

**AGENDA**  
**AIRPORT ADVISORY BOARD**  
Monday, September 26, 2016  
6:00 p.m.  
Rockwall City Hall  
385 S. Goliad Street, Rockwall, Texas 75087

- I. CALL MEETING TO ORDER**
- II. OPEN FORUM**
- III. DISCUSSION/ACTION ITEMS**
  - 1. Consider approval of the minutes from the August 22, 2016 Airport Advisory Board meeting and take any action necessary.**
  - 2. Hear an update on City Council action regarding the request to hold the Rockwall Balloon Festival at the airport and take any action necessary.**
  - 3. Hear an update on the fiscal year 2017 budget and associated FBO agreement amendment and take any action necessary.**
  - 4. Hear a Staff Report and take any action necessary.**
- IV. ADJOURNMENT**

This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (972) 771-7700 or FAX (972) 771-7727 for further information.

I, Joey Boyd, Director of Internal Operations for the City of Rockwall, Texas, do hereby certify that this Agenda was posted at City Hall, in a place readily accessible to the general public at all times, on the 23<sup>rd</sup> day of September 2016 at 4:00 p.m. and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

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Joey Boyd, Director of Internal Operations

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Date Removed

**MINUTES**  
**AIRPORT ADVISORY BOARD**  
Monday, August 22, 2016  
6:00 p.m.  
Rockwall City Hall  
385 S. Goliad Street, Rockwall, Texas 75087

**I. CALL MEETING TO ORDER**

The meeting was called to order at 6:00 PM. Present were Tom Woodruff, Mike Potter, Kellie Roby, Dwight Royall, Brad Bassett, and Matt Murphey. Board member Mark Berglund arrived at 6:21 PM.

**II. OPEN FORUM**

The audience was given the opportunity to share comments or concerns with the Board as part of Open Forum. There were no speakers during this portion of the agenda.

**III. DISCUSSION/ACTION ITEMS**

**1. Consider approval of the minutes from the June 27, 2016 and July 11, 2016 Airport Advisory Board meetings and take any action necessary.**

Mr. Bassett made a motion to approve the minutes of the June 27, 2016 and July 11, 2016 meeting. Mrs. Roby provided the 2<sup>nd</sup> and the motion was approved 6-0. Mr. Berglund was absent.

**2. Discuss and Consider a request to hold the Rockwall Balloon Festival at the airport and take any action necessary.**

JJ Smith further discussed holding a balloon festival at the Ralph M Hall / Rockwall Municipal Airport. After looking at several locations, Mr. Smith indicated that the airport is the best location. The Rockwall ISD denied his request due to the likelihood of high school football games being held at Wilkerson-Sanders Stadium. The Board continued to have concerns with safety, security, crowd and traffic control, parking, the impact to airport operations, the impact on city personnel, and who covers the cost of the event. Mr. Smith was asked how the proceeds would be allocated. He indicated the net profit will be split 50/50 between local non-profits and the Rockwall Balloon Festival organization. Mr. Smith also indicated that he has a back-up location in Rockwall. While there were still concerns with the location and logistics of the event, Mr. Berglund made a motion to recommend that the Rockwall Balloon Festival be held at the Ralph M Hall / Rockwall Municipal Airport. Mr. Woodruff provided the 2<sup>nd</sup> and the motion was approved 4-3. Board members Woodruff, Roby, Berglund, and Murphey voted in favor of the motion and Board members Royall, Bassett, and Potter voted against the motion.

**3. Discussion with the City Council Airport Subcommittee regarding the current status of airport operations, and take any action necessary.**

Mayor Jim Pruitt and Council member David White discussed the current state of the airport and told the Board that the airport cannot currently sustain itself. Texas Air Center requested an

operational supplement for the next fiscal year. There was additional discussion regarding ways to increase revenues. The Board is asked to look at all options to increase activity and revenues. With regard to future expansion, it isn't known when funding for improvements will become available through TXDOT Aviation or FAA grants.

**4. Hear a Staff Report and take any action necessary.**

Mr. Boyd discussed items related to the Rockwall Balloon Festival during that agenda item. There were no other items on the staff report.

**IV. ADJOURNMENT**

The meeting was adjourned at 7:17 PM.

**PASSED AND APPROVED BY THE AIRPORT ADVISORY BOARD OF THE CITY OF ROCKWALL, TEXAS, THIS 26<sup>th</sup> DAY OF SEPTEMBER, 2016.**

**ATTEST:**

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**Joey Boyd, Director of Internal Operations**

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**Dwight Royall, Chairman**

**Staff Report**  
**September 26, 2016**

**Proposed Rockwall Balloon Festival**

JJ Smith discussed the Rockwall Balloon Festival at the City Council meeting on Tuesday, September 6, 2016. Mr. Smith indicated that he met with Plano Balloon Festival event planners as well as event planners for a similar festival held annually in the City of Celina. He stated the event may draw 10,000 - 20,000 people. There were similar concerns regarding expected numbers of attendees, vendor space, parking, budget / costs of the event, personal property of airport tenants, and the organizer's 501 c3 status.

Councilmember White made a motion to deny the request to hold the balloon festival at the airport. Mayor Pro Tem Townsend seconded the motion, which failed by a vote of 3 in favor, 3 against (Pruitt, Milder and Fowler), and 1 absent (Lewis).

Mayor Pruitt made a motion to approve the recommendation of the Airport Board to allow the balloon festival to take place with the stipulation that Mr. Smith first obtain his tax exempt status, that there be no alcohol served, and that all owners at the airport not be inconvenienced (that they will have access to their planes throughout the time of the event). Councilmember Hohenshelt seconded the motion; however, he requested to have a more comprehensive plan presented to the city council by the first city council meeting in October (an operational plan reflecting parking, number of people, pricing, budget, etc.). Mayor Pruitt amended his motion to reflect that the event is approved contingent upon a comprehensive event plan (as described by Hohenshelt) be presented at the Council's first meeting in October and that the plan ensure it addresses any concerns of property owners at the airport as well as city staff (fire, police, etc.), and insurance coverage. Councilman Milder explained that, although he just voted against denial of this request, he was also not in favor of it being approved at this point either. He stated that he generally felt that there are currently too many unanswered questions. Also, he does not feel that there is enough time to get all concerns properly vetted and addressed before the event was scheduled to take place in just over two months. The motion failed by a vote of 3 in favor, 3 against (White, Townsend, and Milder) and 1 absent (Lewis).

**Update on Airport Operations**

The City Council approved an amendment to the FBO agreement that provides an operational supplement, extends the end date of the current agreement to coincide with the City's fiscal year, and relieves Texas Air Center of the expense of providing an aircraft for flight instruction, rental, or charter. City Staff will work with Texas Air Center to identify ways to increase revenues and reduce costs.

**Airport Marketing**

The Marketing Subcommittee held a meeting on Monday, August 22, 2016 and discussed strategies for marketing the airport. City staff is working to develop a website and other tools that will be used to market Rockwall and hopefully increase activity at the airport. Additional information will be provide as progress is made and upon review by the Subcommittee.

STATE OF TEXAS

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KNOW ALL BY THESE PRESENTS:

COUNTY OF ROCKWALL

**AMENDMENT #1 TO FIXED BASE OPERATOR MANAGEMENT  
AGREEMENT AND GROUND LEASE**

This Amendment #1 of the Fixed Based Operator Agreement ("Agreement") is between Todd Parks of Texas Air Center ("TAC") a private company and the CITY OF ROCKWALL, Texas ("CITY") a political sub-division of the state of Texas and each organized and existing under the laws of the State of Texas, and acting by, through and under the authority of their designated representatives.

**WHEREAS**, the City and TAC entered into an Agreement with an Effective Date of April 1, 2014, to Fixed Based Operator services at Ralph M. Hall / Rockwall Municipal Airport;

**NOW, THEREFORE**, for and in consideration of mutual covenants and agreements contained herein, the parties hereby agree to the Amendment #1 to the Fixed Based Operator Agreement between the City of Rockwall and Texas Air Center / Todd Parks for the following changes:

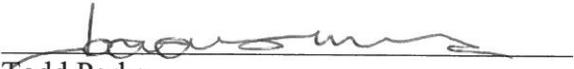
1. The City will supplement airport operations in the amount of \$25,000 for the 2017 fiscal year;
2. **Section 1 A** of the original Agreement is amended to extend the end date from March 31, 2017 to September 30, 2017;
3. **Section 4** of the original Agreement is amended to relieve Texas Air Center of any requirements to provide an aircraft for flight school operations, private rental, or charter;
4. The Amendments listed in paragraphs 1 – 3 are the only changes to the original Agreement and all other provisions of the original Agreement shall remain in full force;
5. This Amendment shall become effective upon execution by both Texas Air Center and the CITY;

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement by their duly authorized agents, officers, and/or officials on the dates set forth below.

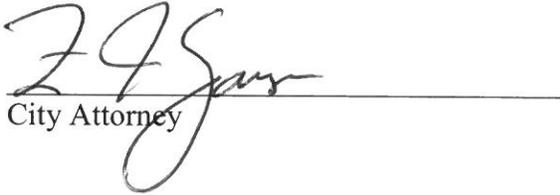
EXECUTED this 19th day of September, 2016.

City of Rockwall a Home Rule Municipality  
and Political Subdivision of the State of  
Texas

  
Richard Crowley  
City Manager

  
Todd Parks  
FBO

Approved as to Form:

  
City Attorney



Attest:   
~~Kristy Ashberry~~ **COLE**  
City Secretary