



**Winnsboro Airport Board  
Meeting Agenda**

501 S. Main St., Winnsboro, TX  
March 31, 2022 at 3:00 p.m.

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- 1) **Call to Order:**
- 2) **Public Comments:**
- 3) **Consent items:** Minutes
- 4) **Update:** Airport Layout Plan (ALP)
- 5) **Discuss/Action:** Planning Advisory Committee (PAC) Kick-Off with representative from KSA
- 6) **Discuss/Action:** Consider Board Member Applicant
- 7) **Discuss/Action:** Consider Board Member Applicant
- 8) **Adjournment:**

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The entrance to this meeting is via the rear entrance to City Hall. The facility is wheelchair accessible and parking spaces are available. Request for accommodations or interpretive services must be made at least 48 hours prior to this meeting and may be made by contacting City Hall at 903.342.3654.

I certify that the above agenda was posted at City Hall this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ am/pm.

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Angie Pike, City Secretary

Add another exec. Summary for 2<sup>nd</sup> applicant & remove ordinance info?? Pending Brian

# WINNSBORO AIRPORT BOARD

March 31, 2022

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## Item No. 2

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### **Public Comments:**

This is a time for the public to address the Commission on any subject. However, the Texas Open Meetings Act prohibits the Commission from discussing issues which the public has not been given seventy-two (72) hours' notice. Issues raised may be referred to city staff for research and possible future action. Comments are limited to three (3) minutes.

# WINNSBORO AIRPORT BOARD

March 31, 2022

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## Item No. 3

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*Consent Items:* – Approval of Minutes:  
11/16/2021

*Suggested Action/Language:*

I move that the Winnsboro Airport Board approve/ not approve the Consent Items as presented.

MINUTES OF THE  
WINNSBORO AIRPORT BOARD MEETING  
501 S. MAIN ST. WINNSBORO, TX 75494  
NOVEMBER 16, 2021 at 5:30 PM

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**Members Present:** Members Brian Hoffman, Mary White, Joe Stokes

**Staff Present:** Interim City Administrator Ronny Knight, City Secretary Angie Pike and Assistant City Secretary Hollie Parker

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**1) Call to Order:** 5:31 pm

**2) Public Comments:**

Dennis Whitehurst, Dril-Rite Chem LLC, 702 Blackjack; explained that he is a co-owner of Dril-Rite Chem, a company that supplies drilling fluids to the directional boring industry. They have recently acquired a contract with Ditch Witch Canada, which is going to double their space needs for the business. This growth will call for additional space of 2500-3500 square feet for offices and 12,000-16,000 square feet storage space. Whitehurst went on to explain that although his company has recently purchased acreage directly across from his current business, there are problems with turning space and culverts to enter the property, and development of the land for the company's needs is proving difficult and expensive. Whitehurst added his company wants to stay in Winnsboro and add growth and tax revenue in town, but that the lack of available land is discouraging. Mr. Whitehurst will be requesting Airport Board approval and recommendation to the City Council and WEDC to pursue use of part of the "99 acres" to expand Dril-Rite Chem LLC facilities.

**3) Update:** Master Plan; Engineering award notification from TxDOT

Jacob Finley, Construction Manager; outlined the update received from KSA Engineer, Michael Mallonee, explaining that KSA expects to have an executed contract and notice to proceed by mid-December. A kickoff meeting will follow, with plans for moving forward.

Members thanked Finley for his presentation and discussed estimated timeframe for the project, concerns regarding the future expansion of the runway, FAA regulations and the possibility of future growth around the airport.

**4) Consider nominations and appointment of Board Chair**

Motion made nominating Brian Hoffman as Board Chair

	<b>For</b>	<b>Against</b>	<b>Abstained</b>
Brian Hoffman			X
Joe Stokes (Second)	X		
Mary White (Motion)	X		

**5) Consider nominations and appointment of Board Vice Chair**

Motion made nominating Joe Stokes as Vice Chair

	<b>For</b>	<b>Against</b>	<b>Abstained</b>
Brian Hoffman	X		
Joe Stokes (Second)	X		
Mary White (Motion)	X		

**6) Discussion/Action:** Consider board applicant

Members spoke with Applicant Steve Andrews about his time in Winnsboro and his interest in serving on the board. Andrews advised that although he has limited expertise pertaining specifically to airports, he is very interested in Winnsboro and recognizes the growth that is happening and wants to be a part of it.

Motion made to recommend Steve Andrews to the City Council for approval of appointment to the Airport Board.

	<b>For</b>	<b>Against</b>	<b>Abstained</b>
Brian Hoffman	X		
Joe Stokes (Motion)	X		
Mary White (Second)	X		

**7) Discussion/Action:** Review/update current airport ordinances

Chairman Hoffman indicated that he would like the board to consider reviewing the existing airport ordinances to bring them more current with industry standards.

Motion made to review and update existing airport ordinances

	<b>For</b>	<b>Against</b>	<b>Abstained</b>
Brian Hoffman (Motion)	X		
Joe Stokes	X		
Mary White (Second)	X		

**Adjournment: No Time Given**

**THESE MINUTES OF THE 11/16/2021 AIRPORT BOARD MEETING ARE HEREBY:**

**Approved:**

**Attest:**

\_\_\_\_\_  
**Brian Hoffman, Chairman**

\_\_\_\_\_  
**Angie Pike, City Secretary**

WINNSBORO AIRPORT BOARD

March 31, 2022

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ITEM NO. 4

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*Update* – Airport Layout Plan (ALP)



125 EAST 11TH STREET, AUSTIN, TEXAS 78701-2483 | 512.463.8588 | WWW.TXDOT.GOV

March 22, 2022

KSA Engineers  
Mr. Michael Mallonee  
8875 Synergy Drive  
McKinney, TX 75070

RE: Notice to Proceed –TxDOT Project CSJ# 21ALWNSBR  
Airport Layout Plan Update with Narrative  
Winnsboro Municipal Airport - Winnsboro, TX

Mr. Mallonee,

This letter serves as the Notice to Proceed (NTP) for the preparation of the Airport Layout Plan Update with Narrative for the Winnsboro Municipal Airport (F51) in Winnsboro, TX in accordance with the approved fee, schedule, and scope. Please coordinate with the Airport and/or City on developing the planning committees and dates for project delivery.

Sincerely,

*Michael Van Vliet*

Michael Van Vliet  
TxDOT Aviation  
512-416-4534  
[Michael.vanvliet@txdot.gov](mailto:Michael.vanvliet@txdot.gov)

CC: Mr. Jim Halley, TxDOT Aviation Director of Planning  
Mrs. Annette Trevino, TxDOT Aviation Grant Manager

OUR VALUES: *People • Accountability • Trust • Honesty*

OUR MISSION: *Through collaboration and leadership, we deliver a safe, reliable, and integrated transportation system that enables the movement of people and goods.*

An Equal Opportunity Employer

WINNSBORO AIRPORT BOARD

March 31, 2022

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ITEM NO. 5

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*Discussion/Action* – Planning Advisory Committee (PAC) Kick-Off with representative from KSA



**Winnsboro Municipal Airport (F51)  
Frank M. White Memorial Airport**

Airport Layout Plan (ALP) Update  
Planning Advisory Committee (PAC) Meeting  
Kick-off Meeting  
March 31, 2022  
Time: 3:00 PM – 5:00PM  
Location: Winnsboro City Hall  
501 S. Main St. Winnsboro, TX 75494

## Agenda

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|----------------|---|
| <b>3:00 PM</b> | <b>Airport Master Plan Kick-Off</b>   |
|                | <ol style="list-style-type: none"><li>1. Welcome and Introductions</li><li>2. Overview of Airport Master Plan Process</li><li>3. Schedule and Timeline</li><li>4. Anticipated Deliverables</li><li>5. Strengths, Weaknesses, Opportunities, Threats (SWOT) Exercise</li></ol> |
| <b>4:30 PM</b> | <b>Q &amp; A</b>  |
| <b>4:45 PM</b> | <b>Next Steps</b>   |
| <b>5:00 PM</b> | <b>Adjourn</b>  |

WINNSBORO AIRPORT BOARD

March 31, 2022

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ITEM NO. 6

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*Discussion/Action*– Consider applicant Brandon Love for Board appointment



## Application for Appointment to City Boards and Commissions

Board or Commission to which you are applying:  
(Please check one)

Airport  Farmers Market  Library  Main Street  Parks & Recreation  Planning & Zoning  WEDC

Name: Love, Brandon Joe  
(Title) (Last) (First) (Middle)

City of Residence: Winnsboro TX 75494  
(City) (State) (Zip)

Are you a registered voter in the City?  Yes  No

Are you a resident of the City?  Yes  No Length of residency: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board and Commission to which you seek appointment?

Yes  No If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

Yes  No If yes, explain: \_\_\_\_\_  
\_\_\_\_\_

### Education:

High School Mt. Vernon 1SD College- Course Study: AAS Engineering; BS Geology

Other \_\_\_\_\_

Professional: Federal Motor Carrier Safety Inspector

Areas of Interest: General & Business Aviation

Description of Volunteer Experience/Community Service:

Currently serve on Gilmer Municipal Airport Advisory Board; current AOPA Gilmer Municipal Airport Support Network Volunteer

Please specify membership and give title and dates, and/or employment with all Boards, Commissions, Non-Profit Entities, or other Entities on any other government Board or Commission that you have held. Additional information may be attached.

Organization: Gilmer Municipal Airport

Title: Advisory Board Member Dates: 8-1-2020 to current

Organization: AOPA Airport Support Network

Title: Volunteer for Gilmer Municipal Airport Dates: 10-23-2020 to current

**Reasons for seeking appointment:** Please provide a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a resume or additional information.

I have recently moved from Gilmer to Winnsboro. I am a Texas State Trooper and I enjoy being involved in my community. I am a strong advocate for general and business aviation and I have several years of experience being involved with engineering firms, TXDOT and numerous municipalities in the East Texas Area.

I have read and understand the instructions and appointment process. I certify that all statements that I have made on this application and other supplementary materials are true and correct. I hereby authorize the City of Winnsboro to investigate the accuracy of this information from any person or organization, and I release the City of Winnsboro and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Brandon J. Lee, P.G.  
Signature

12-1-2021  
Date

Brandon J. Love, P.G.  
6125 TX-11  
PO Box 1373  
Winnsboro, TX 75494  
903-312-2717

December 1, 2021

Re: Application for appointment to City Advisory Board for Winnsboro Municipal Airport

My name is Brandon Love and I am seeking consideration for appointment to the City Advisory Board for Winnsboro Municipal Airport. I have long ties to the Winnsboro and surrounding areas; my Mother and Grandmother were raised in Winnsboro and I spent most of my time growing up farming in Wood and Franklin Counties. I was raised in the Purely Community but most of our agricultural business took place in Winnsboro.

I graduated from Mt. Vernon High School in 1994 and moved off to college shortly thereafter. I earned an associate degree in Engineering and completed my professional education with a degree in Geology from Texas A&M University in Commerce. I entered the workforce in 2000 at the Texas Commission on Environmental Quality (TCEQ) in Tyler in the Water Quality Section. I traveled all over East Texas meeting with city officials and public citizens, addressing concerns and assisting with solutions many water and wastewater utility providers were challenged with.

In 2003, I was licensed by the Texas Board of Professional Geoscientists as a Professional Geoscientist.

In 2008, I had a change in my career path when I applied to be a Texas State Trooper with the Texas Department of Public Safety. I completed six months of the most intensive physical and mental training one could imagine and have been blessed with a fulfilling career. I have been stationed in Gilmer for my tenure with DPS. My wife recently retired, and we moved to the Winnsboro community in September. I will be transferring to the Winnsboro DPS Office in the very near future.

I received my private pilot's license in 2015 and have become very involved in the general and business aviation community. I own a fixed wing aircraft and lease a hangar at Fox Stephens Field/Gilmer Municipal Airport. Last year, I was asked by the Gilmer Airport Advisory Board to replace a retiring member. I was affirmed by the City Council and currently serve on the Advisory Board. During my time on the board, we have made several improvements at the airport. Several privately owned hangars are in the process of construction, our runway was resurfaced, our perimeter was secured with controlled access, a new self-serve fuel island is being constructed, approach lighting has been upgraded and our daily private and business operations have increased significantly. We have been working with the City of Gilmer, TXDOT and Coffman Associates Airport Consultants on developing and implementing an expanded Airport Layout Plan. The plan includes extending and widening the runway along

with the construction of additional much needed hangars. Unfortunately, I will have to give up my position on the board due to me living out of Upshur County.

In September of 2020 I was contacted by the Aircraft Owners and Pilot's Association (AOPA) to serve as a volunteer for Gilmer Municipal Airport for their AOPA Airport Support Network (ASN) Program. I currently serve as a volunteer contact for Gilmer Municipal Airport through the AOPA.

I enjoy being involved in my community and I enjoy volunteering my time to promote aviation in the East Texas area. General aviation has opened many doors for me and allowed me to see the world in a perspective few have seen. I would enjoy the opportunity to bring my professional experience and passion for aviation to the City of Winnsboro as an Advisory Board Member.

A handwritten signature in blue ink that reads "Brandon J. Love, P.E." The signature is written in a cursive style with a large, looping initial 'B'.

WINNSBORO AIRPORT BOARD

March 31, 2022

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ITEM NO. 7

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*Discussion/Action* – Consider applicant Carl Sutherland for Board appointment



## Application for Appointment to City Boards and Commissions

Board or Commission to which you are applying:  
(Please check one)

Airport  Farmers Market  Library  Main Street  Parks & Recreation  Planning & Zoning  WEDC

Name: SUTHERLAND CARL LEE  
(Title) (Last) (First) (Middle)

City of Residence: WINNSBORO, TX 75494  
(City) (State) (Zip)

Are you a registered voter in the City?  Yes  No

Are you a resident of the City?  Yes  No Length of residency: 10 MONTHS

Do you, your spouse or your employer have any financial interest, directly or indirectly, in matters that might come before the Board and Commission to which you seek appointment?

Yes  No If yes, explain: \_\_\_\_\_

Do you, your spouse or your employer have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or service?

Yes  No If yes, explain: \_\_\_\_\_

Education:

High School  College- Course Study: ECONOMICS

Other AAW

Professional: JOURNEYMAN ENTREPRENEUR

Areas of Interest: CITY DEVELOPMENT



Description of Volunteer Experience/Community Service:

SERVE ON MAIN STREET BOARD SINCE  
LAST FALL

Please specify membership and give title and dates, and/or employment with all Boards, Commissions, Non-Profit Entities, or other Entities on any other government Board or Commission that you have held. Additional information may be attached.

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Dates: \_\_\_\_\_

Reasons for seeking appointment: Please provide a brief narrative outlining your interests and qualifications for seeking appointment. You may also add a resume or additional information.

PRIVATE PILOT THAT FLIES OUT OF MINEDOLA WISNER  
AND WOOD COUNTY AIRPORT. I THINK WE  
HAVE A NICE COMPETITIVE AIRPORT IN W BORO  
AND WOULD LIKE TO HELP IMPROVE IT IN ANY  
WAY POSSIBLE

I have read and understand the instructions and appointment process. I certify that all statements that I have made on this application and other supplementary materials are true and correct. I hereby authorize the City of Winnsboro to investigate the accuracy of this information from any person or organization, and I release the City of Winnsboro and all persons and organizations from all claims and liabilities arising from such investigation or the supplying of information for such investigation. I acknowledge that any false statement or misrepresentation on this application or supplementary materials will be cause for refusal of appointment or immediate dismissal at any time during the period of my appointment.

Carl Lee Southard  
Signature

28 JANUARY 2022  
Date