

HARRIS COUNTY AIRPORT COMMITTEE
November 8, 2018
10:00 AM

Members Present: Jim Woods, Lynda Dawson, Hugh Weaver, Nancy McMichael, Randy Dowling, Kim Tharp (Chamber of Commerce rep due to resignation of Colin Martin), Wayne Chestnut, Acting Airport Manager in the absence of Bill Champion. Absent: Harry Lange, Bill Champion. Also in attendance: Bill Creech (Airport Attendant), Daniel Ferrone (Pine Mountain Police Department), Jim Trott (Mayor of Pine Mountain), Christine Schultz (Pond & Company), Ben Baker.

1. **CALL TO ORDER.** In the absence of Mr. Lange, Mr. Woods called the meeting to order.
2. **MINUTES.** The motion to approve the minutes of October 4, 2018, was made by Mr. Weaver, seconded by Mr. Woods, and passed unanimously.
3. **DISCUSSIONS**
 - A. **Airport Access Road Construction.** Mr. Weaver reported that the pre-construction meeting is immediately following this meeting.
 - B. **Fencing, Phase I.** Mr. Weaver reported that the Phase I fencing project has been completed and closed.
 - C. **Airport ALP and Master Plan.** Mr. Weaver reported that the Master Plan, which includes the ALP, has been provided to GDOT who is expected to review within a week to 10 days; and that once approved the FAA will affix its stamp to allow for use in future funding requests.
 - D. **Fuel Pumps.** Mrs. McMichael reported that the fuel pump situation has been resolved, and Mr. Woods said that the Board of Commissioners approved the agreement regarding same at their last meeting. Upon Mr. Dowling's arrival, he said that the Board approved a renewal agreement with Eastern Aviation Fuels and that it includes incentives of \$500 for fuel truck maintenance, \$500 for the annual Fly-In, and a state-of-the-art QT-M4000 fuel card reader so that fuel sales can once again take place 24/7. He said that the fuel card reader should be installed in four to six weeks.
 - E. **Airport Improvement Program Legislation.** Mr. Weaver reported that Congress has approved new Airport Improvement Program legislation funding for the FAA; that to be eligible to receive any of the discretionary funds, an airport must be on the list; and that a request will be made to the Governor to add Harris County to the list of airports for the discretionary funds.
 - F. **FOD on Ramp & Taxi Areas.** Mr. Baker requested that something be done to resolve the issue of gravel, dirt and grass on the ramp and taxi areas. Discussion included that the paving of the access road will help reduce the transfer of such, and a sweeper or leaf blower, in addition to the paving should minimize the accumulation by 99%.
 - G. **Landing Gear Assistance.** Mr. Chestnut said that he wanted to thank Mr. Baker for his assistance with the landing gear of a plane that landed recently without the landing gear down. Mr. Chestnut reported there were no injuries; that the Airport followed FAA protocol; and that the Airport had to be shut down for about three hours until the plane was able to depart.
 - H. **Task Orders for Crack Seal and Remarking.** Mr. Dowling said that the task order received from Pond for the crack seal and remarking project appears to be too expensive. Discussion included that the task order was only in draft form and that until GDOT approves the project, the County should not approve same; and that it will be after Christmas before GDOT allocations are approved.
 - I. **Leasing of Hangar Area.** Mr. Dowling said that an individual has approached him about setting up an avionics business in a small area, perhaps by subleasing or in one of the small storage areas. Consensus was that more information and research is needed
 - J. **Promotion of Airport by Hotel/Motel Tax.** In response to a question from Mrs. Dawson, Ms. Tharp responded that the use of the Hotel/Motel Tax for promotion of the Airport is in transition and nothing has been decided at this time on how such promotion will occur.

- K. **Fly-In Sponsor Dollars**. Mrs. Dawson reminded Ms. Tharp that Mr. Martin, who resigned his position with the Chamber of Commerce effective November 1, was to take care of approaching various businesses about sponsorship funding for the next Airport Fly-In (scheduled for May 4, 2019). Ms. Tharp, who was appointed to assume the position held by Mr. Martin, said that seeking sponsorship funding is on her “to-do” list.
 - L. **Fly-In and Aerial Acrobatics**. Mr. Weaver is to provide Mrs. Dawson with the FAA contact to obtain permission to have aerial acrobatics occur during the next Fly-In.
 - M. **Insurance for Planes Giving Rides During Fly-In**. Discussion took place regarding the difficulty in finding an insurer to provide coverage of private planes to give 10-minute rides to people attending the Fly-In, and included that part of the issue is that the County does not own the planes and most insurance companies will not allow the insuring of something owned by another party, and that while pilots have insurance on their planes, such insurance may not include coverage for such rides to private citizens. Mr. Creech will provide contact information for EAA (an insurer) to Mrs. Dawson so that she can discuss insurance for the planes.
 - N. **Water Heater in Hangar #4**. Mr. Baker reported that the water heater in hangar #4 is not working and has not been for some time. Mr. Baker was advised that the County’s facilities maintenance department will be notified about the water heater.
4. **NEXT MEETING**. The next meeting will be Thursday, December 13, at 10:00 AM.
 5. **ADJOURNMENT**. There being no further business to discuss, Mr. Woods adjourned the meeting.

 Prepared by: Nancy D. McMichael, County Clerk

Minutes approved _____
 by vote of _____ to _____.