NOTICE
THIS NOTICE IS POSTED IN COMPLIANCE WITH THE OPEN MEETING ACT
(TEX. GOV'T CODE CHAPTER 551, SEC. 551.041)

AGENDA
AIRPORT ADVISORY BOARD
5:30 P.M
GATESVILLE CITY COUNCIL CHAMBERS
110 NORTH 8TH STREET, GATESVILLE, TEXAS 76528
NOVEMBER 9, 2026

An Open Meeting will be held concerning the following subjects:

1. Call to Order

2. Quorum check

3. Invocation and Pledge of Allegiance

CITIZENS/PUBLIC COMMENTS FORUM: INDIVIDUALS WISHING TO ADDRESS THE GATESVILLE AIRPORT ADVISORY BOARD MAY DO SO DURING THIS SEGMENT. IF YOU INTEND TO COMMENT ON A SPECIFIC AGENDA ITEM, PLEASE INDICATE THE ITEM(S) ON THE SIGN-IN SHEET BEFORE THE MEETING. EACH SPEAKER IS ALLOTTED A MAXIMUM OF 3 MINUTES FOR THEIR REMARKS, AND SPEAKERS ARE EXPECTED TO CONDUCT THEMSELVES IN A RESPECTFUL MANNER. THIS REQUIRES THAT MEMBERS OF THE AUDIENCE AND SPEAKERS ADDRESSING THE AIRPORT ADVISORY BOARD MUST NOT ENGAGE IN BEHAVIOR THAT WOULD BE DISRUPTIVE OF THE ORDERLY PROCEEDING OF THE AIRPORT ADVISORY BOARD MEETING. IN ACCORDANCE WITH THE TEXAS OPEN MEETINGS ACT, THE CITY OF GATESVILLE AIRPORT ADVISORY BOARD CANNOT DELIBERATE OR ACT ON ITEMS NOT LISTED ON THE MEETING AGENDA..

OTHER BUSINESS:

4. Discussion and possible action regarding approval of minutes from Airport Advisory Board Meeting held on July 27, 2026.

5. Discussion of Board Member and Officer roles & responsibilities.

6. Update from City manager regarding upcoming Airport Master Plan conducted by TXDOT Aviation, and discussion of key concerns.

7. Discussion and possible action regarding recruiting and creating interest in the Gatesville Airport.

8. Discussion of potential agenda items for the January 25, 2026 Airport Advisory Board Meeting.

9. Adjourn Meeting

I hereby attest that the above agenda was posted on this the 3rd of November, 2026 by 5:00 p.m. on the official City of Gatesville website, www.gatesvilletx.com and the official bulletin boards at the Gatesville City Hall, 803 E. Main Street and Gatesville Council Chambers, 110 N. 8th Street, Gatesville, Texas.

Nicole Clark

Nicole Clark, Acting City Secretary

The City of Gatesville council chambers are wheelchair accessible and accessible parking spaces are available at the back entrance of City Hall. Requests for accommodations or interpretive services must be made 24 hours prior to this meeting. Please contact the city secretary's office at 254-865-8951 or FAX 254-865-8320, or email howens@gatesvilletx.com for further information.

AIRPORT ADVISORY BOARD
JULY 27, 2026
5:30 P.M
GATESVILLE CITY COUNCIL CHAMBERS
110 NORTH 8TH STREET, GATESVILLE, TEXAS 76528

An Open Meeting was held concerning the following subjects:

1. **Call to Order** the Airport Advisory Board Meeting at 5:30 p.m. this 27th day of July, 2026.

2. **Quorum check / Board members present:** Miguel Gamez, Kristina Cute, Don Strieber, Kendall Butler.
   Board members absent: Travis Franks

3. Invocation and Pledge of Allegiance

Citizens/Public Comments Forum: Individuals wishing to address the Gatesville City Council may do so during this segment. If you intend to comment on a specific agenda item, please indicate the item(s) on the sign-in sheet before the meeting. Each speaker is allotted a maximum of 3 minutes for their remarks, and speakers are expected to conduct themselves in a respectful manner. In accordance with the Texas Open Meetings Act, the City of Gatesville City Council cannot deliberate or act on items not listed on the meeting agenda.

Leo Corona came forward to suggest a correction to the AAB by-laws, Article 6, Section B., d., motions.

Dick Butler came forward to recommend the AAB have more members on the board.

OTHER BUSINESS:

4. **Discussion and possible action to approve the Airport Advisory Board Bylaws.**
   Note: If Bylaws are not adopted, the Meeting shall then adjourn.

Board Member Kristina Cute made a motion to adopt the bylaws, seconded by Miguel Gamez. All four voting "Aye, motion passed unanimously, 4-0-0.

5. **Selection of officers.**

Three separate motions occurred in selecting the officers of the AAB:

Kristina Cute made a motion to nominate herself as the Chair of the AAB, seconded by Miguel Gamez. All four voting "Aye, motion passed unanimously, 4-0-0.

Miguel Gamez made a motion to nominate Kendall Butler as the Vice-Chair of the AAB, seconded by Kristina Cute. All four voting "Aye, motion passed unanimously, 4-0-0.

Don Strieber made a motion to nominate himself as Secretary of the AAB, seconded by Kristina Cute. All four voting "Aye, motion passed unanimously, 4-0-0.

6. Discussion of key concerns in the upcoming Airport Master Plan conducted by TXDOT Aviation.

City Manager Hunt presented information on:

- Staff's vision for airport improvements
- Introduction of the Airport Master Plan, and TX DOT Aviation's grant-funded project entitled "CSJ 26ALGATES Airport Project."
- City Council's resolution committing matching funds of $30,000 for the $300,000
- TXDOT Aviation's RFQ requirements for project CSJ 26ALGATES
- The next steps in the TXDOT Aviation RFQ process

Board members and City Manager Hunt discussed the above topics.

Ken Mallach came forward to state that the airport taxiways are a major safety concern at the present time, because they do not extend the length of the runway itself. City Manager Hunt advised that would be one key point in the Master Plan.

7. Discussion and possible action regarding recruiting and creating interest in the Gatesville Airport.

City Manager Hunt presented information on the development opportunities near the airport, as well as potential land use needs for any potential runway extension. Mr. Hunt also suggested that board members could develop an Airport Support Committee, which would be tasked with promoting the Gatesville Airport through community engagement, online presence, and other means.

No motion was made.

8. Discussion of potential agenda items for the October 26, 2026 Board Meeting.

Board members recommended active recruiting of attendees at the next meeting, especially if and when the Master Plan was a topic of discussion.

Board members recommended future discussion on where to build additional hangars at the airport.

9. Adjourn Meeting

Meeting adjourned at 6:56 p.m.

_____

Board Chair Kristina Cute

Attest:

_____

Board Secretary Don Strieber

Date 11/9/2026
Agenda Item 5

AIRPORT ADVISORY BOARD MEMORANDUM

To: Board Members
From: Bradford Hunt, City Manager
Agenda Item: Discussion of Board Member and Officer roles and responsibilities

Information:

Per AAB Bylaws Article 4, and by the vote of the AAB on July 27, the officers of the board consist of:

- Chair, Kristina Cute
- Vice-Chair, Kendall Butler
- Secretary, Don Strieber

The remaining members of the AAB members are:

- Miguel Gamez
- Travis Franks

Since the July 27 AAB Meeting, various Board Members have corresponded with me about roles within, and duties of, the Board. Some of those points are likely common questions amongst all Board Members and members of the public; therefore, below is a summary of the key points:

1. The AAB has no role in hangar leases.
    a. The Board is not a decision-making entity; further, the main current duty of the board is to provide input from pilots and community members regarding the pending development of the Airport Master Plan.
    b. I did receive direct and in-depth input from the pilots by attending the Gatesville Pilots Association meeting held at the Civic Center on Sept. 24. It was appropriate for me to attend their meeting and speak with only the affected parties (hangar lessees) regarding their leases. It was a productive meeting that is allowing us to work through the various noted lease violations in a cooperative manner. No input from outside sources was warranted.
    c. I subsequently worked through every documented lease violation with each affected lessee, and all leases were renewed.
    d. I am working on a revised lease for council consideration in the near future, which will address their concerns over hangar maintenance requirements and prohibited items, amongst others.

2. Certain Board Members are not active enough and should be removed.
    a. The AAB position is a quarterly commitment, and anything beyond that is simply up to the individual member.
    b. The AAB will not meet more than quarterly unless I determine there is some type of emergency.
    c. I will not be replacing anyone at this time.
3. Neighbors are concerned about water lines and meter placement, mailbox placement and potential address changes.
    a. Everything presented up to this point is completely hypothetical, and such concerns will be a major tenant of the Airport Master Plan. It may prove impossible to expand the runway in either direction, at which point very few / none of those concerns would remain relevant.
    b. I urge everyone to be patient with the process and understand that community input will remain a high priority in the Master Plan process.
4. A Board Member requested names of all property owners around the airport, including include address and contact for all.
    a. I will compile a formal list of properties needing notification when/if we progress to a confirmed expansion project. That will be well into 2027, at the earliest.
    b. For now, the only source I have for adjacent property owners is the same as is publicly available on Coryell CAD's interactive website.
5. Is the AAB establishing policy or making decisions on behalf of the citizens of Gatesville, TX?
    a. No, just informing me of the varying perspectives, both within and outside the airport fence, on potential changes and projects.
6. Is the AAB collecting data and providing information to you so you may make better informed decisions for those the City Manager serves?
    a. There is no expectation for providing data, as the board's intent is to gather feedback and provide supporting (or dissenting) viewpoints on operations and projects at the airport.
7. Are AAB Board Members considered public officials?
    a. No.
8. Is the AAB a governmental body or an ad hoc consultation/fact finding board?
    a. Not a governmental body, again just a consulting entity to the City Manager.
    b. Since the topics affect many community members both within and outside the city, we do follow the formal requirements for an "Open Meeting," and will continue to do so.

Staff Recommendation:
N/A

Motion:
N/A

Attachments:
none

Date 11/9/2026
Agenda Item 6

AIRPORT ADVISORY BOARD MEMORANDUM

To: Board Chair and Members
From: City Manager Bradford Hunt
Agenda Item: Update from City manager regarding upcoming Airport Master Plan conducted by TXDOT Aviation, and discussion of key concerns.

Information from 7/27/26 Meeting, with November 2026 updates in red:
One of the most important reasons for the establishment of the AAB is to ensure airport users and adjacent community members have a say in the development of the Airport Master Plan, as well as any major project that may follow. In March 2026, City staff began discussions with TXDOT Aviation representatives regarding a Master Plan for the Gatesville Municipal Airport.

In March 2026, I presented information to the representatives on Staff's vision for airport improvements **(Revised info in Attachment 1)**. These improvements range in scale from major (runaway extension to about 5,400 feet) to minor (improvements within existing airport footprint only). TXDOT Aviation also presented information on the proposed project, entitled "CSJ 26ALGATES Airport Project" **(Attachment 2).**

On March 24, 2026, City Council approved a resolution committing matching funds for the Texas Department of Transportation's Master Plan for the Gatesville Airport, and (amongst other required steps) designating City Manager Hunt as the Authorized Representative for the project **(Attachment 3)**. With the City's commitment of $30,000 in matching funds on the 90/10 grant from TXDOT, a total commitment of $300,000 is being allocated to produce the Master Plan.

In July 2026, TXDOT Aviation issued a Request for Qualifications, TxDOT Solicitation No.: RFQ26ALGATES00009, TxDOT CSJ/Project No: 26ALGATES. This RFQ process was terminated by TXDOT prior to final selection of a vendor, per their prerogative, and a new RFQ process was started. TXDOT sent the new RFQ submissions to me, as part of the selection committee, on Oct. 26. I completed my scoring on November 3, 2026. As part of the scoring process, all Selection Committee members were required to sign a Non-Disclosure Agreement **(Attachment 4)**. The stated scope of the RFQ remains an open record, and is: ""Prepare an Airport Layout Plan (ALP) with Narrative to include an 18B Obstruction Survey consistent with the latest version of the Federal Aviation Administration (FAA) Master Plan Advisory Circular, including Standard Operating Procedures, 2.0, 3.0, and 8.0."

The established schedule for the Airport Master Plan is as follows:

Kick-Off; Establish Goals and Strategic Plan
- *o Conduct target market and SWOT analysis; establish objectives*
- *o Strategic vision – Airport vision, mission, and value statements*

- *o Create public outreach program with digital component*

Phase I: Airport Role and Planning Standards

- *o Update aviation demand forecasts – based aircraft and operations*
- *o Determine current and future critical design aircraft*
- *o Airfield design and landside hangar/business market assessment*

Phase II: Airport Facility and Land Use Alternatives

- *o Evaluate highest and best uses of airport property*
- *o Develop airside and landside facility requirements/alternatives*
- *o RSA Evaluations*

Phase III: Development Plan, CIP, ALP, HHZ, Etc.

- *o Recommend concept plan and CIP for short- and long-term periods*
- *o Height/hazard and land use compatibility*
- *o Update Airport Layout Plan (ALP), Final Documents, and Meetings*

Next steps:

- July 2026 – resubmission October 2026
  - RFQ's submitted to Aviation Division
- July 2026 – received October 2026
  - RFQ's sent to Sponsor Consultant Committee
- August 2026 – expected to be late-November/early December 2026
  - Sponsor Consultant Selection Committee reviews qualifications to make selection or requests Aviation Division to set up interviews
- September 2026 - expected to be late-November/early December 2026
  - Interviews held if requested
- Oct / Nov 2026 - expected to be December 2026
  - Aviation Division notifies consultants of results of selections and begins negotiations with selected consultant
- Nov 2026 - expected to be December 2026/January 2027
  - Consultant contract sent for acceptance

Staff Recommendation:

n/a

Motion:

n/a

Attachments:

1. Airport Master Plan Prelim Discussion March 2026
2. TXDOT Aviation packet: "CSJ 26ALGATES Airport Project"
3. Council Memo approving 26ALGATES
4. Non-Disclosure Agreement

Airport Master Plan

Prelim Discussions

March 2026

Updated November 2026



City of Gatesville
Spur Capital of Texas

Airport Master Plan, Option 1

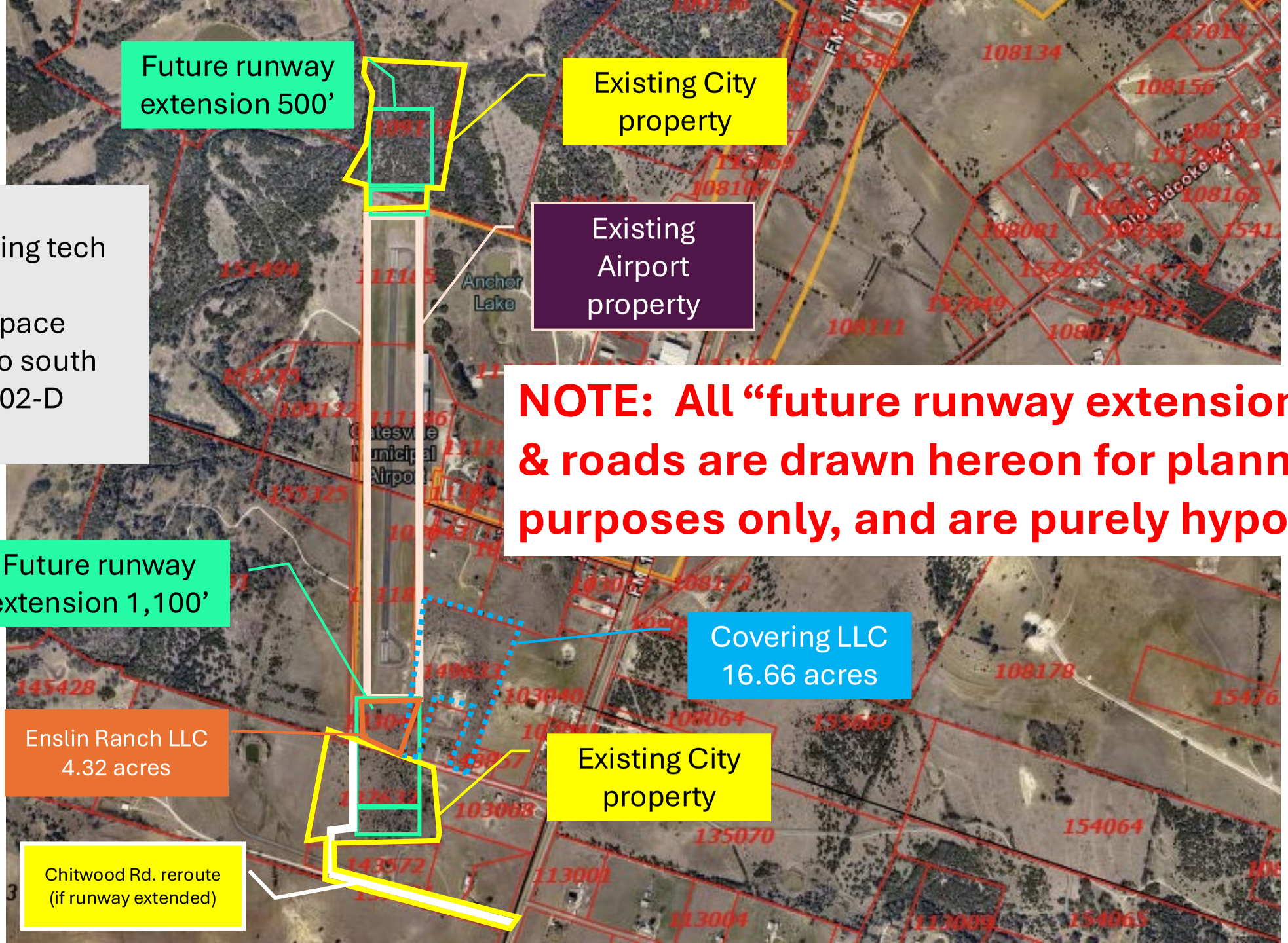
- Extend runway from 3,400 ft. to 5,000 ft.
- This distance allows light to mid-size jets and larger turbo prop fixed wing aircraft to land on the runway, transforming the airport into more of an Executive model.
- These aircraft allow industry execs, medical supplies, and possibly hub operations for such carriers as FedEx (already expressed interest) or Amazon.
- The airport installs and sells Jet A to go along with existing Av Gas, thus increasing revenue from this historically underused city facility.
- The area around the airport becomes more attractive for incoming industry, which is the intended future land use model for that area.

Airport Master Plan, Option 1

- To extend runway from 3,400 ft. to 5,000 ft.:
  - North:
    - In 2025, City acquired 1.16 acres long north fenceline via voluntary ceding from the previous owner.
    - This sliver connects to larger 17.47 acres already owned by City.
    - Based on terrain, an additional **500'** becomes available to the north.
  - South:
    - If the Airport Master Plan proves runway extension to the south is feasible, City would explore acquiring a 4.32-acre property (owned by Enslin Ranch LLC) along south fenceline, most likely via purchase.
    - Another small sliver (owned by Covering LLC) of approximately 0.5 acres would also need to be acquired by City, most likely via purchase.
    - These additions would then link larger 17.36 acres already owned by City.
    - Note: this link would require closing Chitwood Rd. at the east fenceline of the newly-built airport land. However, City already owns a ROW from FM 116 that is also listed on maps as "Chitwood Rd.," and this would be the available means by which Chitwood would be re-routed.
    - Based on better terrain to south, an additional **1,100'** becomes available.

Airport Master Plan, Option 1

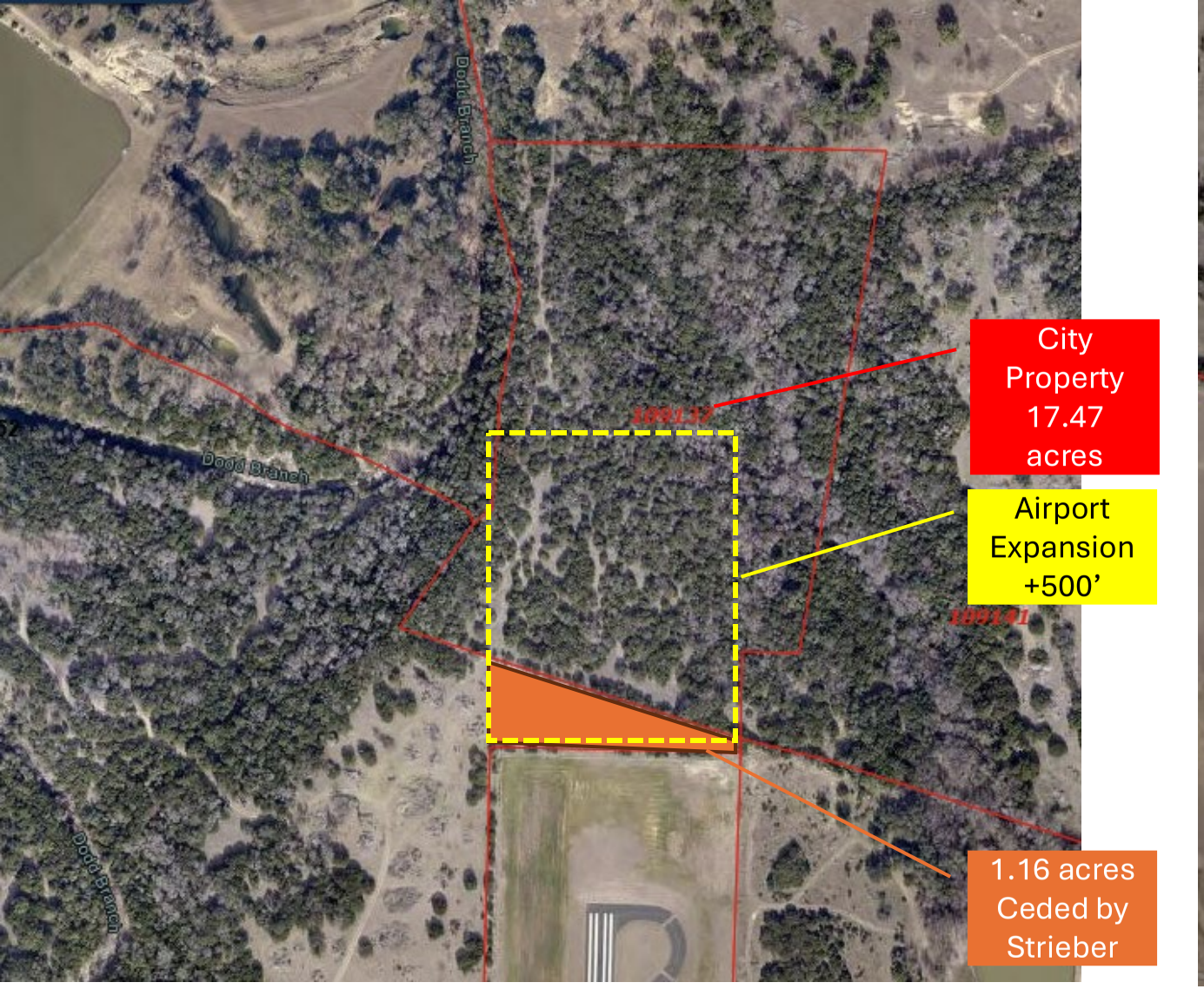
- To extend runway from 3,400 ft. to 5,000 ft.:
  - Challenges, in order of difficulty:
    - Funding
      - This will be a large-scale project funded, engineered, and constructed by TXDOT.
      - City funding may be necessary for fences, lights, taxi ways, and other airport upgrades.
      - City funding will be necessary for approximately 2,600’ of new roadway (unpaved) to re-route Chitwood Rd.
    - Airspace
      - Ft. Hood airspace restrictions to the south for area R-6302-D may prevent a long enough approach from that direction.
      - Unknown if Ft. Hood is willing or able to cede this airspace for longer approaches.
    - Engineering to the north
      - Land to north may be unfit due to rugged terrain. There is a 100’ drop-off on the west property line of the City land, which would be directly adjacent to an airport fenceline. Also, there is amore gradual 50’ + drop about 700’ north of the airport’s north existing fenceline.
    - Land acquisition to the south
      - Enslin’s asking price may be cost-prohibitive.
      - Covering LLC’s asking price is unknown, and no conversations have started.
      - Re-route of Chitwood Rd. may be opposed by existing landowners.

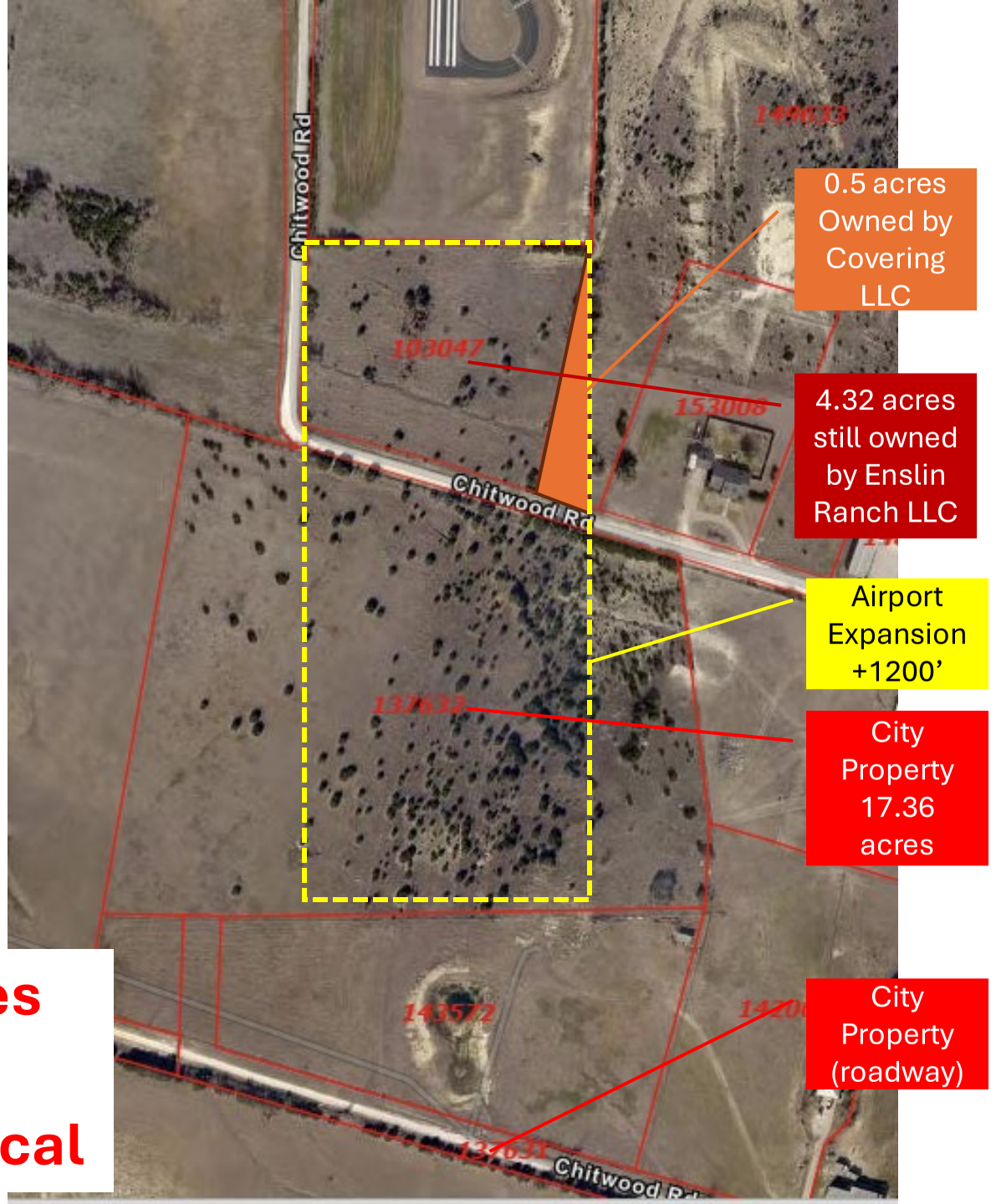


Airport:
IFR GPS landing tech

Ft. Hood airspace restrictions to south for area R-6302-D

NOTE: All “future runway extensions” & roads are drawn hereon for planning purposes only, and are purely hypothetical



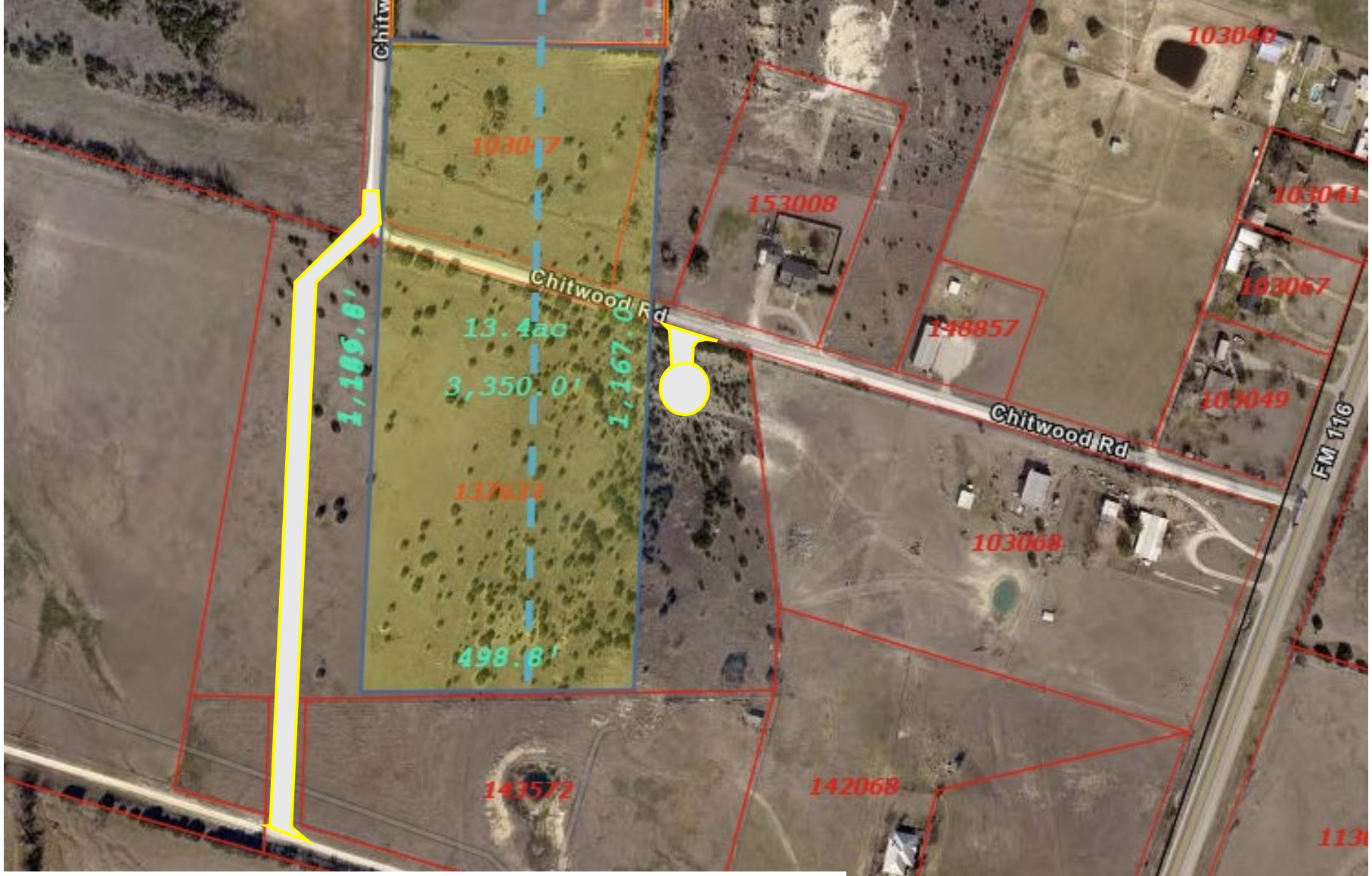


NOTE: All "airport expansion" references are drawn hereon for planning purposes only, and are purely hypothetical

about 600’ for airport makes 6.9 airport acreage addition, leaving over 12 acres for parkland







NOTE: The yellow airport expansion box & roads are drawn hereon for planning purposes only, and are purely hypothetical

NOTE: The yellow airport expansion box is drawn hereon for planning purposes only, and is purely hypothetical



Airport Master Plan, Option 2

- Extend runway from 3,400 ft. to 4,000 ft., by expanding only northward.
  - This distance may allow light jets and medium turbo prop fixed wing aircraft to land on the runway.
  - The airport still installs and sells Jet A to go along with existing Av Gas, thus increasing revenue from this historically underused city facility.
  - The area around the airport still becomes more attractive for incoming industry, which is the intended future land use model for that area.
- Improve and add hangars, improve and extend taxi ways.



City of Gatesville

Texas Department of Transportation

CSJ 26ALGATES
Airport Project

FEDERAL

AFN: 20.117

City of Gatesville
Gatesville City Airport
26ALGATES

PROJECT IMPLEMENTATION MEETING

A planning grant will be offered for $299,250, 10% of estimated project costs $29,925 expected to be due by Fall 2026.

Total project costs $299,250.

Note: Sponsor will be billed 10 days in advance. Sponsor should have the above figures budgeted and encumbered by these dates. Sponsor will be apprised of all changes.

*If the sponsor does not move forward with the project, they shall reimburse the state 100% of all costs **under contract and/or expended** at the point of notification that the project will not be completed.

Forms needed prior to submission for Texas Transportation Commission Approval due <u>April 1, 2026</u>:

Resolution (Sample enclosed)

This resolution will be used for your total project.

Estimated Sponsor Share at this time is $29,925 for total project cost.

Designation of Sponsor's Authorized Representative (form enclosed)

This is the person who will receive the agreement and all correspondence regarding this project.

Certification of Project Funds (form enclosed)

This certifies that funds will be available and when they will be available.

Designation of Sponsor's Consultant Selection Committee (form enclosed)

This committee will be authorized to determine the selection criteria, review qualifications of the candidate firms, conduct interviews, if necessary, and select a firm for award of the contract, based on a consensus ranking by the committee members. <u>Please be aware the decision of the selection committee will be FINAL unless some discrepancy is determined to have occurred in the selection process and can be documented.</u>

All Selection Committee Members must not discuss any aspect of the project solicitation with anyone other than the selection committee members and TxDOT Aviation Division staff, once the project is out for solicitation.

TxDOT Aviation Division Public Hearing on April 6, 2026

Opportunity for sponsor and public comments on financial assistance grants.

Transportation Commission Approval requested on May 21, 2026

APPA (Airport Project Participation Agreement) OVERVIEW

Part I - ID of Project

Describes participants and project description.

Part II - Offer of Financial Assistance

Provides 90% federal and 10% local funding.

Part III - Sponsor Responsibilities

SPECIFIC GRANT CONDITIONS (Part III):

(Required by Statute & Administrative Code)

* Sponsor will comply with the attachments (Certification of Airport Fund, and Airport Assurances required by the FAA.)
* Sponsor will comply with applicable rules & regs
* Facility shall be controlled for at least 20 years
* Facility shall be operated in a safe manner
* Public access without unjust discrimination shall be provided
* No exclusive rights will be granted
* No Through – the- fence operations -It will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport.
* All necessary land shall be acquired
* When requested, statements of airport revenues & expenses shall be submitted. yearly audited financial statements should be submitted.
* Sponsor shall operate such lighting at least at low intensity from sunset to sunrise
* All fees collected shall be used for airport development & improvement
* An airport fund shall be established for revenues collected and all expenditures from the airport fund shall be for airport purposes
* any revenue from mineral rights be identified as airport revenue; deposited to the airport fund and used for airport operations
* All development shall be consistent with approved ALP
* Comprehensive zoning regulations shall be adopted
* Recovery of funds spent fraudulently
* No steel or manufactured products produced outside U.S. permitted
* Sponsor must provide for continuous operation and maintenance of any navigational aid funded under the AIP during the useful life of the project

NOTE: Special Condition - Must have acceptable pavement maintenance program to be eligible for Capital Improvement Program grants.

NOTE: Please be sure to register all based aircraft at www.basedaircraft.com

Part IV - Nomination of Agent

TxDOT will act as full agent to insure compliance
Active involvement of sponsor encouraged
Duties performed as agent:

* Administer consultant selection process and negotiate fees with selected firm.
* Execute all contracts
* Pay all consultant invoices.
* Supervise and direct all project work.
* Coordinate FAA review of ALP (airspace review).
* Administer DBE/HUB Program

EGRANTS:

You will use this system for the consultant selection process and to retrieve your payments.

Your CIP grant will not be in the system – once commission has approved the grant it will be emailed to you, once executed by TxDOT, it will be mailed back to you.

If you do not have a user name and password, please email our help desk and they can get you set up. Passwords expire every 90 days.

avn-egrantshelp@txdot.gov

Here is the web link to Aviation eGrants.

http://www.txdot.gov/government/funding/egrants-2016/aviation.html

SCHEDULE SUMMARY for Federal/State funded projects	**DATE DUE**
Resolution and other forms must be submitted to Aviation Division	April 1, 2026
Public Hearing	April 24, 2026
Texas Transportation Commission Approval of Project	May 21, 2026
APPA sent to Sponsor for acceptance	May 2026
APPA returned to Aviation Division	June 2026
SCHEDULE FOR CONSULTANT SELECTION:	
Request for Qualifications (RFQs) sent out	June 2026
RFQ's submitted to Aviation Division	July 2026
RFQ's sent to Sponsor Consultant Committee	July 2026
Sponsor Consultant Selection Committee reviews qualifications to make selection **or** requests Aviation Division to set up interviews	August 2026
Interviews held if requested	September 2026
Aviation Division notifies consultants of results of selections and begins negotiations with selected consultant	Oct/ Nov 2026
Consultant contract sent for acceptance	Nov 2026

AVIATION CONTACTS

Call 1-800-68-PILOT (687-4568) Aviation Division Staff
Becky Vick, Grant Manager 512-416-4504; Becky.Vick@txdot.gov
Debra Woodruff Contract Manager, 512-416-4531, brandy.schwettmann@txdot.gov
Sean Newton, Planner; 512-423-9722; debra.woodruff@txdot.gov

SAMPLE RESOLUTION

(Federal or State - TxDOT acting as Agent)

WHEREAS, City of Gatesville intends to make certain improvements to Gatesville City Airport; and

WHEREAS, the general description of the project is described as: (add general description); and

WHEREAS, City of Gatesville intends to request financial assistance from the Texas Department of Transportation for these improvements; and

WHEREAS, total project cost are estimated to be $299,250, and the City of Gatesville will be responsible for 10% of the total project costs currently estimated to be $29,925; and

WHEREAS, City of Gatesville names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements.

NOW, THEREFORE, BE IT RESOLVED, that City of Gatesville hereby directs NAME OR POSITION OF INDIVIDUAL to execute on behalf of City of Gatesville, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to Gatesville City Airport.

Note to Sponsor: This resolution is required to document the governing body's support and acceptance of this project. To meet state requirements, this resolution must provide at a minimum the governing body's agreement to make improvements to the airport in general description form, provide 10% of the total project costs and acknowledge TxDOT as agent for administration of federal and state funds for projects.

This resolution may be modified to suit the specific needs of your governing body.

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

I, _____, _____,
(Name) (Title)

with City of Gatesville designates _____
(Name , Title)

as the City of Gatesville authorized representative for the 26ALGATES project, who shall have the authority to make approvals and disapprovals as required on behalf of City of Gatesville.

City of Gatesville, Texas
(Sponsor)

By: _____

Title: _____

Date: _____

DESIGNATED REPRESENTATIVE

Mailing Address: _____

_____

_____

_____

Physical/Overnight Address: _____

_____

Telephone Number: _____

E-mail Address: _____

DESIGNATION OF TXDOT FOR CONSULTANT SELECTION

I, _____, _____,
(Name) (Title)
with the _____ designate the Texas Department of Transportation,
(Sponsor Name)
Aviation Division as the agent for selecting the consultant for_____.
(Project Number)
The committee is authorized 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. The decision of the selection committee will be final unless some discrepancy is determined to have occurred in the selection process.

The _____ has caused this to be duly executed in its name,
(Sponsor Name)
this_____day of _____ 20__

_____, Texas
(Sponsor)

By:_____

Title:_____

This is optional. Only one person from the city or county may be a voting member.

____ I would like to have _____ also on the committee.
(Name of person and title)

By:_____

Title:_____

CERTIFICATION OF PROJECT FUNDS

I, _____, _____,
(Name) (Title)

do certify that sufficient funds to meet the City of Gatesville share of project costs as identified for the project and will be available in accordance with the schedule shown below:

SPONSOR FUNDS

Source	Amount	Date Available

City of Gatesville, Texas
(Sponsor)

By: _____

Title: _____

Date: _____

Date 3/24/2026
Agenda Item 9
Resolution 2026-031

City of Gatesville
Spur Capital of Texas

CITY COUNCIL MEMORANDUM FOR RESOLUTION

To: Mayor & Council
From: Bradford Hunt, City Manager

Agenda Item: Discussion and Possible Action Regarding a Resolution Committing Matching Funds for the Texas Department of Transportation's Master Plan for the Gatesville Airport

Information:

City Manager Hunt and staff have met with representatives of the Texas Department of Transportation's Aviation Division to discuss a potential airport master plan. TXDOT proposed a 90% grant-funded project dubbed the "CSJ 26ALGATES Airport Project," whereupon the City's proposed matching funds are estimated at $30,000. TXDOT would manage all aspects of the master planning process, including acting as City's agent for the purpose of applying for, receiving and disbursing all funds, and for the administration of contracts necessary for the implementation of the project.

City staff, under Mr. Hunt's direction as the main point of contact, would provide input on the selection of the contracted consultant, and provide the parameters and data necessary for the master plan. The steps for this process are as follows:

1. Council resolution to support the project committing the necessary matching funds.
2. Designation of Sponsor's Authorized Representative – City Manager Hunt
3. Certification of Project Funds
4. Designation of Sponsor's Consultant Selection Committee – this committee will be authorized to determine the selection criteria, review qualifications of the candidate firms, conduct interviews, if necessary, and select a firm for award of the contract, based on a consensus ranking by the committee members.
5. TxDOT Aviation Division Public Hearing on April 6, 2026 – opportunity for sponsor and public comments on financial assistance grants.
6. Transportation Commission Approval requested on May 21, 2026

Financial Impact:

Potentially $270,000 in grant funding, with another $30,000 from Gatesville's existing Nonprimary Entitlement funds held in TXDOT Aviation's account for the City of Gatesville Airport. Per TXDOT:

> *Nonprimary Entitlement (NPE): Each classified NPIAS airport receives an annual "allowance" of the lesser of $150K/yr or 1/5 of their five-year NPIAS development costs. NPE and IIJA are the only federal sources that can be spent on revenue-producing projects such as hangars and fuel systems (if airside needs are met). An airport can "bank" three years of NPE and combine it with the fourth*

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current year for $600K towards a project. Airports must be aware of and proactive in planning to use their NPE as it expires after four years.

Total General Fund expenditure is anticipated to be $0.

Staff Recommendation:
Staff recommends adopting this resolution to request financial assistance and program management from the Texas Department of Transportation Aviation Division and committing matching funds of up to $30,000.

Motion:
I make a motion to adopt a resolution to request financial assistance and program management from the Texas Department of Transportation Aviation Division, and to commit matching funds of up to $30,000.

Attachments:
1. Resolution
2. TXDOT's Airport Project proposal

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GATESVILLE:

That the above stated recommendation is hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Gatesville, Texas, this the 24 day of March, 2026, at which meeting a quorum was present, held in accordance with provisions of V.T.C.A, Government Code, § 551.001 *et seq*.

APPROVED

Gary Chumley, Mayor

ATTEST:

Holly Owens, City Secretary

SEAL OF THE CITY OF GATESVILLE, TEXAS 1870

RESOLUTION 2026-031
CITY OF GATESVILLE

WHEREAS, City of Gatesville intends to make certain improvements to Gatesville City Airport; and

WHEREAS, the general description of the project is described as: the City of Gatesville Municipal Airport Master Plan, designated by Texas Department of Transportation as "CSJ 26ALGATES Airport Project;" and

WHEREAS, City of Gatesville intends to request financial assistance from the Texas Department of Transportation for these improvements; and

WHEREAS, total project cost are estimated to be $299,250, and the City of Gatesville will be responsible for 10% of the total project costs currently estimated to be $29,925; and

WHEREAS, City of Gatesville names the Texas Department of Transportation as its agent for the purposes of applying for, receiving and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements.

NOW, THEREFORE, BE IT RESOLVED, that City of Gatesville hereby directs Bradford Hunt, Gatesville City Manager, to execute on behalf of City of Gatesville, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to Gatesville City Airport.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GATESVILLE:

That the above stated recommendation is hereby approved and authorized.

PASSED AND APPROVED at a regular meeting of the City Council of the City of Gatesville, Texas, this the 24 day of March, 2026, at which meeting a quorum was present, held in accordance with provisions of V.T.C.A, Government Code, § 551.001 *et seq*.

APPROVED

Gary Chumley, Mayor

ATTEST:

Holly Owens, City Secretary

SEAL OF THE CITY OF GATESVILLE, TEXAS 1870

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

I, Bradford Hunt, City Manager
(Name) (Title)

with City of Gatesville designate Bradford Hunt, City Manager
(Name , Title)

as the City of Gatesville authorized representative for the 26ALGATES project, who shall have the authority to make approvals and disapprovals as required on behalf of City of Gatesville.

City of Gatesville, Texas
(Sponsor)

By: _____

Title: City Manager

Date: 3/25/26

DESIGNATED REPRESENTATIVE

Mailing Address:
803 East Main Street
Gatesville, TX 76528

Physical/Overnight Address:
same

Telephone Number: 254-220-4628; 254-865-8951

E-mail Address: bhunt@gatesvilletx.com

DESIGNATION OF TXDOT FOR CONSULTANT SELECTION

I, Bradford Hunt, City Manager,
(Name) (Title)
with the City of Gatesville, Texas, designate the Texas Department of Transportation,
(Sponsor Name)
Aviation Division as the agent for selecting the consultant for 26ALGATES.
(Project Number)
The committee is authorized 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. The decision of the selection committee will be final unless some discrepancy is determined to have occurred in the selection process.

The City of Gatesville, Texas has caused this to be duly executed in its name,
(Sponsor Name)
this 25th day of March 2026

Gatesville, Texas
(Sponsor)

By: _____

Title: City Manager

This is optional. Only one person from the city or county may be a voting member.

✓ I would like to have Bradford Hunt, City Manager also on the committee.
(Name of person and title)

By: _____

Title: City Manager

CERTIFICATION OF PROJECT FUNDS

I, Bradford Hunt, City Manager of the City of Gatesville,
(Name) (Title)

do certify that sufficient funds to meet the City of Gatesville share of project costs as identified for the project and will be available in accordance with the schedule shown below:

SPONSOR FUNDS

Source	Amount	Date Available
City Airport Fund	$29,925	3/25/2026

City of Gatesville, Texas
(Sponsor)

By: _____

Title: City Manager

Date: 3/25/2026

TxDOT Aviation Division

CONFLICT OF INTEREST FORM

All selection committee members participating in any process of the solicitation must sign this form.

In the performance of my duties as a designated Selection Committee member, I will be assisting in procuring services by serving as a member of a selection committee. In that capacity, I will have access to confidential information related to the procurement including, but not limited to, evaluation criteria, scoring methodology, responses, proposals, and information disclosed in interviews, if interviews are requested.

As a member of the selection committee for this project, I shall attend every evaluation meeting, each oral presentation, and all site visits to respondent premises, if requested.

The fair and honest selection of a vendor is of vital importance to TxDOT, FAA, the traveling public, and the vendor community. Therefore, in performance of my duties as a member of the selection committee, I shall (1) comply with all rules set forth on the Rules for Evaluating Responses document relating to confidentiality, gifts, and conflicts of interest, (2) disclose conflicts of interest, and (3) act on the basis of the responsesreceived and my own judgment, without bias or preconception.

Further, I certify that I have no existing relationship with any of the firms who submitted responses and/or interviewed that would result in a potential conflict of interest should the firm enter a contract for the above project.

Printed Name: Bradford Hunt

Title: City Manager, Gatesville

Signature: Bradford Hunt

Date: 10/28/2026

Date 11/9/2026
Agenda Item 7

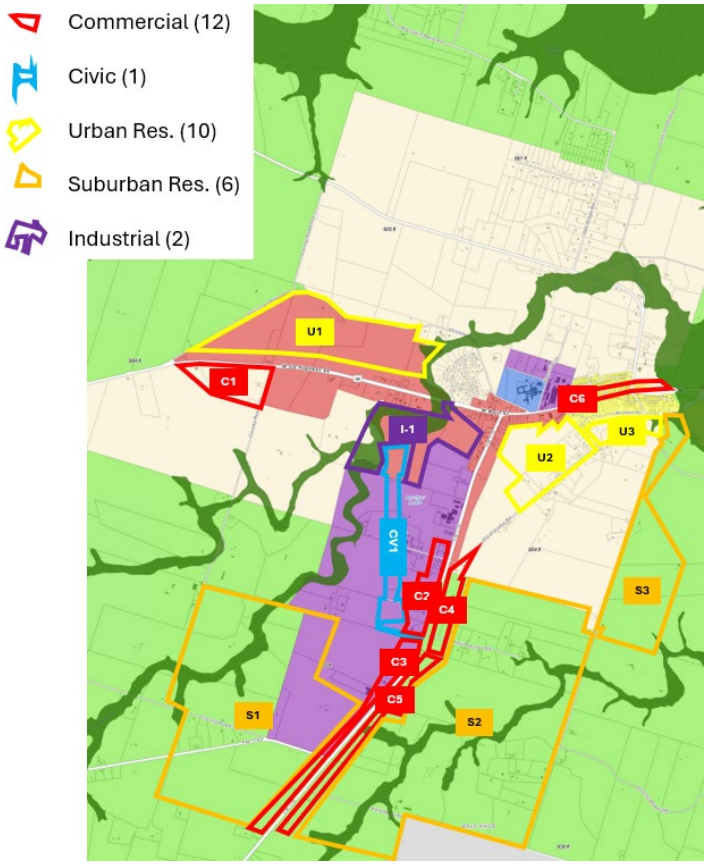
AIRPORT ADVISORY BOARD MEMORANDUM

To: Board Chair and Members
From: Bradford Hunt, City Manager
Agenda Item: Discussion and possible action regarding recruiting and creating interest in the Gatesville Airport.

Information:

As listed in the attachment for Item 6 entitled Airport Master Plan Prelim Discussions, several development opportunities exist near the airport property. To expand on that, this is my summary of all development opportunities and issues near the airport.

1. The adopted 2025 Update to the 2020 Comprehensive Plan includes a Future Land Use section. Relevant to the airport, the Future Land Use map calls for realigned commercial and industrial zones, as well as increased suburban residential use nearby.



Date 11/9/2026
Agenda Item 7

Staff Recommendation:

Based on these potential developments in the next 5-15 years, staff recommends the members of the board work individually to promote the Gatesville Municipal Airport as an industrial and commercial hub in our region. Additionally, members could propose a motion to develop an Airport Support Committee, the tasks of which would be to promote the Gatesville Airport through community engagement, online presence, and other means.

Motion:

Motion to approve the development of an Airport Support Committee, the tasks of which would be to promote the Gatesville Airport through community engagement, online presence, and other means.

Attachments:

none

Date 11/9/2026
Agenda Item 8

AIRPORT ADVISORY BOARD MEMORANDUM

To: Board Chair and Members
From: Bradford Hunt, City Manager
Agenda Item: Discussion of potential agenda items for the January 25, 2027 Board Meeting.

Information:
Potential agenda items for discussion and/or possible action at the next regular meeting of the AAB include:

1. Discussion of key concerns in the upcoming Airport Master Plan conducted by TXDOT Aviation.
2. Discussion and possible action regarding recruiting and creating interest in the Gatesville Airport.
3. Other items proposed by AAB members:

    a. _____

    b. _____

    c. _____

Staff Recommendation:
n/a

Motion:
n/a

Attachments:
n/a