

**Minutes  
Airport Advisory Board  
July 9, 2013**

On this 9<sup>th</sup> day of July, 2013, at 6:00 p.m., the Airport Advisory Board of the City of Devine convened in a meeting, and the following members thereof, being present:

Vicki Pumphrey, Airport Manager  
Glen Dale Estep, Chairman  
C.E. (Curly) Brehm  
Tony Crosby  
Greg Coyne

Absent being board members Bill Bain and Hap Squires; thus, constituting a quorum.

Personnel present: Mayor Bill Herring, City Administrator Gary Pelech, City Secretary Dora V. Rodriguez, and City Attorney Tom Cate.

Others present: Sandy Herrera, Devine News; James Spurgers, Deborah Dauphinee, Eldora Brehm and Kirt Ragsdale.

Chairman Glen Dale Estep called the meeting to order.

The first order of business was to discuss and consider for the Council to amend the Code of Ordinance-Section Two – Article IV - Boards, Committees and Commissions – Airport Advisory Board.

City Secretary Dora V. Rodriguez explained to the board members that one of the changes to the ordinance was to change the number of board members from eight to seven, and any changes need to be approved by City Council.

Airport Manager Vicki Pumphrey stated that they could have the seven members that they currently have if it was alright with the rest of the board; this way the chairman would have the deciding vote.

Motion by board member Curly Brehm, seconded by board member Greg Coyne to approve for Council to amend the Code of Ordinance-Section Two – Article IV - Boards, Committees and Commissions – Airport Advisory Board, in changing the number of board members from eight to seven.

Ayes	--	All
Nays	--	None

Motion carried.

The second order of business was for the Airport Advisory Board to select the following:

- a. Chairman
- b. Vice-Chairman
- c. Secretary

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Board Member Curly Brehm nominated Glen Dale Estep for Chairman.

Motion by board member Curly Brehm, seconded by board member Greg Coyne to appoint Glen Dale Estep for Chairman.

Ayes	--	All
Nays	--	None

Motion carried.

Board member Greg Coyne nominated Bill Bain for Vice Chairman.

Motion by board member Vicki Pumphrey, seconded by board member Curly Brehm to appoint Bill Bain for Vice Chairman.

Ayes	--	All
Nays	--	None

Motion carried.

Board member Curly Brehm nominated Vicki Pumphrey for Secretary. Brief discussion was held on the Secretary position not required to be a member of the board.

Motion by board member Curly Brehm, seconded by board member Greg Coyne to appoint Vicki Pumphrey for Secretary.

Ayes	--	All
Nays	--	None

Motion carried.

The third order of business was to discuss and consider adopting Rules and Regulations.

City Secretary Dora V. Rodriguez informed the board that this is in the ordinance under Section 2-263. Selection of chairman and vice-chairman; adoption of rules and regulations. She told them that the question is whether they already have one in place or not.

City Administrator Gary Pelech added that we cannot find anything here in the office, and asked the advisory board if anyone knew of any rules and regulations that we have in place. He said the next step would be that if don't have any, we would need to adopt something.

Board member Curly Brehm stated that he has never seen any rules and regulations. The assumption was that there are no rules and regulations. City Administrator Gary Pelech stated that we will need to establish some by-laws for some rules and regulations.

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Board member Curly Brehm said he thought City did that. City Administrator Gary Pelech explained it would be up to the board to adopt or at least bring together some by-laws for the advisory board. Then City Council would approve the by-laws.

Discussion was held on obtaining copies of different samples from other cities on their rules and regulations, and not try to re-invent the wheel.

Motion by board member Curly Brehm, seconded by board member Greg Coyne to table this item until we can obtain copies of different samples from other cities on their rules and regulations.

Ayes	--	All
Nays	--	None

Motion carried.

The fourth order of business was to discuss and consider approval of Minutes for May 28, 2009.

The airport board reviewed the minutes.

Motion by board member Curly Brehm, seconded by Airport Manager Vicki Pumphrey to approve the Minutes for May 28, 2009.

Ayes	--	All
Nays	--	None

Motion carried.

The fifth order of business was to Review the Lease Contracts.

Chairman Glen Dale Estep commented that he was in the dark as to what needed to be done. Airport Manager Vicki Pumphrey stated that City Attorney Tom Cate would explain a little better but her understanding is that basically with their leases, they are not supposed to be renting or subleasing their hangars; they would need to get Council's approval before they sublease. She then asked City Attorney Tom Cate to explain.

City Attorney Tom Cate explained that the copy of the lease that he has is on Page 2, paragraph 8. Board member Curly Brehm offered to read the copy of the current lease, Page 2, Paragraph 8 as follows: Lessor must approve in writing any sublease or assignment of lease by the lessee before such sublease or assignment shall be valid, and at such time lessor will have the right to add to or change any of the provisions of this lease except for the length of term or consideration paid, therefore, other than as stated hereto forth.

City Attorney Tom Cate explained that what this means is that before there are any subleases out at the airport, they need to be brought to the Council for them to review and either approve or reject.

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Board member Curly Brehm inquired on what to do if they had someone who comes in the day after a council meeting and wants to sublease. He asked if they would need to wait 30 days for the next council meeting.

Mayor Herring informed him that the Council can always hold a special meeting; it's done all the time, as long as it meets the 72 hour qualification and as long as we have a quorum.

City Secretary Dora V. Rodriguez asked City Attorney Tom Cate about a month to month revolving lease. He explained that it's an automatic rollover unless there's a change in individuals; they don't have to come back every month.

City Administrator Gary Pelech stated that what he had wanted to do was come up with a blanket lease for the next council meeting and approve all of them at the same time.

According to Tom they need to turn something in as soon as possible if we're going to do this by the next council meeting so it can be reviewed by him and city administration before the meeting. He said, this way, if they have any questions, we can be prepared. He said his idea was to create a form that they can sign off on.

None of the existing subleases have been approved. The airport advisory board held lengthy discussion on subleases. Board member Curly Brehm stated that he would love to see a form that could be filled out and given to management. He said he wasn't talking about re-doing the existing sublease. At the next meeting, we can blanket approve everything that we have right now, and this new form would be for anything in the future. They decided to bring in all their original subleases for administration to review.

Motion by board member Curly Brehm, seconded by board member Tony Crosby for all board members to bring in all subleases to the City for Council to review.

Ayes	--	All
Nays	--	None

Motion carried.

The sixth order of business was Informational Items.

Airport Manager Vicki Pumphrey addressed a problem that they have with trees. Board member Tony Crosby held discussion on some of the trees on his property. He stated he has no objection in having them removed. According to Airport Manager Vicki Pumphrey, the FAA does flight checks and it's to check our NDB's and everything else. She also mentioned that you cannot fly instrument approaches at Devine Airport.

City Administrator Gary Pelech mentioned that he spoke to someone from the FAA and they were adamant about those trees coming down by August 15<sup>th</sup>.

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More discussion was held regarding the oak trees.

Board member Tony Crosby and Airport Manager Vicki Pumphrey will be contacting the FAA regarding the trees, and they will report back to the City.

Airport Manager Vicki Pumphrey also explained that we also have the ramp grant that will help cover getting rid of the trees or do whatever we need to do. It's a 50/50 grant. She explained that the grant covers any improvements to the airport, not necessarily the runway or hangars, but it will cover repairs for the NDB as well (after insurance). It also pays for the maintenance of the airport (Larry Cerovski).

There being no further business to come before the board, motion was made by board member Curly Brehm to adjourn the meeting.

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Mayor

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City Secretary

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Airport Manager