



The City of Lago Vista

*To provide and maintain a healthy, safe, vibrant
community, ensuring quality of life.*

**NOTICE OF A MEETING
AIRPORT ADVISORY BOARD
WEDNESDAY, MARCH 30, 2016 7:00 PM
COUNCIL CHAMBERS
CITY HALL - 5803 THUNDERBIRD ST.**

NOTICE IS HEREBY GIVEN that the Airport Advisory Board of the City of Lago Vista, Texas will hold a meeting on the above date and time for discussion and possible action on the following:

PUBLIC COMMENTS FOR NON-AGENDA RELATED ITEMS

CONSENT AGENDA

All matters listed in Item 1, Consent Agenda, are to be considered routine by the Board and will be enacted by one motion. There will not be separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately.

1. Consider Approval Of The Following Minutes:
 - A. January 20, 2016 Regular Meeting
 - B. February 3, 2016 Special Meeting

STAFF UPDATE

1. 2030 Comprehensive Plan.
2. Airport Action Plan.

BUSINESS ITEMS

1. RAAPOA Update – POA Board Member.
2. Discussion of Board Member Issues.
3. Presentation concerning Aerial Easements.
4. Advise date of the next Airport Advisory Board Meeting.

IT IS HEREBY CERTIFIED that the above Notice was posted on the Bulletin Board located in City Hall in said City at _____ on the _____ day of _____, 2016.

Sandra Barton, City Secretary

THE CITY OF LAGO VISTA IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS TO COMMUNICATIONS WILL BE PROVIDED UPON REQUEST.

IN ADDITION TO ANY EXECUTIVE SESSION ALREADY LISTED ABOVE, THE AIRPORT ADVISORY BOARD RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY TEXAS GOVERNMENT CODE FOR THE FOLLOWING PURPOSES: §551.071: CONSULTATION WITH ATTORNEY; §551.072: DELIBERATIONS REGARDING REAL PROPERTY; §551.073: DELIBERATIONS REGARDING GIFTS AND DONATIONS; §551.074: PERSONNEL MATTERS; §551.076: DELIBERATIONS REGARDING SECURITY DEVICES; §551.087: DELIBERATIONS REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS

**City of Lago Vista
Airport Advisory Board (AAB)
Minutes of Special Meeting
Feb. 3, 2016**

Board Members Present: Don Barthlow (Chair)
Baron Carter
Linda Bush Warren (Vice-Chair)
Mike Hurosky
Kurt Tessnow

Also Present: Mayor Dale Mitchell
David Harrell, Development Services Director
Jason Reimer, O'Malley Strand Engineering
Ryan Hindman, TXDOT Aviation
Councilor Rodney Cox, Airport Advisory Board Liaison
Councilor Ed Tidwell
Approximately eighteen (18) others from the public

The Chair called the meeting to Order at 7:03 P.M. with a quorum present in the Council Chambers, City Hall, 5803 Thunderbird St., Lago Vista, TX.

SELECTION OF SECRETARY PRO-TEM (NOT ON AGENDA):

It was determined that since the Secretary (Kris Dehnel) was absent, a Secretary Pro Tem was needed to record the meeting. The Chair nominated Linda Bush Warren, seconded by Baron Carter, and the Board unanimously elected Linda Bush Warren, Vice Chair, to act as Secretary Pro Tem for this meeting.

PUBLIC COMMENTS FOR NON-HEARING RELATED ITEMS:

Questions about the Aviation Code for the Airport being non-commercial were raised by the public. Mayor Dale Mitchell gave a brief history of the coding procedures that took place in 1996 and 1997 by the City, Airport, and the Federal Aviation Administration (FAA) to zone the Airport with a C-4 designation which allows businesses at the Airport. Originally there were ten (10) residences at the Airport and that restriction was subsequently removed by Council. David Harrell was going to find the Section and Code # referencing the restriction and get the information to the Board, and the City will revise, if necessary, the written policy where the conflict resides. Jim Awalt informed all that TXDOT did their own study on the economic impact and it was good for the City to zone the Airport property to C-4.

Brian Carlson questioned the deadlines for submitting the applications to become part of the Airport Board, as there were only two (2) listed at the deadline date. Another number of applications were put into the mix and the City did not take the recommendations of the AAB. David Harrell said the applications were found later, but had been submitted before the deadline and the City would streamline their system so the mix-up does not create confusion again.

CONSULTANT UPDATE

Item #1: Airport Improvements

The Chair opened the item and introduced Jason Reimer from O'Malley Strand Engineering who is overseeing the Contractor on the improvements to the taxiways and runway. He indicated the Contractor is still on schedule to finish on time, weather permitting, by March 31, with cold sealing by

February 14, 2016. He stated runway lighting will be off while curing. City property is defined as going to the Hangar doors. The numbers on the runway will remain 15 and 33, as the FAA statement about changing the numbers was only a recommended suggestion.

John Bush stated to Mr. Reimer that hangers with external braces would need to be open when the asphalt is being applied. Ryan Hindman and Jason Reimer said they would work on letting hanger owners know so they could be present. They are going to look into the cost being covered as the specs have changed and there will be no covering of existing concrete with cold seal.

Glen Chappie reminded Mr. Reimer that access on the fifteen (15) end of the runway, needs to have the taxiway's done in separate stages leaving the residents at the that end egress and exit as the taxiway is the road into and out of that end of the Airport. Mr. Reimer replied that the Contractor needs five (5) days as the window for curing the asphalt. They will work with the schedule.

Bill Coltharp suggested using the Automated Weather Observing System (AWOS) to update pilots about the condition of the Airport. He will get a code to allow the AWOS to be updated as needed. David Harrell indicated he was not aware the AWOS system could be used in that format but would be willing to contact the necessary manager of the AWOS system at the time he issues a Notice to Airman (NOTAM).

Rex Womble discussed water collection at a low point on the taxiway, which collects grit and blows the dried grit into the propellers of the aircraft and damages the prop. David Harrell suggested the City can deal with that low spot and get a crew up there to correct the issue. Rex thinks it needs two (2) inches of asphalt to take care of the low spot and the item being raised will take care of the problem. A redesign so the water drains into the unused dirt was also suggested by him.

Jim Awalt asked about the lighted windsock. It is in storage and there is no place to put it up that meets specs at this time. There is not enough land to meet requirements. Questions were raised about using some of the existing hangers to get a wind sock mounted. They were going to probably do it themselves on the Airport hangers.

STAFF UPDATE

Item #1: Obstructions Interrupting Instrument Landing Processes

The Chair opened this item and turned over to David Harrell who provided an update to the included staff report. He stated this morning, David Maple; the Manager of the Balconies Canyonland Preserve left a voicemail message indicating allowing removal of the three (3) trees still in the path on their land. This included any limbing up as necessary on other trees to move equipment into the area. There are also an additional two (2) trees located on the Penn Ranch property to the north of the runway, David will need to contact for removal. David Harrell noted that all the trees on the Penn Ranch to the left of the runway appear to have been removed along with the entire grove of trees. It was indicated that Jim Awalt and Bill Coltharpe had talked with the Penn Ranch owner and he began removal at their request. David Harrell and the Airport Advisory Board thanked both of them for their efforts.

David Harrell stated the tree removal crews could potentially be in place and could move on the project the next day. Money should be in place from the City and the work will be done by the end of Feb. 2016 as the start of nesting season for the birds begins in March. Don Barthlow asked for staff updates on the obstructions. Jim Awalt will get the information to Bill Coltharp. Once trees are removed, David Harrell

will send the letter Albert (Al) Mastello at the Federal Aviation Administration (FAA) to get the vertical glide slope reinstated for published instrument approach for pilots to the Airport.

With no other items on the agenda, Baron Carter motioned that the meeting be adjourned, Kurt Tessnow seconded, with motion approved unanimously. The meeting was adjourned at 7:36 PM.

Don Barthlow, Chair

Linda Bush-Warren, Secretary Pro Tem

On a motion by _____, seconded by _____ the above and foregoing instrument was passed and approved this 30th day of March, 2016



Development Services Department

STAFF REPORT

Staff Update #1

2008 Comprehensive Plan Update

Date: March 22, 2016

PLAN BASICS

A Comprehensive Plan is a City Council approved document that directs future City growth over a period of the next fifteen (15) to twenty (20) years. This document consists of several elements such as future land use, transportation, economic development, public facilities, quality of life, housing/infill, infrastructure, city services, environment, and Capital Improvements Program. These elements are created from data analysis and public input through the process. This plan covers the areas of the City outside the boundaries of the Airport (this includes the Airport environs). It is similar in nature to an Airport Master Plan in scope and creation.

PLAN HISTORY

The initial plan for the City was professionally created in 2001 and updated by a group of appointed citizens in 2008. At this time the City desires to choose a group of professional planning consultants to begin this updating process. Initially the City had a request for proposal (RFP) reviewed by the City Council in January and the Planning & Zoning Agency in February before posting to receive proposals. In mid-March the City receive four (4) proposals for review. In late March the City Council created a Comprehensive Plan Steering Committee consisting of two (2) City Staff, three (3) members of the Planning & Zoning Commission, and three (3) members of the City Council. The Steering Committee was tasked with review of the proposals and using a created point scale to determine who would be chosen consultant to complete the work at a later date.

In early May, the Steering Committee heard from all four (4) consultants and reviewed power-point presentations from each consultant. On May 22nd, the Committee chose Freese & Nichols to begin the process of completing a revision to the Comprehensive Plan. The City will begin to enter the process of contract negotiations with the company for confirming associated costs, elements to be improved and added to the revised Plan, amount/types of public participation, and timescale for the process. This Committee will be deactivated after the Council has considered and awarded the consultant's contract for services.

On May 21st, the Council created a Comprehensive Plan Advisory Committee in order to have a Committee to advise and provide information to the chosen Consultants through the process. They will be independent of the public; although the public will also be an important part of the process. This Committee consists of thirteen (13) people that represent vested interest in the City. These consist of two (2) Council members (Dale Mitchell and Ron Smith), three Planning & Zoning Commission

members (Tara Griffin, Jim Moss, and Gary Zaleski), two City staff (Development Services Director and City Manager), one (1) RAAPOA representative (Don Barthlow), one (1) LVPOA representative (Vicki Woods), one (1) LVISD representative (Darren Webb), one (1) LVJCOC representative (Keith Billington); one (1) local developer representative (David Carroll); one (1) economic development representative (Doug Casey). This Committee will be deactivated after the Council has approved the revised Comprehensive Plan.

The City Council approved the contract with Freese & Nichols (Consultant) at their August 20, 2015 meeting. Since this time Staff has been sending the Consultant data in order for them to start the Comprehensive Plan update process. They met with the Comprehensive Plan Advisory Committee (CPAC) on September 14, 2015 in order to discuss issues relating to the City and to set up the time outlines for the project.

On September 16, 2015 the Consultant and City Staff met with 70 students at Lago Vista High School in the afternoon and had the first Town Hall Meeting with 115 people in the evening. Both meetings were held at the Performing Arts Center. This public interaction will continue with another Town Hall meeting to be held at the K-Oaks Clubhouse on Bar K Ranch Rd. on October 26th at 7 P.M. The Consultant has also placed an interactive version of the survey from the previous public meetings on the City's website.

On October 6, 2015 the CPAC met with the Consultants to go over the previous first Town Hall meeting and Lago Vista High School results. Also, ideas were discussed concerning prohibition of development in certain areas that may never formally develop. It was decided that a second Town Hall meeting should be scheduled and to set up a format where eight (8) items can be discussed to the public. These items were Housing, Infrastructure, Connectivity, Aesthetics, Lake Access, Recreation/Youth Activities, and Green Activities.

On October 26, 2015 there was another Comprehensive Plan Town Hall meeting at K-Oaks which lasted about 2.5 hours. From that meeting the public provided additional input to the eight (8) items discussed at the earlier CPAC meeting and received results from the previous meetings. From the Town Hall meeting, on October 29, 2015 there was another CPAC meeting with the Consultants to go over the results of the October 26, 2015 Second Town Hall meeting and to seek input from them for online surveys to be completed by the public. Also the CPAC was divided into two teams to produce a map of areas that should and should not be encouraged to develop in the future. This information was taken by the Consultants to be analyzed for results.

Update from January, 2016

On January 12, 2016 our Consultants provided the CPAC a rough draft of the 2030 Comprehensive Plan, in which they provided comments at another meeting held on January 26, 2016. On February 23, 2016 the Final Town Hall meeting was held to seek additional public input, summarize results from previous meetings, and rank priorities concerning actions. With the results of this Town Hall meeting the Plan was updated to reflect these final changes.

A meeting of the CPAC was held on March 14, 2016 in order to show additional changes to the Plan based on previous meetings and get final inputs. A final CPAC

meeting has been scheduled for March 24, 2016 to offer input and seek a recommendation for the Planning & Zoning Commission and City Council. On April 7 2016, two separate dual workshops with the Planning & Zoning Commission meeting at 1:00 P.M. and City Council meeting at 6:30 P.M. will start to update both Commission and Council. From these meetings, the final adoption meetings will occur on May 5, 2016 with the Planning & Zoning Commission making a recommendation in the afternoon and the City Council making a consideration in the evening. It is assumed by Staff that the Plan will be adopted by Council at that time.

This information was gathered in order to update the Airport Advisory Board of items that are occurring in the community and will have an impact on the Airport environs just outside of the Airport boundaries.



Development Services Department

STAFF REPORT

Staff Update #2

Airport Action Plan

Date: March 22, 2016

PRESENTATION SUMMARY

The report will cover the item being worked on between the City and TXDOT Aviation to provide updates to the Airport Advisory Board.

Aviation Action Plan

Project History

This involves the City's attempt to update the Airport Master Plan. In consultation with TXDOT Aviation, they recommended creation of an Airport Action Plan. This Plan would be covered under a 90/10 matching grant similar to the airport improvements. A Resolution committing funding to this project was approved by the City Council in August 2014 for a total of \$8,000. The State believes the full cost of this project to be \$80,000 and will be in full control of the project. There will be no required RAAPOA funding due to the Agreement. Benefits of the plan include an updated document to formally direct the growth of the Airport and its surrounding environment.

The City has completed all the necessary paperwork associated with the ten percent (10%) portion and established a Selection Committee consisting of Don Barthlow, Bill Coltharp, Jim Awalt, David Harrell, and Councilor Rodney Cox in order to determine selection criteria, review qualifications and proposals of candidate firms, conduct interviews, if necessary, and select a firm for the award of the design contract, based on a consensus ranking by the committee members. This has all been submitted to TXDOT Aviation.

At the request of the State, Council passed a new Resolution authorizing committing its \$8,000 to the \$80,000 project in late 2015. This Resolution was sent to State to request funding in front of their Commission for the remaining \$72,000. Their Commission has approved this funding and the process to update the 1999 Airport Master Plan has begun. The State published the Request for Qualifications (RFQ) for the project in early December that enlisted Consultants to complete the project with a deadline of January 12, 2016

Update since January, 2016

In January 2016 the Consultant Selection Committee reviewed five RFQ's and rated them on a point scale based on the submittal. From this information the State picked the number one rated consultant of Parkhill, Smith, and Cooper. On February 18, 2016 the Council established an Airport Plan Action Committee (APAC) consisting of the City Manager (Melissa Byrne-Vossmer), Development Services Director (David

Harrell), AAB Council liaison (Rodney Cox), one Planning & Zoning Commission member (Jim Moss), two AAB members (Don Barthlow & Linda Bush Warren), and one Airport resident (James Awalt). This Committee will be the main group to assist the Consultant in construction of the Plan and will dissolve once the City Council approves the Plan.

At this time Staff has reviewed the contract between the Consultant and the State and made revisions to allow additional public input through a Town Hall meeting and separate input between the APAC and the Planning & Zoning Commission. The Consultant and Staff have spoken to begin coordination and setting dates for these meetings. Once started the entire process will take 17 weeks to complete.



**CITY OF LAGO VISTA
DEVELOPMENT SERVICES**

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MEMO

To: Airport Advisory Board

From: David Harrell, AICP, Director

RE: Business Items 1 – 4

These items will be discussed at the meeting.