AIRPORT BOARD
REGULAR SESSION
DECEMBER 9, 2024

BOARD MEMBERS PRESENT
Chairman: Steve Pierce
Blake Seyler
Brant Lundgren (Entered Meeting at 12:25 p.m.)
Darin Divinia
Jim Budarf (Exited Meeting at 12:43 p.m.)

BOARD MEMBERS ABSENT
Darrell Morgan
Wyatt Pettus

STAFF PRESENT
Eric Garretty, City Manager
Marci Bueno, City Secretary/Financial Official
Jon Delamarter, Airport Manager

GUEST PRESENT
None.

1. CALL TO ORDER
   Chairman Steve Pierce called the meeting to order at 12:06 p.m.

2. ROLL CALL OF MEMBERS PRESENT
   Chairman: Steve Pierce
   Blake Seyler
   Brant Lundgren (Entered Meeting at 12:25 p.m.)
   Darin Divinia
   Jim Budarf (Exited Meeting at 12:43 p.m.)

3. CONSIDER AND ACT TO APPROVE THE MINUTES SUBMITTED FROM THE PREVIOUS AIRPORT BOARD MEETING HELD ON NOVEMBER 18, 2024.
   Motion made by Jim Budarf and seconded by Darin Divinia to approve the minutes submitted from the previous Airport Board meeting held on November 18, 2024. Motion passed unanimously 4 – 0.

4. AIRPORT MANAGER REPORT
   Airport Manager Jon Delamarter presented the Airport Manager Report on the topics below.

   a. Airport Operations Update
   b. Review of available funding sources for Airport Maintenance and Improvements
   c. Update on status of aircraft marking tees and related markings in the vicinity of the FBO

5. CONSIDER AND ACT TO SET A POLICY FOR THE MONITORING OF FUEL TANK LEVELS AT THE AIRPORT FUELING FACILITY.
   Motion made by Steve Pierce and seconded by Darin Divinia to set a policy for the monitoring of fuel tank levels at the Airport fueling facility by checking the air fuel every Friday and compare to air sales. Motion passed unanimously 4 – 0.

6. **CONSIDER AND ACT TO AUTHORIZE THE CITY MANAGER TO RETROACTIVELY EXECUTE A HANGER LEASE AGREEMENT, BY AND BETWEEN THE CITY OF GRAHAM AND STEVE PIERCE, FOR HANGAR LEASE LOT NO. 107, WITH SUCH LEASE TO BE EFFECTIVE OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2029, AND FURTHER, SETTING AN ANNUAL LEASE RATE OF $217.00.**

   Motion made by Darin Divinia and seconded by Brant Lundgren to authorize the City Manager to retroactively execute a hanger lease agreement, by and between the City of Graham and Steve Pierce, for Hangar Lease Lot No. 107, with such lease to be effective October 1, 2024 through September 30, 2029, and further, setting an annual lease rate of $217.00. Motion passed 3 – 0 – 1 with Steve Pierce abstaining.

7. **DISCUSSION REGARDING A PROPOSAL TO REPAIR THE DRAINAGE CULVERT RUNNING UNDER RUNWAY 21.**

   City Manager Eric Garretty discussed a proposal to repair the drainage culvert running under Runway 21.

8. **CONSIDER AND ACT TO DISPLACE THE THRESHOLD ON RUNWAY 21.**

   Brant Lundgren entered the meeting at 12:25 p.m.

   Motion made by Steve Pierce and seconded by Darin Divinia to displace the threshold on Runway 21. Motion passed unanimously 5 – 0.

9. **CONSIDER AND ACT TO APPROVE A PROPOSAL TO REHABILITATE DRAINAGEWAYS IN THE VICINITY OF AIRPORT HANGAR SPACES 209 AND 406.**

   Motion made by Blake Seyler and seconded by Darin Divinia to authorize the City Manager and Airport Manager to approve a proposal to rehabilitate drainageways in the vicinity of Airport Hangar Spaces 209 and 406. Motion passed 4 – 0 – 1 with Jim Budarf abstaining.

   Jim Budarf exited the meeting at 12:43 p.m.

10. **CONSIDER AND ACT ON A SLATE OF PROPOSED STORM WATER DRAINAGE PROPOSALS.**

    Motion made by Darin Divinia and seconded by Blake Seyler for the city to fix the storm water drainage. Motion passed unanimously 4 – 0.

11. **DISCUSSION REGARDING PROPOSED FUTURE AGENDA ITEMS.**

    Future agenda items included a Fuel Policy Report added on to the Airport Manager Report, Airport Capital Improvements, update on Airport Projects, and Airport history.

12. **CONSIDER AND ACT TO SET A DATE AND TIME FOR THE NEXT MEETING OF THE AIRPORT BOARD.**

    Motion made by Steve Pierce and seconded by Brant Lundgren for the next meeting of the Airport Board of Directors to be held on January 13, 2025 at 12:00 p.m. Motion passed unanimously 4 – 0.

13. **RECESS INTO EXECUTIVE SESSION UNDER THE FOLLOWING PROVISION OF THE TEXAS LOCAL GOVERNMENT CODE:** Chairman Steve Pierce recessed the meeting into Executive Session at 1:45 p.m.

    Sec. 551.074 Personnel Matters

    - Deliberations regarding the annual evaluation of the Airport Manager.

14. **RECONVENE FROM EXECUTIVE SESSION AND TAKE ACTION AS REQUIRED.** Chairman Steve Pierce reconvened from Executive Session at 2:00 p.m.

    No action was taken.

15. **ADJOURN.**
    There being no further business, the meeting was adjourned at 2:03 p.m. Motion made by Brant Lundgren and seconded by Steve Pierce.