



City of Burnet **MUNICIPAL AIRPORT**

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Burnet, TX 78611

NOTICE OF MEETING OF THE BURNET AIRPORT ADVISORY BOARD

Notice is hereby given that a **Regular Meeting** will be held by the Airport Advisory Board on the **12th day of October 2023** at **2:00 p.m.** in the Council Chambers, Burnet Municipal Airport, 2402 S. Water Street, Burnet, at which time the following subjects will be discussed, to-wit:

This notice is posted pursuant to the Texas Government Code, Chapter §551-Open Meetings.

1. CALL TO ORDER:

2. CONSENT AGENDA ITEMS:

(All of the following items on the Consent Agenda are considered to be self-explanatory by the AIRPORT ADVISORY BOARD and will be enacted with one motion. There will be no separate discussion of these items unless an AIRPORT ADVISORY BOARD member, staff member or citizen requests removal of the item from the consent agenda for the purpose of discussion. For removal of an item, a request must be made to the AIRPORT ADVISORY BOARD when the Consent Agenda is opened for AIRPORT ADVISORY BOARD Action.)

2.1 Approval of the June 22, 2023, Airport Board Meeting minutes.

3. ACTION ITEM: None

4. REPORTS:

4.1 FBO Report: Crosby Flying Services LLC

4.2 CAF Report: Ed Holley

4.3 Airport Operations: Adrienne Feild

4.4 Airport Financial Report: Adrienne Feild

4.5 Airport Standards and Operating Policy for Burnet Municipal Airport/Kate Craddock Field Update: Adrienne Feild

5. REQUESTS FROM AIRPORT ADVISORY BOARD FOR FUTURE REPORTS:

ADJOURN

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the Airport Advisory Board, is a true and correct copy of said NOTICE and that I posted a true and correct copy of said NOTICE on the bulletin board, in the City Hall of said **October 9th** at or before 2 o'clock p.m. and remained posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

Dated this 9th day, of October 2023

Kelly Dix, City Secretary

NOTICE OF ASSISTANCE AT THE PUBLIC MEETINGS:

The City Council Chamber is wheelchair accessible. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services, such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's office (512.756.6093) at least two working days prior to the meeting. Requests for information may be faxed to the City Secretary at 512.756.8560.



Minutes of a Special Meeting of the Airport Advisory Board
June 22, 2023
Burnet Municipal Kate Craddock Field, Terminal Building, Burnet, Texas

1. CALL TO ORDER:

The meeting was called to order at 2:01 p.m. by Jodi Perry.

ATTENDEES:

Members Present: Jodi Perry, Charles Deiterich, Robert Vossman, Dave Hargett;
James Wreyford

Members Absent:

Guests: Ed Holley

Others Present: Adrienne Feild; Cody Faught

2. CONSENT AGENDA ITEMS:

2.1 Approval of the May 11, 2023, Airport Board Meeting minutes

Motion was made by: Robert Vossman

Second by: Dave Hargett

Favor: All Opposed: None

3. ACTION ITEM:

3.1 Discuss and consider action: Review and make recommendation to City Council on the adoption of the Airport Standards and Operating Policy

The Board reviewed and discussed page by page of the document. There were several comments/recommendations from the Board that needed to be addressed by staff. Ultimately the Board ask for this item to be placed back on a future agenda.



**Minutes of a Special Meeting of the Airport Advisory Board
June 22, 2023
Burnet Municipal Kate Craddock Field, Terminal Building, Burnet, Texas**

4. REQUESTS FROM AIRPORT ADVISORY BOARD FOR FUTURE REPORTS:

None.

6. ADJOURN:

Time: 4:02 p.m.

Motion was made by: Charles Deiterich

Second by: James Wreyford

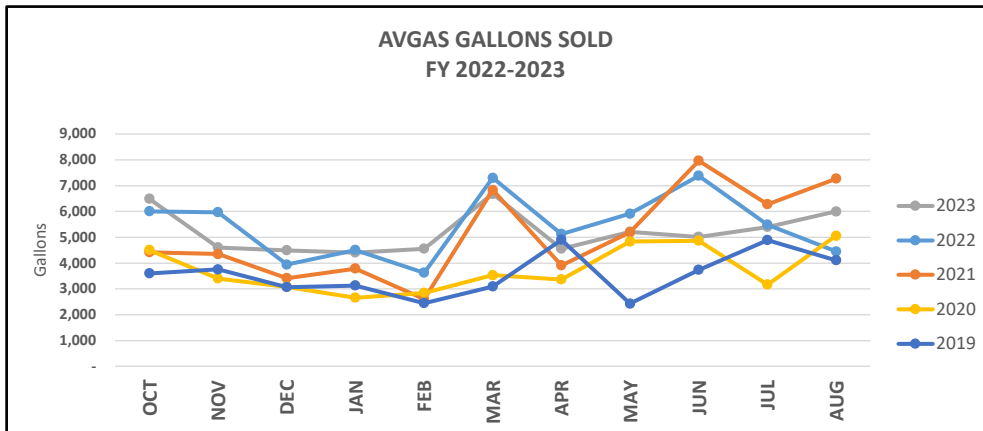
AIRPORT FUND DASHBOARD

FYTD AUGUST 2023

CURRENT RESULTS COMPARISON

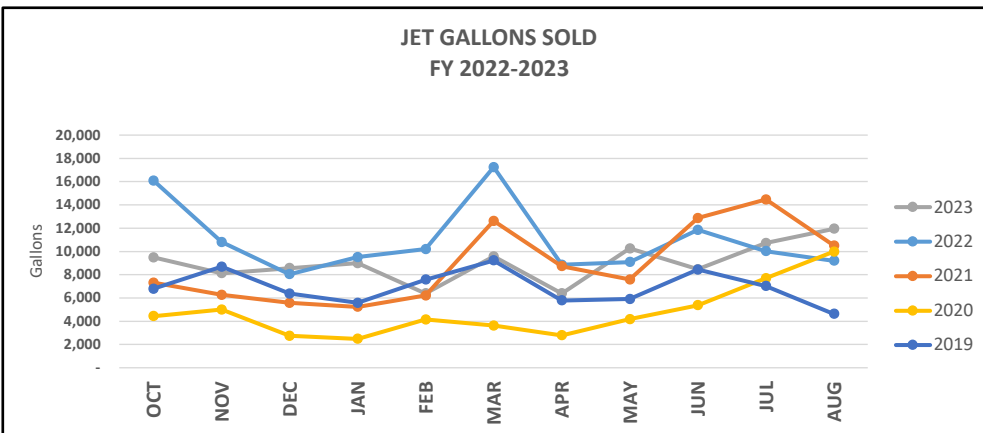
| | AMENDED BUDGET | ACTUAL FYTD AUGUST 2023 | % OF BUDGET | PY BUDGET 2021-2022 | ACTUAL FYTD AUGUST 2022 | % OF BUDGET |
|-------------------|-------------------|----------------------------|----------------|------------------------|----------------------------|----------------|
| REV (net of cogs) | \$ 339,381 | \$ 341,820 | 101% | \$ 428,729 | \$ 484,284 | 113% |
| EXPENSES | 258,228 | 238,348 | 92% | 376,330 | 315,123 | 84% |
| PROFIT (LOSS) | \$ 81,153 | \$ 103,471 | | \$ 52,399 | \$ 169,162 | |

TABLES/CHARTS



Avgas Gallons Sold:

| | |
|--------------------|---------|
| FYTD 2023 | 51,416 |
| FYTD 2022 | 55,262 |
| Increase(decrease) | (3,845) |
| | -6.96% |



Jet Gallons Sold:

| | |
|--------------------|----------|
| FYTD 2023 | 87,008 |
| FYTD 2022 | 111,717 |
| Increase(decrease) | (24,709) |
| | -22.12% |

City of Burnet, Texas
Airport Fund
Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
FYTD AUGUST 2023

| | 91.7% of year complete | | | | | | |
|---|------------------------------------|----------------------------|----------------|------------------------|-------------------------------|----------------|--|
| | AMENDED ANNUAL BUDGET 2022-2023 | ACTUAL FYTD AUGUST 2023 | % OF BUDGET | PY BUDGET 2021-2022 | PY ACTUAL FYTD AUGUST 2022 | % OF BUDGET | |
| REVENUE | | | | | | | |
| Av Gas Sales | \$ 89,525 | \$ 89,527 | | \$ 233,000 | \$ 330,808 | | |
| Av Gas Purchases | 71,575 | 71,574 | | 174,750 | 263,935 | | |
| Net Sales | 17,950 | 17,953 | 100% | 58,250 | 66,873 | 115% | |
| Jet Gas Sales | 156,010 | 156,012 | | 367,000 | 633,913 | | |
| Jet Gas Purchases | 102,775 | 102,772 | | 201,850 | 413,487 | | |
| Net Sales | 53,235 | 53,240 | 100% | 165,150 | 220,426 | 133% | |
| Avgas Flowage Fees | 3,140 | 2,901 | 92% | 450 | - | 0% | |
| Jet Flowage Fees | 11,122 | 15,080 | 136% | | | | |
| Penalties | - | - | | | 425 | | |
| All Hangar Lease | 153,600 | 136,968 | 89% | 125,000 | 121,085 | 97% | |
| CAF Admissions | 5,066 | 5,119 | 101% | 5,066 | 4,876 | 96% | |
| McBride Lease | 48,748 | 46,549 | 95% | 45,893 | 42,179 | 92% | |
| Thru the Fence Lease | 12,020 | 8,479 | 71% | 12,020 | 8,479 | 71% | |
| Airport Parking Permit | 5,000 | 3,805 | 76% | 2,000 | 480 | 24% | |
| Hangar Lease - FBO | 18,755 | 15,472 | 82% | 14,400 | 10,800 | 75% | |
| Interest Earned | 10,745 | 34,898 | 325% | 500 | 8,202 | 1640% | |
| Other | - | 1,356 | | - | 460 | | |
| Use of Fund Balance | 61,863 | 56,708 | 92% | 493,069 | 177,003 | 36% | |
| Total Revenue | \$ 401,244 | \$ 398,527 | 99% | \$ 921,798 | \$ 661,287 | 72% | |
| <i>Total Revenue less fund balance</i> | <i>\$ 339,381</i> | <i>\$ 341,820</i> | <i>101%</i> | <i>\$ 428,729</i> | <i>\$ 484,284</i> | <i>113%</i> | |
| EXPENSES | | | | | | | |
| Personnel Services | \$ 100,502 | \$ 91,393 | 91% | \$ 97,884 | \$ 88,496 | 90% | |
| Supplies & Materials | 3,000 | 1,897 | 63% | 4,000 | 3,132 | 78% | |
| Repairs & Maint | 3,675 | 2,131 | 58% | 3,000 | 6,223 | 207% | |
| Contractual Services | 64,750 | 65,366 | 101% | 164,400 | 100,778 | 61% | |
| Other Designated Expenses | 46,527 | 43,180 | 93% | 38,600 | 39,384 | 102% | |
| Transfers to Debt Service | 61,863 | 56,708 | 92% | 58,069 | 53,230 | 92% | |
| Admin Allocation | 31,874 | 26,481 | 83% | 39,646 | 50,710 | 128% | |
| Av fuel truck lease | 3,350 | 3,350 | 100% | 12,000 | 11,000 | 92% | |
| Jet fuel truck lease | 4,550 | 4,550 | 100% | 16,800 | 15,400 | 92% | |
| Transfers to Capital | - | - | | 435,000 | 123,773 | 28% | |
| Total Expenses | \$ 320,091 | \$ 295,056 | 92% | \$ 869,399 | \$ 492,125 | 57% | |
| <i>Total Exp - xfers to capital and debt svc.</i> | <i>\$ 258,228</i> | <i>\$ 238,348</i> | <i>92%</i> | <i>\$ 376,330</i> | <i>\$ 315,123</i> | <i>84%</i> | |
| Change in Net Position | \$ 81,153 | \$ 103,471 | | \$ 52,399 | \$ 169,162 | | |

NOTE

Original budget was based on the new FBO contract going into effect October 1st. However, the new FBO contract did not go into effect until January 1, 2023. Therefore, staff amended the budget to match the contracts in place.

Under the new FBO contract:

-Net fuel sales are replaced by flowage fees.

-Fuel truck lease expenses are assumed by the FBO.

-FBO contract payments which were \$18,000 per month under the Interim FBO contract will be \$0 under the new FBO contract.

Notes:

REVENUES:

-Because the airport was operated under the interim contract for the 1st quarter, the airport had fuel sales and related expenses but no flowage fee revenues for that period.

-Interest revenue has increased significantly over last year.

EXPENSES:

-Because the airport was operated under the interim FBO contract for the 1st quarter, the airport incurred "cost of fuel sold" expenses, fuel truck lease expenses, credit card service fees, FBO contract payments of \$18,000 from Oct - Dec, and increased admin allocation expenses for the period which were not included in the original budget but has since been amended.

- Designated expenses include the annual insurance payment for the airport.