



City of Burnet MUNICIPAL AIRPORT

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NOTICE OF MEETING OF THE BURNET AIRPORT ADVISORY BOARD

Notice is hereby given that a **Regular Meeting** will be held by the Airport Advisory Board on the **14th day of December 2023** at **2:00 p.m.** in the Council Chambers, Burnet Municipal Airport, 2402 S. Water Street, Burnet, at which time the following subjects will be discussed, to-wit:

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

1. **CALL TO ORDER:**

2. **CONSENT AGENDA ITEMS:**

(All of the following items on the Consent Agenda are considered to be self-explanatory by the AIRPORT ADVISORY BOARD and will be enacted with one motion. There will be no separate discussion of these items unless an AIRPORT ADVISORY BOARD member, staff member or citizen requests removal of the item from the consent agenda for the purpose of discussion. For removal of an item, a request must be made to the AIRPORT ADVISORY BOARD when the Consent Agenda is opened for AIRPORT ADVISORY BOARD Action.)

2.1 Approval of the October 12, 2023, Airport Board Meeting minutes.

3. **ACTION ITEM:** None

4. **REPORTS:**

4.1 FBO Report: Crosby Flying Services LLC

4.2 CAF Report: Ed Holley

4.3 Airport Operations: Adrienne Feild

4.4 Airport Financial Report: Adrienne Feild

4.5 Airport Standards and Operating Policy for Burnet Municipal Airport/Kate Craddock Field Update: Adrienne Feild

5. REQUESTS FROM AIRPORT ADVISORY BOARD FOR FUTURE REPORTS:

ADJOURN

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the Airport Advisory Board, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said October 9th at or before 2 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Dated this 7th day, of December 2023

Kelly Dix

Kelly Dix, City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The City Council Chamber is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's office (512.756.6093) at least two working days prior to the meeting. Requests for information may be faxed to the City Secretary at 512.756.8560.



Minutes of a Meeting of the Airport Advisory Board
October 12, 2023
Burnet Municipal Kate Craddock Field, Terminal Building, Burnet, Texas

1. CALL TO ORDER:

The meeting was called to order at 2:04pm by Jodi Perry.

ATTENDEES:

Members Present: Jodi Perry, Robert Vossman, James Wreyford, Chuck Deiterich

Others Present: Adrienne Feild; Cody Faught; Ed Holley

2. CONSENT AGENDA ITEMS:

2.1 Approval of the June 22, 2023 Airport Advisory Board Meeting Minutes

Motion was made by: Robert Vossman

Second by: Jim Wreyford

Favor: All Opposed: None

3. ACTION ITEM: None

4. REPORTS:

4.1 FBO Report: Crosby Flying Services LLC

Mr. Faught with Crosby Flying Services shared with the Board that operations were going well. Additionally, he shared that the helicopter training operations have not been as active the last couple of weeks, he also mentioned that they had started to utilize the West traffic pattern. Mr. Faught also shared that Crosby's maintenance facility is doing well and staying busy. More updates included, Nick getting his Inspection Authority in September 2023; one of the FBO training aircraft had a propeller hit, which caused required maintenance; he also shared that both training planes will be getting new updated interior and exterior paint. There was also general group discussion on the upcoming Solar Eclipse.

4.2 CAF Report: Ed Holley

Mr. Holley gave the Board an update on the status of the CAF aircraft. He shared that the C47 is "getting some wrinkles ironed out". Some other updates provided were that the L17 was flying; and



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the SNJ was also flying. He also shared that the PT is getting close. Some updates on recent events that are scheduled with the squadron are the Pumpkins and Paratroopers event; Hangar Dance(1940's); Rusty Pilots AOPA Training; and a school dance event. He also shared that March 16th is the Annual Bluebonnet Airshow.

4.3 Airport Operations: Adrienne Feild

Mrs. Feild presented updates on current projects including Box Hangar, Airport Layout Plan, Statewide Pavement Project, Airport Inspection Findings(2023), CAF Lease, and CareFlite LOI.

4.4 Airport Financial Report: Adrienne Feild

The FYTD August 2023 Financial report was provided to the Board. There was general discussion on fuel sales.

4.5 Airport Standards and Operating Policy for Burnet Municipal Airport/Kate Craddock Field Update: Adrienne Feild

Mrs. Feild gave let the Board know that the City had just recently received the comments back from the Aviation Attorney and had not had the opportunity to review them.

5. REQUESTS FROM AIRPORT ADVISORY BOARD FOR FUTURE REPORTS: None.

6. ADJOURN:

Time: 3:30 p.m.

Motion was made by: Jodi Perry

Second by: Jim Wreyford

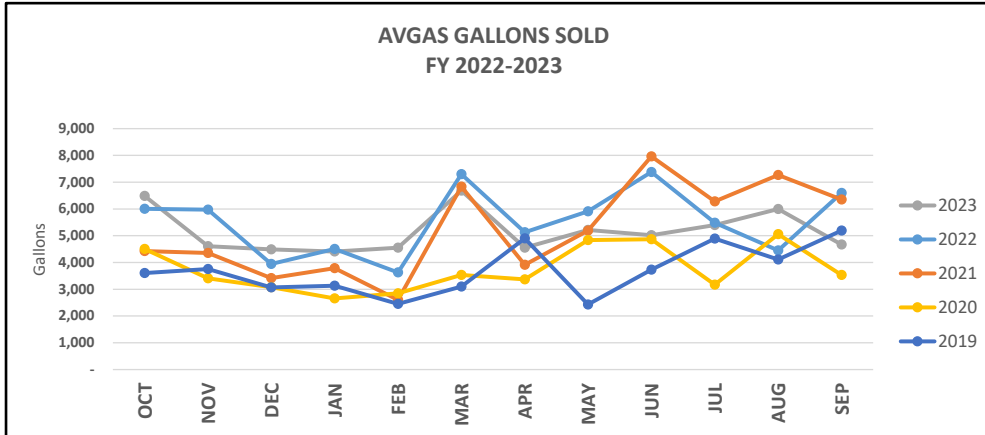
AIRPORT FUND DASHBOARD

FYTD SEPTEMBER 2023

CURRENT RESULTS COMPARISON

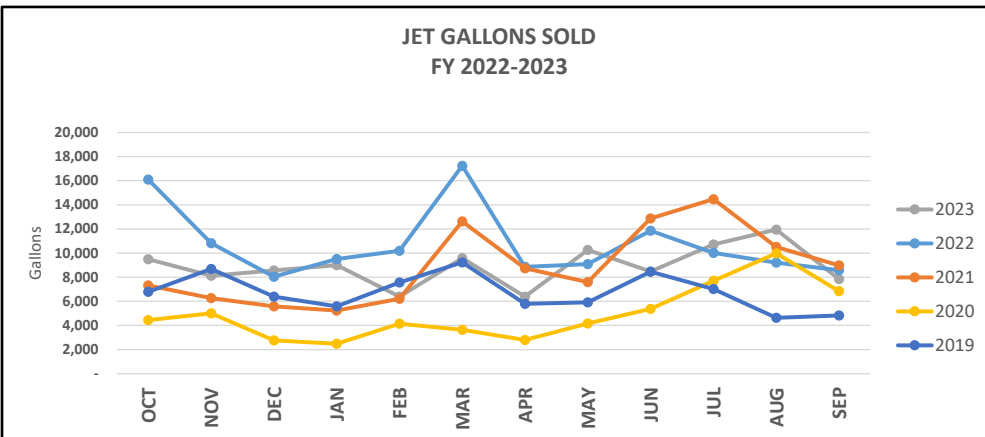
	AMENDED BUDGET	ACTUAL FYTD SEP 2023	% OF BUDGET	PY BUDGET 2021-2022	ACTUAL FYTD SEP 2022	% OF BUDGET
REV (net of cogs)	\$ 339,381	\$ 370,771	109%	\$ 428,729	\$ 534,011	125%
EXPENSES	258,228	252,691	98%	376,818	354,505	94%
PROFIT (LOSS)	\$ 81,153	\$ 118,080		\$ 51,911	\$ 179,506	

TABLES/CHARTS



Avgas Gallons Sold:

FYTD 2023	62,090
FYTD 2022	66,315
Increase(decrease)	<u>(4,225)</u>
	-6.37%



Jet Gallons Sold:

FYTD 2023	106,809
FYTD 2022	129,503
Increase(decrease)	<u>(22,695)</u>
	-17.52%

City of Burnet, Texas
 Airport Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD SEPTEMBER 2023

	100% of year complete			PY BUDGET 2021-2022	PY ACTUAL FYTD SEP 2022	% OF BUDGET
	AMENDED ANNUAL BUDGET 2022-2023	ACTUAL FYTD SEP 2023	% OF BUDGET			
REVENUE						
Av Gas Sales	\$ 89,525	\$ 89,527		\$ 354,000	\$ 370,717	
Av Gas Purchases	71,575	71,574		295,750	295,565	
Net Sales	17,950	17,953	100%	58,250	75,152	129%
Jet Gas Sales	156,010	156,012		612,000	685,172	
Jet Gas Purchases	102,775	102,772		446,850	446,624	
Net Sales	53,235	53,240	100%	165,150	238,548	144%
Avgas Flowage Fees	3,140	3,228	103%	450	-	0%
Jet Flowage Fees	11,122	16,650	150%			
Penalties	-	-			425	
All Hangar Lease	153,600	149,368	97%	125,000	132,406	106%
CAF Admissions	5,066	5,585	110%	5,066	5,319	105%
McBride Lease	48,748	50,929	104%	45,893	46,015	100%
Thru the Fence Lease	12,020	12,312	102%	12,020	12,312	102%
Airport Parking Permit	5,000	3,805	76%	2,000	1,055	53%
Hangar Lease - FBO	18,755	17,556	94%	14,400	10,800	75%
Interest Earned	10,745	38,789	361%	500	11,471	2294%
Other	-	1,356		-	510	
Use of Fund Balance	61,863	61,863	100%	493,069	242,081	49%
Total Revenue	\$ 401,244	\$ 432,634	108%	\$ 921,798	\$ 776,093	84%
<i>Total Revenue less fund balance</i>	<i>\$ 339,381</i>	<i>\$ 370,771</i>	<i>109%</i>	<i>\$ 428,729</i>	<i>\$ 534,011</i>	<i>125%</i>
EXPENSES						
Personnel Services	\$ 100,502	\$ 100,263	100%	\$ 98,372	\$ 96,986	99%
Supplies & Materials	3,000	1,897	63%	4,000	3,698	92%
Repairs & Maint	3,675	3,799	103%	6,337	6,336	100%
Contractual Services	64,750	67,317	104%	130,722	119,752	92%
Other Designated Expenses	46,527	43,315	93%	51,011	41,357	81%
Transfers to Debt Service	61,863	61,863	100%	58,069	58,069	100%
Admin Allocation	31,874	28,200	88%	55,176	55,176	100%
Av fuel truck lease	3,350	3,350	100%	13,000	13,000	100%
Jet fuel truck lease	4,550	4,550	100%	18,200	18,200	100%
Transfers to Capital	-	-		435,000	184,012	42%
Total Expenses	\$ 320,091	\$ 314,554	98%	\$ 869,887	\$ 596,586	69%
<i>Total Exp - xfers to capital and debt svc.</i>	<i>\$ 258,228</i>	<i>\$ 252,691</i>	<i>98%</i>	<i>\$ 376,818</i>	<i>\$ 354,505</i>	<i>94%</i>
Change in Net Position	\$ 81,153	\$ 118,080		\$ 51,911	\$ 179,506	

NOTE

Original budget was based on the new FBO contract going into effect October 1st. However, the new FBO contract did not go into effect until January 1, 2023. Therefore, staff amended the budget to match the contracts in place.

Under the new FBO contract:

- Net fuel sales are replaced by flowage fees.
- Fuel truck lease expenses are assumed by the FBO.
- FBO contract payments which were \$18,000 per month under the Interim FBO contract will be \$0 under the new FBO contract.

Notes:

REVENUES:

- Because the airport was operated under the interim contract for the 1st quarter, the airport had fuel sales and related expenses but no flowage fee revenues for that period.
- Interest revenue has increased significantly over last year.

EXPENSES:

- Because the airport was operated under the interim FBO contract for the 1st quarter, the airport incurred "cost of fuel sold" expenses, fuel truck lease expenses, credit card service fees, FBO contract payments of \$18,000 from Oct - Dec, and increased admin allocation expenses for the period which were not included in the original budget but has since been amended.
- Designated expenses include the annual insurance payment for the airport.