, the Airport is closer to turning a profit than it has been in five years plus. With updates complete and no action required, Chair Morgan moved to Item 3.F.
- F. Update on condition of Airport Facilities and Property. Director Lamont discussed budget amendment for the RAMP Grant Program, which is a 50/50 grant that will allow us to crack seal ramp and runway. Vice-Chair asked if City's loaders and dump trucks could be used for the project. Lamont said 'yes.' With no action required, moved to Item 3.G.
- G. Address concerns of household trash in Airport dumpsters. Airport Manager Perry discussed general clean-up. She plans to begin some clean-up around the property; various clean-up projects are needed. Board Member Roddie agreed some general clean-up due to non-approved dumping was needed at the Airport and mentioned his concerns with all illegal dumping in town and county. Director Lamont suggested security cameras installed on Airport grounds. Roddie showed support for camera installation and said monitoring cameras should be relatively inexpensive. Lamont said, "it is in the works." With no action required, moved to Item 3.H.
- H. Set dates/times for future Regular Meetings. Director Lamont requested suggestions from the Board. Chair Morgan believes Board should meet quarterly as intended, but would prefer no (more) Wednesday meetings. Director Lamont suggested no Monday or Tuesday meetings either due to other board meeting schedules. Morgan suggested Thursdays. Board Member Rice suggested the third Thursday (of Mar-June-Sept-Dec). Morgan prefers the first Thursday of the month. Chair Morgan made the motion for board meetings on the first Thursday of each quarter (Mar-June-Sept-Dec). Motion was seconded by Board Member Lenoir. All board members voted "aye" and none "nay". Motion carried in a 5 – 0 vote.

#### 4. ITEMS FOR FUTURE CONSIDERATION

- A. Items for Next Agenda. The following items for the June meeting were proposed: discussion of fuel prices, discussion of the added potential of self-serve fueling, and further discussion on Airport Master Planning.

#### 5. ADJOURNMENT

There being no further business, Board Member Roddie moved to adjourn. Board Member Lenoir seconded and the meeting was adjourned by Chair Morgan at 6:34 p.m.

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Board Chair, Dr. Rick Morgan

Attest: \_\_\_\_\_  
Board Secretary, Jessica Sutton