



## AIRPORT ADVISORY BOARD

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Stephenville Clark Regional Airport, 1050 Airport Road  
Friday, May 31, 2024 at 12:00 PM

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### MINUTES

#### CALL TO ORDER

The meeting was called to order at 12:03 pm.

**Board Members Present:** Tracy Gifford, Shannon Truesdell, Hardy Hampton

**Board Members Absent:** Ricky Thurman, Austin Brown, Colby Simms, Craig Parks

**Others Attending:** Sean Clemmons, Darrell Brown, Bill Smith, Todd Downs, Brandon Johnson, Klint Roberts

#### REGULAR AGENDA

1. Runway Extension Project
  - a. The Longley property was acquired on May 15<sup>th</sup>.
  - b. Documentation of the land acquisition has been sent to TXDOT per their request.
  - c. H. Hampton inquired about cutting down the trees on the newly acquired property. D. Brown stated that the City Parks and Leisure Department will begin selecting an arborist to cut down the trees.
2. SEDA Office Update
  - a. S. Clemmons stated that final plans for the building are being packaged up to go out for bids soon.
3. Terminal Bay Drywall
  - a. The drywall in the terminal bay is moldy from the previous water leaks that have been fixed.
  - b. City staff will reach out to several contractors for estimates and recommendations on how to repair the wall.
4. Upcoming Hangar Inspections
  - a. S. Clemmons stated that the City owned T-hangars will be inspected no sooner than July 1, 2024 in order to ensure compliance with the hangar lease terms, the FAA Hangar Use Policy, and the FAA Airport Sponsor Assurances.
  - b. Several board members and some of the general public had questions as to how this would take place and what would the inspection be looking for. S. Clemmons shared the items on his proposed checklist. S. Clemmons also stated he intends to have the hangar tenant be present during the inspection and that arraignments will be made based on the tenant's availability.
  - c. B. Johnson, a member of the general public, stated that Falcon Field Airport in Mesa, Arizona conducts hangar inspections in a similar fashion.
5. Airport Rules & Regulations
  - a. The City is going to adopt Rules and Regulations for the airport in order to protect the airport's best interests.
  - b. The current draft is being reviewed by Administrative Services.

- c. Once the review by Administrative Services is complete, the draft rules and regulations will be shared with the Airport Advisory Board Members so they can provide their input.

6. Manager's Report

- a. The Aircraft Operations, Courtesy Car Use, and Social Media Statistics for the months of March and April were shared.
- b. The access keypad on the door facing the patio is now operational.
- c. S. Clemmons shared what happened on the April 8<sup>th</sup> Solar Eclipse
- d. S. Clemmons and D. Brown shared what they learned from the Texas Aviation Conference in Galveston during the end of April 2024.
- e. S. Clemmons shared that he was elected as Secretary of the Texas Airports Council.
- f. S. Clemmons shared that David Kirkpatrick with TXDOT Aviation did his site visit on May 6. Nathaniel Minor, the Dublin Airport Manager, visited on May 10 for a tour and for some advice on getting Dublin Airport up to par with Federal and State standards.
- g. S. Clemmons shared that a new AvGas fuel hose has been installed, the exterior lighting on the North Hangars have been upgraded to LED, and the segmented circle has been repainted.

7. Next Meeting Date

- a. June 28, 2024

**CITIZENS GENERAL DISCUSSION**

K. Roberts, a member of the general public, asked why no more bottled water is being provided in the kitchen refrigerator. D. Brown and S. Clemmons explained that a prior decision had been made to no longer provide bottled water and that there is a plan in place to make bottled water available again.

**ADJOURN**

The meeting was adjourned at 12:37pm.

  
Chairman

ATTEST:

  
Secretary

*In accordance with the Americans with Disabilities Act, persons who need accommodation to attend or participate in this meeting should contact City Hall at 254-918-1287 within 48 hours prior to the meeting to request such assistance.*