

**MINUTES  
AIRPORT ADVISORY BOARD  
MARCH 26, 2009 – 11:30 A.M.  
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, Kari Campbell (TxDOT Ramp Manager) and Megan Caffall (TxDOT Airport Planner).

**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 February 19, 2009: Danny Berry moved to approve the minutes from the February 19, 2009 meeting as presented. Joe Weaver seconded the motion. The motion was passed unanimously.
- 3) Discuss and Take Action on Self Serve Fuel Facility for Skyways Aero, Inc.: Included in the packet was information pertaining to the installation of a self-serve AvGas Fuel System at Skyways Aero, Inc. After discussion, the board unanimously agreed to present this request to the Cherokee County Commissioner's Court, with the approval of the Airport Advisory Board.
- 4) Texas Department of Transportation – Aviation Division discussion with Airport planner Megan Caffall and RAMP Coordinator Kari Campbell: TxDOT aviation division planners Megan Caffall and Kari Campbell distributed information and overlays of Cherokee County Airport, which included the improvements that have been made in recent years. Ms. Caffall said the item of most importance for the airport will be the development of a 5 year master plan, including the adoption of rules and regulations for the airport and minimum standards required before applying for any grant money. Further discussion included ways to make improvements at the airport. These improvements included parking, hangar space, access to hangars, additional paving and fencing. There are several grants available, ranging from matching to 90/10%. Clint Goff will work with Ms. Caffall and Ms. Campbell to further develop grant potential. Mr. McRae also directed Clint Goff to move forward to secure grant money for the airport to retain the 2006 allocation of \$150,000 from the State of Texas.
- 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) Open Forum for Public Comment: There was no public input.
- 7) Open Forum for Board Members: Clint Goff gave an update on the roofing improvements to the old FBO building. To re-roof with shingles, the cost would be approximately \$1,500. To re-roof with a metal roof, the cost would be \$2,500. He will check on grant opportunities to re-roof the building. Mr. Goff will also survey the airport property to determine property lines. After discussion, the board agreed the entire property area does not need to be fenced.

10) Adjourn: Tim McRae adjourned the meeting.

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Darrell Prcin, Secretary