# AIRPORT BOARD
# REGULAR CALLED MEETING
# JANUARY 12, 2026

**BOARD MEMBERS PRESENT**
Chairman: Steve Pierce
Blake Seyler
Brant Lundgren
Darin Divinia
Jim Budarf
Wyatt Pettus

**BOARD MEMBERS ABSENT**
None.

**STAFF PRESENT**
Eric Garretty, City Manager
Marci Bueno, City Secretary/Finance Director
Cassie Short, Executive Assistant
Jon Delamarter, Airport Manager
Melinda Brown, Assistant City Manager, GEIC/GIA Executive Director

**GUEST PRESENT**
None.

1. **CALL TO ORDER**
   Chairman Steve Pierce called the meeting to order at 12:08 p.m.

2. **NOTICE OF POSTING.** NOTICE OF THIS REGULAR CALLED MEETING OF THE GRAHAM MUNICIPAL AIRPORT BOARD WAS DULY POSTED AT A PLACE READILY ACCESSIBLE TO THE PUBLIC AT LEAST 3 BUSINESS DAYS PRIOR TO THE DATE AND TIME OF THIS MEETING, IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT.

3. **ROLL CALL OF MEMBERS PRESENT**
   Chairman: Steve Pierce
   Blake Seyler
   Brant Lundgren
   Darin Divinia
   Jim Budarf
   Wyatt Pettus

4. **PUBLIC FORUM**
   None.

5. **CONSIDER AND ACT TO APPROVE THE MINUTES OF THE REGULAR CALLED MEETING HELD ON NOVEMBER 18, 2025.**
   Motion made by Steve Pierce and seconded by Wyatt Pettus to approve the minutes of the Regular Called Meeting held on **November 18, 2025**. Motion passed unanimously 6 – 0.

6. **PRESENTATION BY PARKHILL ENGINEERING AND THEIR SUBCONTRACTORS REGARDING CURRENT STATUS OF THE AIRPORT LAYOUT PLAN (ALP) PROJECT; AND FURTHER, RECOMMENDING OPTIONS FOR CHANGES TO SAME.**
   Parkhill Engineer Michael Cruising presented a current status of the Airport Layout Plan (ALP) project.

7. **AIRPORT MANAGER'S REPORT.**
   Airport Manager Jon Delamarter provided an Airport Report to the Board.

8. **DISCUSSION REGARDING A PROPOSAL TO AMEND THE AIRPORT MINIMUM STANDARDS TO DEFINE THE EXCLUSIVE SERVICES WHICH MAY ONLY BE PROVIDED BY A FIXED BASE OPERATOR.**
   Board member Jim Budarf discussed a proposal to amend the Airport Minimum Standards to define the exclusive services which may only be provided by a Fixed Base Operator.

9. **DISCUSSION REGARDING A PROPOSAL TO PAINT TEMPORARY HOLD SHORT BARS.**
   City Manager Eric Garretty and Board member Darin Divinia discussed a proposal to paint temporary hold short bars.

10. **CONSIDER AND ACT TO DIRECT AIRPORT MANAGER TO EMPLACE TEMPORARY HOLD SHORT BARS.**
    Motion made by Brant Lundgren and seconded by Jim Budarf to direct Airport Manager to emplace temporary hold short bars. Motion passed unanimously 6 – 0.

11. **PRESENTATION BY AIRPORT MANAGER RELATED TO A TENANT REQUEST LETTER REGARDING THE COLLECTION OF DATA FOR ONGOING BASED AIRCRAFT REPORTING COMPLIANCE.**
    Airport Manager Jon Delamarter presented a tenant request letter regarding the collection of data for ongoing BASED aircraft reporting compliance.

    JIM BUDARF EXITED THE MEETING AT 1:30 P.M.

12. **CONSIDER AND ACT TO DIRECT THE AIRPORT MANAGER TO ISSUE A TENANT REQUEST LETTER PERTAINING TO BASED AIRCRAFT DATA COLLECTION.**
    Motion made by Brant Lundgren and seconded by Steve Pierce to direct the Airport Manager to issue a tenant request letter pertaining to BASED aircraft data collection. Motion passed unanimously 5 – 0.

13. **DISCUSSION REGARDING MONTHLY AIRCRAFT TIEDOWN FEES.**
    Airport Manager Jon Delamarter discussed monthly aircraft tiedown fees.

14. **CONSIDER AND ACT TO ESTABLISH MONTHLY AIRCRAFT TIEDOWN FEES AND TO REQUEST THAT THE CITY MANAGER DRAFT AN ORDINANCE AMENDMENT PERTAINING TO SAME ; AND FURTHER, REQUEST THAT THE CITY MANAGER PRESENT THE DRAFT ORDINANCE AMENDMENT AT A FUTURE MEETING OF THE BOARD.**
    Motion made by Steve Pierce and seconded by Blake Seyler to establish monthly aircraft tiedown fees to 20 days and then the charge fees will begin. Also request

that the City Manager draft an ordinance amendment pertaining to same; and further, request that the City Manager present the draft ordinance amendment at a future meeting of the Board. Motion passed unanimously 5 – 0.

15. **PRESENTATION BY AIRPORT MANAGER OF A DRAFT AGENDA FOR A PROPOSED AIRPORT TOWN HALL MEETING PERTAINING TO THE ADOPTION AND IMPLEMENTATION OF NEW AIRPORT ORDINANCES AND MINIMUM STANDARDS.**

    Airport Manager Jon Delamarter presented a draft agenda for a proposed Airport town hall meeting pertaining to the adoption and implementation of new airport ordinances and minimum standards.

16. **CONSIDER AND ACT TO ADOPT AN AGENDA FOR A PROPOSED AIRPORT TOWN HALL MEETING PERTAINING TO THE ADOPTION AND IMPLEMENTATION OF NEW AIRPORT ORDINANCES AND MINIMUM STANDARDS.**

    Motion made by Steve Pierce and seconded by Wyatt Pettus to adopt an agenda for a proposed airport town hall meeting pertaining to the adoption and implementation of new airport ordinances and minimum standards. Motion passed unanimously 5 – 0.

17. **DISCUSSION REGARDING THE DATE, TIME, AND LOCATION OF A PROPOSED AIRPORT TOWN HALL MEETING PERTAINING TO THE ADOPTION AND IMPLEMENTATION OF NEW AIRPORT ORDINANCES AND MINIMUM STANDARDS.**

    City Manager Eric Garretty discussed the date, time, and location of a proposed airport town hall meeting pertaining to the adoption and implementation of new airport ordinances and minimum standards.

18. **CONSIDER AND ACT TO ESTABLISH A DATE, TIME, AND LOCATION FOR AN AIRPORT TOWN HALL MEETING PERTAINING TO THE ADOPTION AND IMPLEMENTATION OF NEW AIRPORT ORDINANCES AND MINIMUM STANDARDS.**

    Motion made by Steve Pierce and seconded by Brant Lundgren to set an airport town hall meeting on April 21, 2026, at 6:00 p.m., at the Council Chambers located at 608 Elm St., Graham, TX pertaining to the adoption and implementation of new airport ordinances and minimum standards. Motion passed unanimously 5 – 0.

19. **CONSIDER AND ACT TO ACCEPT THE RESIGNATION OF AIRPORT BOARD MEMBER DARRELL MORGAN.**

    Motion made by Steve Pierce and seconded by Darin Divinia to accept the resignation of airport board member Darrell Morgan. Motion passed unanimously 5 – 0.

20. **CONSIDER AND ACT TO NOMINATE A PERSON TO FILL A CURRENT VACANCY ON THE AIRPORT BOARD OF DIRECTORS AND FORWARD SAME TO THE CITY COUNCIL FOR CONSIDERATION.**

    Motion made by Steve Pierce and seconded by Blake Seyeler to nominate DJ Meshcat to fill a current vacancy on the Airport Board of Directors and forward same to the City Council for consideration, pending his acceptance. Motion passed unanimously 5 – 0.

21. **CONSIDER AND ACT TO SET THE TIME, DATE, AND LOCATION FOR THE NEXT MEETING OF THE BOARD.**

Motion made by Steve Pierce and seconded by Wyatt Pettus to set the next meeting of the Board to March 2, 2026, at 12:00 p.m. Motion passed unanimously 5 – 0.

22. DISCUSSION REGARDING FUTURE AGENDA ITEMS.

Future Agenda items included amending the Airport Minimum Standards.

19. ADJOURN.

There being no further business, the meeting was adjourned at 2:10 p.m. Motion made by Steve Pierce and seconded by Brant Lundgren.