

**AAB MEETING PACKET APPENDIX**  
Airport Advisory Board Committee Progress Reports

Progress reports should be submitted to the AAB Chairman and Secretary at least 24 hours prior to the next scheduled AAB meeting. Progress reports should include, as a minimum:

1. The committee name
2. Committee members
3. Title of task being reported
4. Date of the progress report
5. A discussion of work accomplished to-date
6. Any planned next steps
7. Target date to present results of the committee's work

Format of the progress report is inconsequential. The report format below is provided for convenience.

Committee:		Members:	
Task:		Report Date:	
Accomplished to-date:			
Next Steps:			
Target Date to Present Results:			

## **AAB MEETING PACKET APPENDIX**

### **Airport Advisory Board Committees – Definition, Policies and Practices**

According to the City's Charter, the Airport Advisory Board was created to accomplish the following:

- 1. Identify needs and to advise the City Council of their short-range and long-range implications for the total development of the Airport*
- 2. Recommend achievable goals as a basis for long-range planning and development programs of the Airport*
- 3. Recommend plans, programs, policies, and priorities that will aid the Airport in achieving its defined goals.*

In order to identify and recommend plans, programs, policies and priorities to achieve the City's goals for the Rusty Allen Airport, this advisory board will establish independent working committees. The committees, each composed of two board members, will identify needs and opportunities specific to their committee's charge. They will progress those initiatives, report progress, and conclude each initiative with a document of findings and presentation to the AAB, and when appropriate support presentations to the City Manager and/or City Council.

AAB committees will be composed of two members each, one lead member and one support member. Each of the seven board members can volunteer to lead one committee and support another committee, providing for two members per committee. The committee's function, lying entirely within the AAB's charter, will focus on initiatives to enhance and enrich city council's deliberation and timely decisions, for Rusty Allen Airport and the city residents benefit.

#### **Standing AAB Committees:**

- 1. **Community Outreach** - dedicated to strengthening the relationship between the airport, the Lago Vista community, and the local transient flying community. Collaborates with City and RAAPOA to inform the community about the Airport and develop community engagement plans for the City's consideration.*
- 2. **Capital Works** - supports city council's interest in major airport projects that enhance quality and safety of the airport experience for transient air traffic and city residents.*
- 3. **Operations and Maintenance** - focuses on airport safety and revenue savings through timely maintenance, repair and safe operations on the airport.*
- 4. **Airport Development** - supports initiatives for the city to increase airport related revenue. Also provides advisory services concerning related offsite airport economic development opportunities.*
- 5. **RAAPOA Liason** - engages with the RAAPOA Board in support of potential City / POA matters where specific research and advise would enhance city council's deliberative process (non-RAAPOA committee lead).*
- 6. **Funding and Finance** - helps identify new funding streams, confirms timelines for application deadlines, and suggests constrained (special purpose) funding opportunities.*
- 7. **Special Issues** - a committee reserved to perform research and provide advice on issues not within the purview of any one of the other committees and to support other committees whose working backlog puts in jeopardy timely completion and reporting of its work.*

## Committee Process & Procedure Highlights

### 1. Committee Membership:

Once appointed to an AAB committee, each member is expected to actively engage on assigned tasks, periodically inform the board on progress, and progress / complete assignments in a timely manner. Annually at the general AAB member election meeting, members can submit proposals for new committees, and request lead and support assignment changes among the approved committees.

### 2. Initiating a Committee Task:

Committees will receive tasks from the AAB by discussion and vote. Ideas for new tasks may originate:

- a. within the committee for discussion and vote by the whole AAB,
- b. from the AAB following discussion and vote for assignment to a committee,
- c. from the City by way of the AAB Council Liaison for discussion and vote by the AAB

### 3. Maintaining Records:

Each committee lead member will maintain records of their committee's assigned tasks, action highlights, investigations, interviews, status updates, reports, and presentations. Final reports and presentations will be submitted along with any relevant supplemental documentation in a softcopy format to the AAB Secretary for inclusion with regular AAB meeting summary notes. It is the AAB's intent that committee presentations be made available for access on the City's website. The AAB Secretary will maintain a Committee Activity Log (form below) for each committee to record a list of tasks along with assignment dates and target / actual completion dates.

### 4. Presentations:

Each committee will present their findings to the AAB at the completion of the task for discussion by the whole AAB. Committee members may be asked to support live AAB presentations to the City on an as-requested basis. The preferred platform for AAB committee presentations is Microsoft PowerPoint or equivalent.

### 5. Limitations and Restrictions:

- a. Committee members are asked to coordinate any interaction with City staff through the City Manager's office.
- b. Committee members may not interact with TxDOT Aviation Department staff or Federal Aviation Administration staff on behalf of the AAB, the Rusty Allen Airport, or the City of Lago Vista.
- c. Other limitations and restrictions may apply from time to time on task-specific assignments.

## AAB COMMITTEE ACTIVITY LOG:

COMMITTEE NAME: _____ LEAD: _____ SUPPORT: _____		
No.	Task Description / Assigned Date	Target / Actual Completion
1		
2		
3		
4		
5		

## AAB MEETING PACKET APPENDIX

### Airport Advisory Board Purpose & Need

#### Overview:

The City of Lago Vista is unique among many towns and cities in Texas. In addition to its convenient access to surface transportation via state highways, county roads, and municipal streets, and in addition to lakefront access and the marine transportation the lake affords us, Lago Vista is among a small cadre of towns and cities with its own airport. Among the few towns and cities with municipal airports, most have (or had) significant bond debt for the initial infrastructure development, access roads, and appurtenances. Lago Vista's airport arrived completely debt free, a gift of its resident aviators.

Lago Vista's Rusty Allen Airport (RAA) is one of only two public airports in all of Travis County. RAA is also one of only a few hundred airports across the entire continent with a symbiotic Public/Private relationship between the municipality and property owners adjacent to the airport's public runway and taxiways.

The relationship, imagined and forged jointly between founders of the City of Lago Vista and the earliest aviators and private property owners at RAA, led to a long-term general aviation airport partnership of mutual benefit. The City of Lago Vista took ownership of the airport runway and taxiways:

- allowing public access to the airport for general aviation & first responders,
- creating opportunity for the city to generate revenue at the airport for aviation, and
- planning for long-range economic development opportunities.

As a public owner for the runway and taxiways, the City became the designated sponsor and obligee for state and federal capital improvement and maintenance funds. Property owners retained fee-simple ownership and responsibility for the adjacent lots and their improvements, along with perpetual access to the public runway and taxiways. Private ownership of the hangar lots included property maintenance and property taxes, unlike wholly owned municipal airports who collect no property taxes. *The RAA public/private relationship is sometimes compared to conventional residential or commercial properties where the city owns and maintains the public streets and private property owners own, maintain, and pay property taxes on their private land.*

Initially the Rusty Allen Airport property owners collected annual dues to help offset the City's runway and taxiway maintenance costs. Now that state and federal funds are available to help cover those costs, the property owner's annual dues can be used for other airport related benefits.

Today Lago Vista has several revenue generating opportunities directly attached to the airport, in addition to its indirect economic benefits. The City's competitively priced aviation fuel draws aviators to Lago Vista from the region and attracts general aviation and charter flights on cross country trips to stop for fuel and maybe an overnight stay or a meal at one of our local restaurants. Taxiway ramp areas owned by the City generate rent revenue for designated tie-down spots where airplanes can be parked and



Fire-Fighters Stopping to Refuel – February 2022

secured for a few hours, weeks, or months at a time. Using matching funds from state and federal sources, the City purchased several lots adjacent to runway 33 with plans to construct airplane hangars for long-term lease opportunities as matching funds becomes available. City revenue generated at the airport is used to match state and federal funds for airport quality and safety improvements and for operation and maintenance expenses.

Our Rusty Allen Airport is obviously valuable as a revenue generator and economic development anchor. But possibly its greatest value to the City is the accessibility it creates for life flight medical missions, fire-fighting missions, and air access / refueling for our first responders. Just this past February a local fire in Jonestown required air support to combat the fire. The helicopter was able to assist fire-fighting operations longer than would otherwise have been possible as it only had to travel a few air miles to our Rusty Allen Airport to meet the Jet-A refueling truck.

### **The City of Lago Vista Home Rule Charter:**

Article VII, Boards and Commissions; Section 7.01, of the City's charter establishes City Council's authority to form advisory boards. The Airport Advisory Board is one of eight boards currently engaged by the City in accordance with the City Charter.

*The Council shall have authority to establish, by ordinance, such boards and commissions as it may deem necessary for the conduct of the business and affairs of the City. Except as otherwise provided by state law, each such board and commission shall be advisory and the composition, authority, functions, and responsibilities thereof and the qualifications and procedures for the appointment and removal of their members Page 21 of 34 shall be set forth in the enabling ordinance. All existing boards and commissions heretofore established shall be continued in accordance with the ordinance or resolution pursuant to which each has been created until the Council shall by ordinance repeal or amend the ordinance or resolution. The Council shall make appointments to boards and commissions unless otherwise provided by ordinance. The term of each appointee shall be as described in the enabling ordinance. Section 7.02 Qualifications and Terms of Office. In addition to any qualifications prescribed by ordinance, each appointee to City boards and commissions shall: a. Be a registered voter of the City; b. Be a resident of the City and have resided therein for at least twelve (12) consecutive months preceding his/her appointment; and c. Not be in financial arrears to the City for any reason. The above provisions shall not preclude the Council from waiving the voter and residency requirements for less than a quorum of the members of a board or commission that has advisory powers only, when it is deemed to be in the best interests of the City. The waiver shall apply only to the number of members specified in the ordinance establishing the board or commission, which number shall be less than a majority of the members of the board or commission.*