



City of Burnet MUNICIPAL AIRPORT

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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 **13th day of June 2024** 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 May 9, 2024, Airport Advisory 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 Project Update(s) Report: 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 Juen 10, 2024 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 10th day, of June 2024

Maria Gonzales, 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 Meeting of the Airport Advisory Board
May 9, 2024
Burnet Municipal Kate Craddock Field
2302 S Water St, Burnet, TX 78611**

1. CALL TO ORDER:

The meeting was called to order at 2:02pm by Charles Deiterich.

ATTENDEES:

Members Present: Robert Vossman, Jim Wreyford, Charles Deiterich
Others Present: Adrienne Feild; Cody Faught, Ed Holley

2. CONSENT AGENDA ITEMS:

2.1 Approval of the March 14, 2024 Airport Advisory Board Meeting Minutes

Motion was made by: Jim Wreyford

Second by: Robert Vossman

Favor: All Opposed: None

3. ACTION ITEM: None

4. REPORTS:

4.1 FBO Report: Crosby Flying Services LLC

Mr. Faught with Crosby Flying Services shared that we should see an increase in fuels sales in April due to the Eclipse event. Mr. Faught also shared that Crosby's maintenance facility is doing well and staying busy, and that Crosby's rent planes are booked all day, every day.

4.2 CAF Report: Ed Holley

Mr. Holley updated the Board on a few happenings at the CAF. The squadron did a fly-over at the annual Bluebonnet Festival, they also were able to take the PX Trailer to the Temple Airshow, and a school located out of Austin held their annual dance at the Hangar. Mr. Holley also shared that the squadron is trying to get the Newsletter circulating again. Mr. Holley also shared the unfortunate news that the C47 would not be making the Canadian Tour like originally planned.



**Minutes of a Meeting of the Airport Advisory Board
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4.3 Airport Operations: Adrienne Feild

Mrs. Feild presented updates on current projects including Box Hangar, Airport Layout Plan, Statewide Pavement Project.

4.4 Airport Financial Report: Adrienne Feild

The March 2024 Financial report was provided to the Board.

4.5 Airport Project Update(s) Report: Adrienne Feild

Discussion occurred in prior Agenda Item.

5. REQUESTS FROM AIRPORT ADVISORY BOARD FOR FUTURE REPORTS:

None.

6. ADJOURN:

Time: 3:06 p.m.

Motion was made by: Robert Vossman

Second by: Charles Deiterich

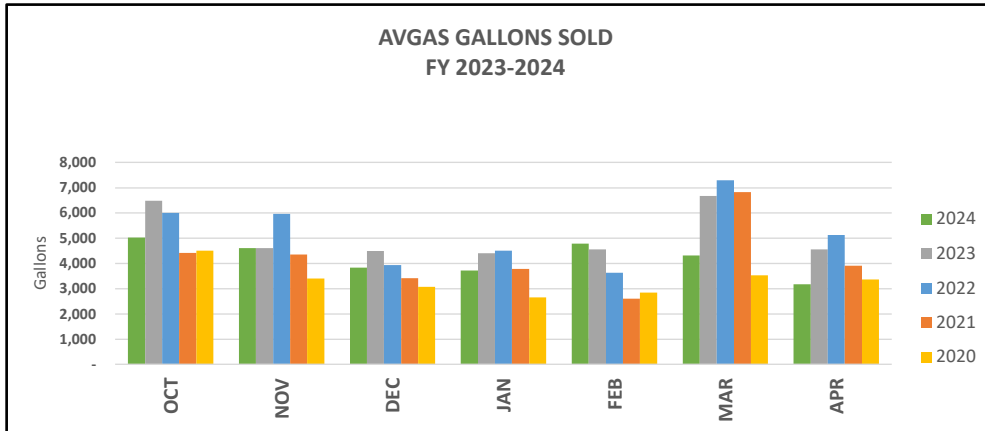
AIRPORT FUND DASHBOARD

FYTD APRIL 2024

CURRENT RESULTS COMPARISON

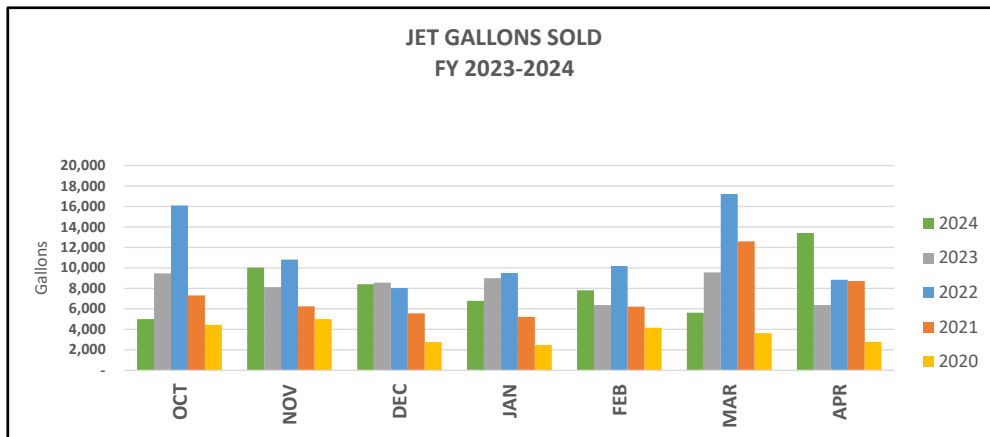
| | ORIGINAL BUDGET | ACTUAL FYTD APRIL 2024 | % OF BUDGET | AMENDED BUDGET 2022-2023 | ACTUAL FYTD APRIL 2023 | % OF BUDGET |
|-------------------|-----------------|------------------------|-------------|--------------------------|------------------------|-------------|
| REV (net of cogs) | \$ 335,757 | \$ 206,239 | 61% | \$ 339,381 | \$ 261,661 | 77% |
| EXPENSES | 254,246 | 137,317 | 54% | 258,228 | 188,884 | 73% |
| PROFIT (LOSS) | \$ 81,511 | \$ 68,923 | | \$ 81,153 | \$ 72,777 | |

TABLES/CHARTS



Avgas Gallons Sold:

| | |
|--------------------|----------------|
| FYTD 2024 | 29,498 |
| FYTD 2023 | 35,785 |
| Increase(decrease) | <u>(6,288)</u> |
| | -17.57% |



Jet Gallons Sold:

| | |
|--------------------|--------------|
| FYTD 2024 | 57,105 |
| FYTD 2023 | 57,547 |
| Increase(decrease) | <u>(441)</u> |
| | -0.77% |

City of Burnet, Texas
 Airport Fund
 Revenues, Expenses, and Changes in Fund Net Position - Budget and Actual (Unaudited)
 FYTD APRIL 2024

| 58.33% of year complete | | | | | | |
|---|-------------------|-------------------|------------|-------------------|-------------------|------------|
| | ORIGINAL | ACTUAL | % OF | AMENDED BUDGET | PY ACTUAL | % OF |
| | BUDGET 2023-2024 | FYTD APRIL 2024 | BUDGET | 2022-2023 | FYTD APRIL 2023 | BUDGET |
| REVENUE | | | | | | |
| Av Gas Sales | \$ - | - | | \$ 89,525 | \$ 89,527 | |
| Av Gas Purchases | | | | 71,575 | 71,574 | |
| Net Sales | | | | 17,950 | 17,953 | 100% |
| Jet Gas Sales | | | | 156,010 | 156,012 | |
| Jet Gas Purchases | | | | 102,775 | 102,772 | |
| Net Sales | | | | 53,235 | 53,240 | 100% |
| Avgas Flowage Fees | 4,000 | 2,065 | 52% | 3,140 | 1,387 | 44% |
| Jet Flowage Fees | 16,000 | 11,421 | 71% | 11,122 | 6,798 | |
| Penalties | | - | | - | - | |
| All Hangar Lease | 171,000 | 97,770 | 57% | 153,600 | 88,978 | 58% |
| CAF Admissions | 15,580 | 12,064 | 77% | 5,066 | 3,258 | 64% |
| McBride Lease | 52,562 | 30,037 | 57% | 48,748 | 29,028 | 60% |
| Thru the Fence Lease | 12,020 | 9,720 | 81% | 12,020 | 8,479 | 71% |
| Airport Parking Permit | 3,840 | 1 | 0% | 5,000 | - | 0% |
| Hangar Lease - FBO | 25,755 | 14,921 | 58% | 18,755 | 8,336 | 44% |
| Interest Earned | 35,000 | 28,240 | 81% | 10,745 | 44,103 | 410% |
| Other | | - | | - | 101 | |
| Use of Fund Balance | 110,263 | 35,138 | 32% | 61,863 | 36,087 | 58% |
| Total Revenue | \$ 446,020 | \$ 241,377 | 54% | \$ 401,244 | \$ 297,748 | 74% |
| <i>Total Revenue less fund balance</i> | <i>\$ 335,757</i> | <i>\$ 206,239</i> | <i>61%</i> | <i>\$ 339,381</i> | <i>\$ 261,661</i> | <i>77%</i> |
| EXPENSES | | | | | | |
| Personnel Services | \$ 103,284 | \$ 61,288 | 59% | \$ 100,502 | \$ 59,106 | 59% |
| Supplies & Materials | 3,000 | 420 | 14% | 3,000 | 1,573 | 52% |
| Repairs & Maint | 3,925 | 1,800 | 46% | 3,675 | 1,198 | 33% |
| Contractual Services | 32,955 | 11,031 | 33% | 64,750 | 61,171 | 94% |
| Other Designated Expenses | 37,182 | 33,615 | 90% | 46,527 | 36,356 | 78% |
| C/O - Equipment | | 13,865 | | | | |
| Transfers to Debt Service | 60,263 | 35,138 | 58% | 61,863 | 36,087 | 68% |
| Admin Allocation | 23,900 | 15,300 | 64% | 31,874 | 21,581 | 100% |
| Av fuel truck lease | - | - | | 3,350 | 3,350 | 100% |
| Jet fuel truck lease | - | - | | 4,550 | 4,550 | #DIV/0! |
| Transfers to Capital | 100,000 | - | | - | - | |
| Total Expenses | \$ 364,509 | \$ 172,454 | 47% | \$ 320,091 | \$ 224,971 | 70% |
| <i>Total Exp - xfers to capital and debt svc.</i> | <i>\$ 254,246</i> | <i>\$ 137,317</i> | <i>54%</i> | <i>\$ 258,228</i> | <i>\$ 188,884</i> | <i>73%</i> |
| Change in Net Position | \$ 81,511 | \$ 68,923 | | \$ 81,153 | \$ 72,777 | |

NOTE

The new FBO contract went into effect on January 1, 2023. Therefore, the prior year still contains fuel sales and related expenses for the first quarter.

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 were \$18,000 per month last year under the Interim FBO contract and are \$0 this year under the new FBO contract.

REVENUES:

- New CAF Airport Hanagr Facility Use Agreement was approved in December 2023 and increased monthly rent from \$465.39 to \$2,667 effective January 1, 2024.

- Thru the fence agreements are billed and paid annually. The City currently has 3 Thru the Fence agreements - two have been paid in full.

- Interest income is tracking above budget because of higher than expected interest rates at Texpool.

EXPENSES:

- Designated expenses are tracking above the average budget mainly because they include property tax payments which were paid in full in October and the timing of the quarterly insurance payments.

- Capital Equipment includes the purchase of a new shredder. Cost of the equipment was split between the airport and parks and streets. Cost to be covered by savings in other line items.