

MINUTES
AIRPORT ADVISORY BOARD
THURSDAY, FEBRUARY 19, 2009 – 12:00 NOON
CHEROKEE COUNTY AIRPORT – TERMINAL BUILDING
420 CR 1618 – RUSK, TEXAS 75785

Board Members Present:

Tim McRae, Joe Weaver, Darrell Prcin and Danny Berry.

Others Present:

Clint Goff, Kathleen Stanfill, County Commissioner Kelly Traylor and Mandy Johnston.

Call to Order:

Agenda:

- 1) Call to order: Chairman Tim McRae called the meeting to order at 12:00 noon. He noted the meeting was properly posted and a quorum was present. The meeting was open according to the Open Meetings Act.
- 2) Approval of Minutes from January 27, 2009: Darrell Prcin moved to approve the minutes from the January 27, 2009 meeting as presented. Joe Weaver seconded the motion. The motion was passed unanimously.
- 3) Discuss and Take Action on Board Members terms of office: Clint Goff recommended to table any action on this item. The board unanimously agreed to table action at this time.
- 4) Review of 2009 Airport Budget: The county operates on a October 1 through September 30 budget cycle. A statement of expenses for January 2009 and the 2009 Airport Budget were distributed to board members. The board discussed the line item for maintenance. Currently, of the airport's \$97,000 annual budget, \$6,000 is budgeted for maintenance. The airport property is comprised of over 200 acres. The airport is located in Precinct 1 (Kelly Traylor, Commissioner), but serves all of Cherokee County. The FBO has agricultural rights on the property (for hay, etc.). The board asked Clint Goff to get estimates from mowing/landscaping companies for maintenance of the property. Kelly Traylor said Precinct 1 has a mower that is not being used that could be borrowed by the airport as needed to maintain the property.
Clint Goff will ask the county about how the county uses reimbursable funds from the Texas Department of Transportation.
On the telephone expense of the statement of expenses for January 2009, Clint Goff said the actual telephone expense is \$40.
- 5) Discuss and Identify first project for Airport Improvement: The airport planner from the Texas Department of Transportation will be attending the March Airport Advisory Board meeting. A draft of the airport improvement review and site map was included in the packet. No action was taken on this item.
- 6) Discuss future use of old FBO building: Currently, Clint Goff rents an office in Hangar 1 from Tailwind Aviation. The FBO leases the old FBO from the county. Mr. Joe Casey would rent the old FBO building to the county. Clint Goff will make an arrangement with Joe Casey to sub-lease the building to be used as Clint Goff's office. The airport advisory board recommended Clint Goff to upgrade the building, spending up to \$3,500.
- 7) Discuss development of Rules and Regulations for the Cherokee County Airport: Clint Goff said most airports have standard rules and regulations. A model of the

recommended rules and regulations was included in the packet. Chairman Tim McRae asked board members to review the rules and regulations, make notes and recommendations, and be prepared to vote on Rules and Regulations for the Cherokee County Airport at the next meeting.

- 8) Discuss development of an Airport Emergency Plan: Clint Goff said smaller airports are implementing airport emergency plans. The plans outlines emergency response scenarios. It had also been recommended to host a disaster drill at the airport. The airport is served by the Rusk Volunteer Fire Department. Board members will review an Airport Emergency Plan at a future meeting.
- 9) Open Forum for Public Comment: Kathleen Stanfill has an airport awareness presentation that she will be making at area civic club meetings.
- 10) Adjourn: Tim McRae adjourned the meeting.

Darrell Prcin, Secretary