



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 March 2024 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 January 11, 2024, Airport Advisory 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

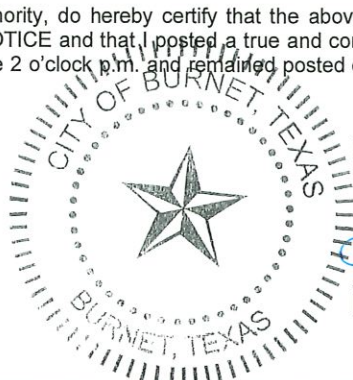
4.4 Airport Financial Report: Adrienne Feild

4.5 Airport Project Update(s) Report: 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 January 5th 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 March 2024

A handwritten signature in blue ink, which appears to read "Kelly Dix", is written over a horizontal line.

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
January 11, 2024
Burnet Municipal Kate Craddock Field, Terminal Building, Burnet, Texas

1. CALL TO ORDER:

The meeting was called to order at 2:00pm by Jodi Perry.

ATTENDEES:

Members Present: Jodi Perry, Robert Vossman, Jim Wreyford

Others Present: Adrienne Feild; Cody Faught; Ed Holley

2. CONSENT AGENDA ITEMS:

2.1 Approval of the December 14, 2023 Airport Advisory Board Meeting Minutes

Motion was made by: Robert Vossman

Second by: Jodi Perry

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 that the Christmas Party was fun and successful, the FBO was able to raise \$1,500 to go toward their scholarship fund. Cody also shared with the Board that operations were going well. Additionally, he shared that fuels sales were moderate, and that typically January and February are slower months due to weather events. Cody also shared that the fuel leak on the Jet Fuel truck was getting fixed soon. And, that inquiries regarding the Eclipse event are starting to pick up, and that the FBO staff is still working on getting the details ironed out for the Fly-in event. There was also general discussion on the plane crash that took place off airport grounds on Dec 17, 2023. Cody also shared that there was some minor damage that occurred to some planes and some hangar doors do to a storm that came through with some high winds. Mr. Faught also shared that Crosby's maintenance facility is doing well and staying busy, and that Crosby's rent planes are booked all day, every day.



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4.2 CAF Report: Ed Holley

Mr. Holley gave the Board an update on the status of the CAF aircraft. He shared that the Squadron was hanging the C-47(Texas Zephyr) right engine this weekend(Jan 13th-14th), he also reminded the Board that the Zephyr might be going on a Royal Canadian Airforce Tour this summer, he will give updates as they know more. Some other updates provided were that the L17 was flying. He also shared that the PT and the SNJ were also getting close. Some updates on recent events that are scheduled with the squadron; the Squadron is planning an event in conjunction with the FBO for the Solar Eclipse. 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

No Financial report was provided to the Board.

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

Mrs. Feild let the Board know that there had been no progress on the Policy since the last meeting.

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

6. ADJOURN:

Time: 4:10 p.m.

Motion was made by: Robert Vossman

Second by: Jodi Perry

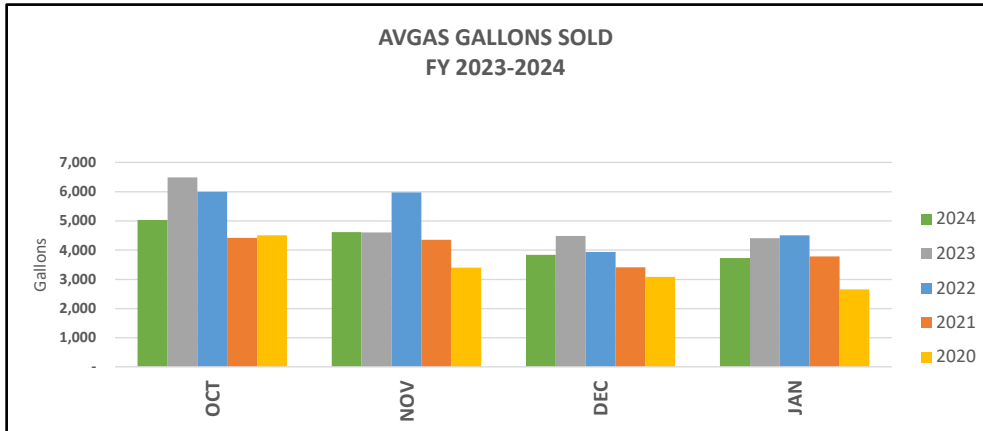
AIRPORT FUND DASHBOARD

FYTD JANUARY 2024

CURRENT RESULTS COMPARISON

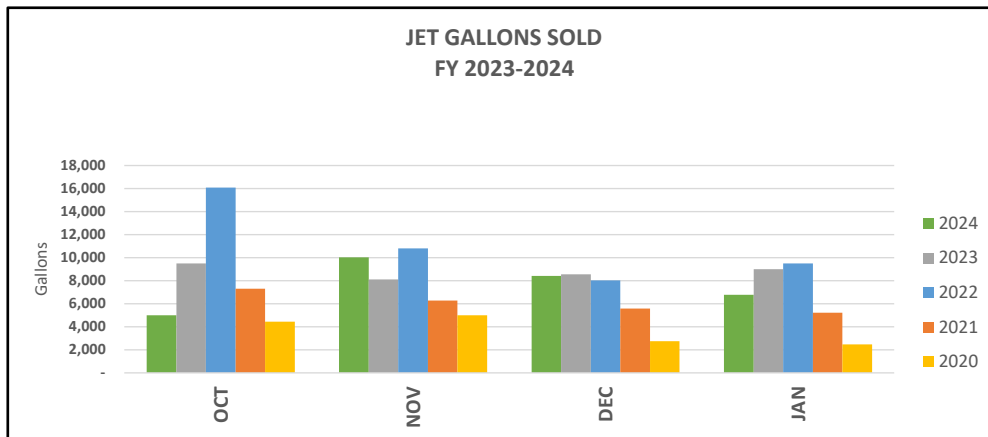
	ORIGINAL BUDGET	ACTUAL FYTD JAN 2024	% OF BUDGET	AMENDED BUDGET 2021-2022	ACTUAL FYTD JAN 2023	% OF BUDGET
REV (net of cogs)	\$ 335,757	\$ 102,830	31%	\$ 339,381	\$ 179,888	53%
EXPENSES	254,246	77,567	31%	258,228	157,335	61%
PROFIT (LOSS)	\$ 81,511	\$ 25,263		\$ 81,153	\$ 22,554	

TABLES/CHARTS



Avgas Gallons Sold:

FYTD 2024	17,211
FYTD 2023	19,997
Increase(decrease)	<u>(2,786)</u>
	-13.93%



Jet Gallons Sold:

FYTD 2024	30,244
FYTD 2023	35,184
Increase(decrease)	<u>(4,940)</u>
	-14.04%

City of Burnet, Texas
 Airport Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD JANUARY 2024

	33% of year complete			AMENDED BUDGET 2022-2023	PY ACTUAL FYTD JAN 2023	% OF BUDGET
	ORIGINAL BUDGET 2023-2024	ACTUAL FYTD JAN 2024	% OF BUDGET			
REVENUE						
Av Gas Sales	\$ -			\$ 89,525	\$ 89,527	
Av Gas Purchases				71,575	71,574	
Net Sales				17,950	17,953	100%
Jet Gas Sales				156,010	156,012	
Jet Gas Purchases				102,775	102,772	
Net Sales				53,235	53,240	100%
Avgas Flowage Fees	4,000	2,887	72%	3,140	309	10%
Jet Flowage Fees	16,000	4,366	27%	11,122	1,799	
Penalties				-	-	
All Hangar Lease	171,000	56,250	33%	153,600	63,605	41%
CAF Admissions	15,580	1,862	12%	5,066	2,327	46%
McBride Lease	52,562	12,873	24%	48,748	15,343	31%
Thru the Fence Lease	12,020	-	0%	12,020	-	0%
Airport Parking Permit	3,840	-	0%	5,000	375	8%
Hangar Lease - FBO	25,755	8,336	32%	18,755	2,084	11%
Interest Earned	35,000	16,256	46%	10,745	22,752	212%
Other				-	101	
Use of Fund Balance	110,263	20,079	18%	61,863	20,621	33%
Total Revenue	\$ 446,020	\$ 122,909	28%	\$ 401,244	\$ 200,509	50%
<i>Total Revenue less fund balance</i>	<i>\$ 335,757</i>	<i>\$ 102,830</i>	<i>31%</i>	<i>\$ 339,381</i>	<i>\$ 179,888</i>	<i>53%</i>
EXPENSES						
Personnel Services	\$ 103,284	\$ 35,124	34%	\$ 100,502	\$ 41,809	42%
Supplies & Materials	3,000	17	1%	3,000	1,104	37%
Repairs & Maint	3,925	1,500	38%	3,675	841	23%
Contractual Services	32,955	7,951	24%	64,750	58,134	90%
Other Designated Expenses	37,182	24,969	67%	46,527	29,771	64%
Transfers to Debt Service	60,263	20,079	33%	61,863	20,621	33%
Admin Allocation	23,900	8,007	34%	31,874	17,775	56%
Av fuel truck lease	-	-		3,350	3,350	100%
Jet fuel truck lease	-	-		4,550	4,550	100%
Transfers to Capital	100,000	-		-	-	
Total Expenses	\$ 364,509	\$ 97,646	27%	\$ 320,091	\$ 177,956	56%
<i>Total Exp - xfers to capital and debt svc.</i>	<i>\$ 254,246</i>	<i>\$ 77,567</i>	<i>31%</i>	<i>\$ 258,228</i>	<i>\$ 157,335</i>	<i>61%</i>
Change in Net Position	\$ 81,511	\$ 25,263		\$ 81,153	\$ 22,554	

NOTE

The new FBO contract went into effect on January 1, 2023. Therefore, the prior year still contains fuel sales and related expenses for the first quarter.

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 were \$18,000 per month last year under the Interim FBO contract and are \$0 this year under the new FBO contract.

REVENUES:

NOTE: The timing of the Hangar Lease billing was changed during December of 2022 to begin billing ahead for the month. Therefore, last year's first quarter contains an extra billing period for leases.

- Jet flowage fees are tracking below average mainly because October sales were down significantly.

- CAF lease revenue is tracking below average because of their new lease agreement. Monthly rent for Oct - Dec is \$465.39 but then increases to \$2,667 for the remainder of the year beginning in January.

- Interest income is tracking above budget because of higher than expected interest rates at Texpool. As of January, the pool was paying 5.3% interest.

EXPENSES:

- R&M expenses are tracking above the average budget mainly because of fence repairs done in October.

- Designated expenses are tracking above the average budget mainly because they include property tax payments which were paid in full in October and the timing of the quarterly insurance payments.



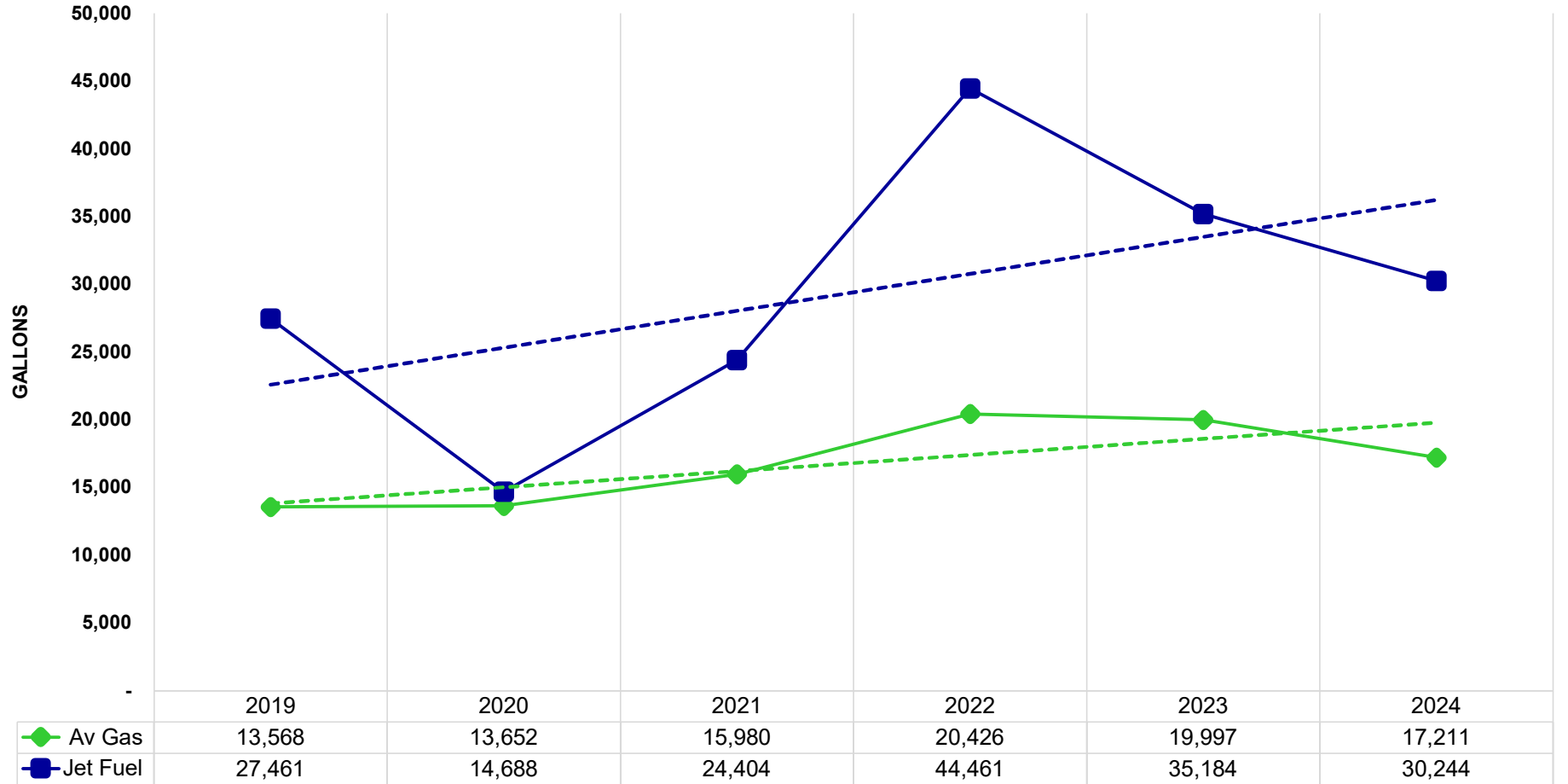
BURNET MUNICIPAL AIRPORT

QUARTERLY REPORT

MARCH 26, 2024

GALLONS SOLD 6-YEAR TREND
FYTD JANUARY 2024

◆ Av Gas
 ■ Jet Fuel
 - - - Linear (Av Gas)
 - - - Linear (Jet Fuel)

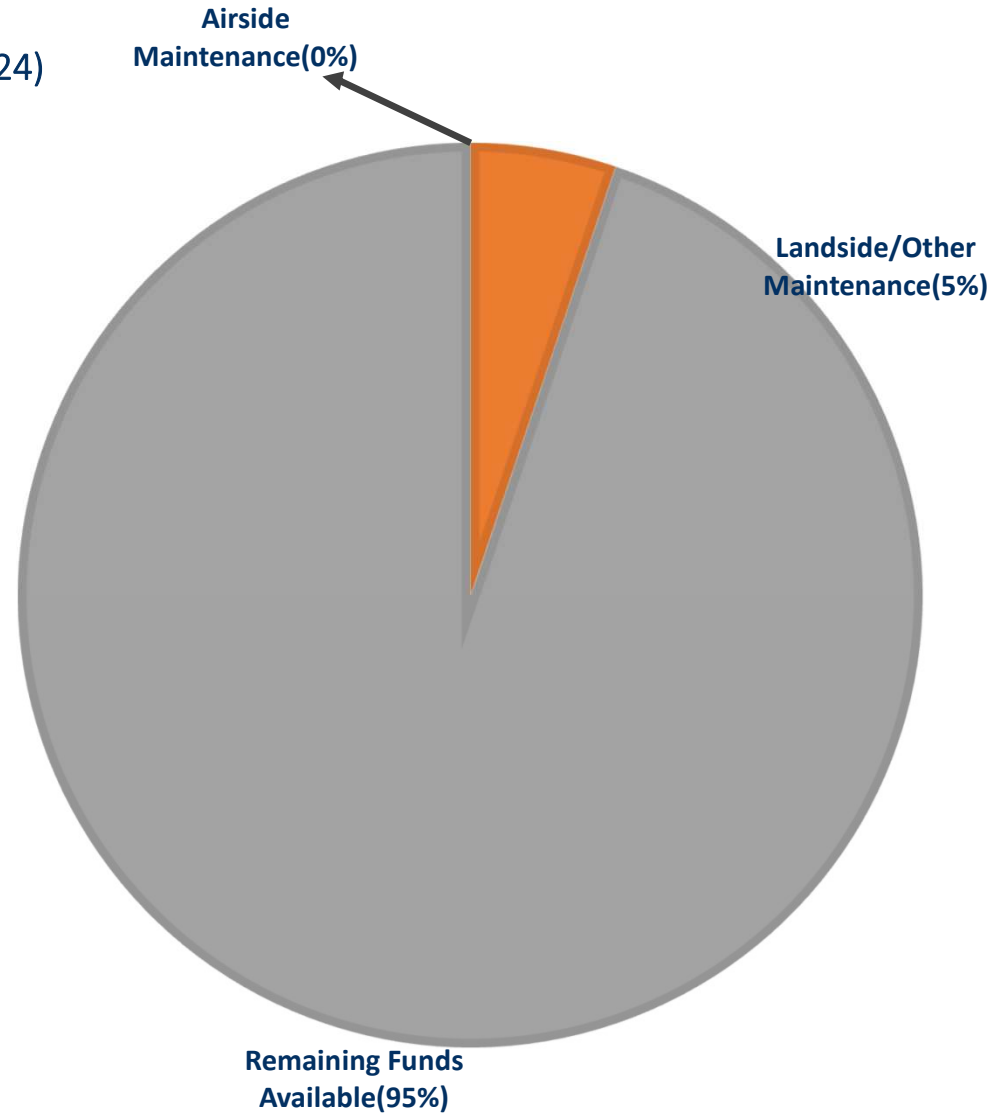


RAMP Grant 23/24 (9/1/2023-8/31/2024)

Routine Airport Maintenance Program (RAMP) Grant

The state contribution is \$100,000 and the City's local match is 10%

Expenditure Category	Total Amount
Airside Maintenance	\$0.00
Landside/Other Maintenance	\$5,197
Remaining Funds	\$94,803



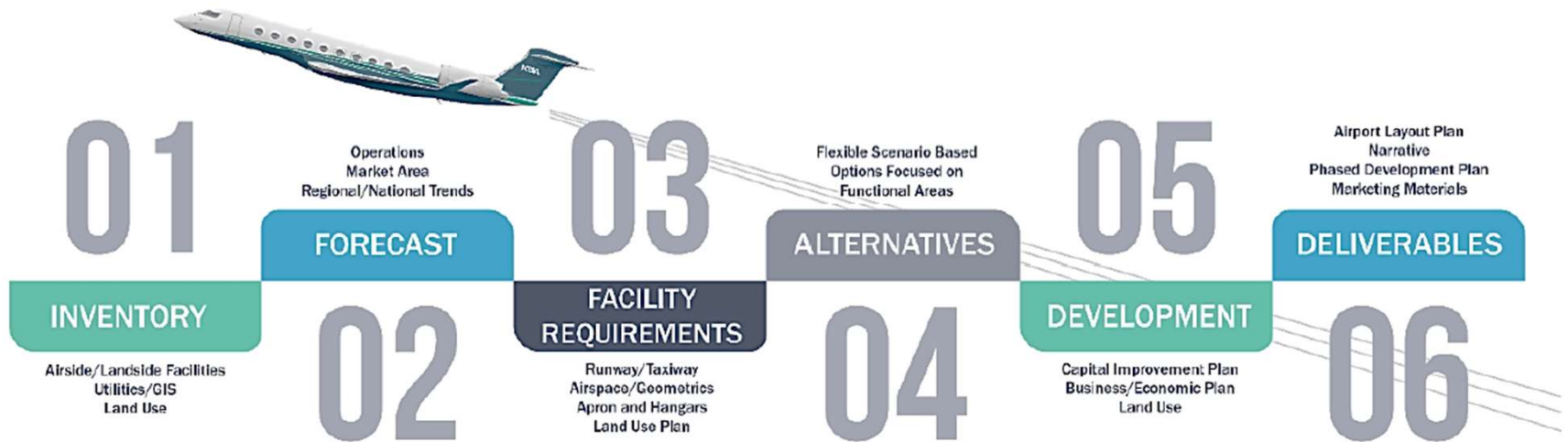
STORAGE HANGARS

Type	Number of Units	Individuals on Waiting List (MAR-24)	New Leases (FY 23-24)
Sun Shelters	24	21	3
Standard T-hangars	28	101	1
Community Hangar	1 (3 tenants)	--	--
Large T-hangar	1	--	--

An aerial photograph of an airport runway and taxiway, overlaid with a dark blue semi-transparent filter. The runway runs vertically through the center of the image. To the left, there are several hangars and other airport buildings. The text "CURRENT PROJECTS & UPDATES" is written in white, serif, all-caps font on the left side of the image.

CURRENT PROJECTS & UPDATES

AIRPORT LAYOUT PLAN (ALP) UPDATE WITH NARRATIVE





BOX HANGAR

- ✓ Topographic Survey
- ✓ Geotechnical Investigation
- ✓ Design Phase (100%)
- ✓ Bid Phase
- ✓ Construction Phase (April 15th)
- Prepare Closeout Documents

Airport Coronavirus Response Grant Program (CRRSAA) / Airport Coronavirus Response

Grant Program (ACRGP)

\$13,000 (received/closed out)

Airport Rescue Plan Act (ARPA)

\$32,000 (received/closed out)

CARES Act Grant

\$30,000 (received/closed out)

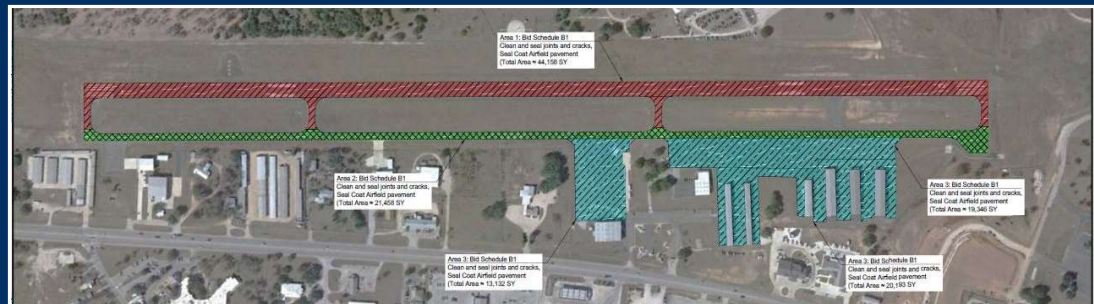
Bipartisan Infrastructure Law(BIL)

\$795,000 (approx.)

- FY22 \$159,000, FY23 \$145,000, and FY24 \$145,000. FY 25 & 26 have yet to be determined.
- You can bank the FY 22-25 for projects

TXDOT STATEWIDE PAVEMENT MAINTENANCE PROJECT

- ✓ Pre-Design Conference
- ✓ Preliminary Engineering Report
- ✓ Preliminary Plans and Specifications
- ✓ Sealed Plans and Specifications
- ❑ Final TxDOT review and approval
- ❑ Bid Phase
- ❑ Contract Execution
- ❑ Construction Phase



OTHER PROJECTS & UPDATES



CAF Lease Agreement

Ground Lease(s)

CareFlite- Letter of Intent

Airport Inspection

Airport Standards & Operating Policy

EVENTS & NEWS

- Commemorative Air Force(CAF)
 - Airshow Update
- Crosby Flying Services
 - Solar Eclipse Fly-in Event

QUESTIONS/ COMMENTS



“A mile of highway will take you just one mile but a mile of runway can take you anywhere!” -Unknown