

**Notice of Meeting for the
Georgetown Transportation Advisory Board and the Governing Body
of the City of Georgetown
January 10, 2020 at 10:00 AM
at GMC Building, 300-1 Industrial Avenue, Georgetown, TX 78626**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participating at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City Secretary's Office, at least three (3) days prior to the scheduled meeting date, at (512) 930-3652 or City Hall at 808 Martin Luther King Jr. Street, Georgetown, TX 78626 for additional information; TTY users route through Relay Texas at 711.

Regular Session

(This Regular Session may, at any time, be recessed to convene an Executive Session for any purpose authorized by the Open Meetings Act, Texas Government Code 551.)

- A Call to Order
- B Introduction of Board Members and Visitors
- C Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. - Ray Miller, Acting Public Works Director
- D Discussion regarding the Airport Monthly Update and Project Time Lines - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Director of Public Works
- E January 2020 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.
- F An explanation of the new GTAB financial reports. - Paul Diaz, Budget Manager

Legislative Regular Agenda

- G Consideration and possible action to approve the Minutes from the November 8, 2019 Meeting. -- Emily Koontz - Board Liaison
- H Consideration and possible recommendation for approval of Air Traffic Control Tower Operations Agreement between FAA and Georgetown Municipal Airport. Joseph A. Carney, C.M., Airport Manager and Ray Miller, Public Works Director

Certificate of Posting

I, Robyn Densmore, City Secretary for the City of Georgetown, Texas, do hereby certify that this Notice of Meeting was posted at City Hall, 808 Martin Luther King Jr. Street, Georgetown, TX 78626, a place readily accessible to the general public as required by law, on the _____ day of _____, 2020, at _____, and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Robyn Densmore, City Secretary

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

Call to Order

ITEM SUMMARY:

FINANCIAL IMPACT:

NONE

SUBMITTED BY:

Emily Koontz - Board Liaison

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. - Ray Miller, Acting Public Works Director

ITEM SUMMARY:

FINANCIAL IMPACT:

NA

SUBMITTED BY:

Ray Miller, Jr., Acting Director of Public Works

ATTACHMENTS:

Description		Type
□	Meeting Memo	Backup Material

MEMORANDUM

TO: Georgetown Transportation Advisory Board Members

FROM: Ray Miller, Jr., Director of Public Works

SUBJECT: Industry / CAMPO / TxDOT / Transit Updates – January 10, 2020 Meeting

DATE: January 3, 2020

The purpose of this memo is to provide GTAB with updates in regard to the subjects listed above.

CAMPO – “NA”

TXDOT

– Mobility-35 Projects (my35.org):

- i. **IH-35 and Williams Drive**
 - Improve safety and mobility, including:
 - Address increased turning movements at Williams Drive intersection
 - Move north/south through-traffic from Williams Drive intersection to a new bypass lane under Williams Drive
 - Add a northbound frontage road between Williams Drive and Lakeway Drive exit ramp
 - Reconstruct the Williams Drive interchange to a diverging diamond intersection (DDI)
 - Construct north and southbound intersection bypass lanes under Williams Drive bridge
 - Extend the northbound I-35 frontage road from Williams Drive to the Lakeway Drive exit ramp
 - Improve the existing southbound I-35 frontage road
 - Construct a northbound bypass lane on Austin Avenue at Williams Drive
 - Improve bicycle and pedestrian paths along the I-35 frontage roads
 - Construction is estimated to begin late 2020 with an anticipated completion in mid-2023
 - <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/williams-drive/schematic.pdf>

ii. IH-35 from FM 2243 (Leander Road) to SE Inner Loop

- Increase safety and mobility, including eliminating potential conflict points between I-35 entrance and exit ramps
- Replace existing bridge at RM 2243 with a taller, wider bridge that includes three additional designated turn lanes
- Improve existing southbound I-35 frontage road from RM 2243 to north of SE Inner Loop
- Add braided entrance/exit ramps along the southbound I-35 frontage road between RM 2243 and SE Inner Loop
- Provide a northbound to southbound U-turn bridge
- Improve bicycle and pedestrian sidewalks and paths
- Construction is estimated to begin fall of 2023 with an anticipated completion the fall of 2025
- <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/rm2243/layout.pdf>

iii. IH-35 and Westinghouse (IH-35 from SE Inner Loop to FM 1431)

- Improve safety and mobility, including:
 - Increasing visibility at the I-35 frontage road and Southeast Inner Loop and Westinghouse Road intersections
 - Enhancing traffic flow by reducing lane merging/weaving along the southbound main-lanes and frontage road
- Remove Westinghouse Road bridge and construct new I-35 bridge over Westinghouse Road
- Construct westbound to southbound Continuous Flow Intersection (CFI) at Westinghouse Road
- Improve intersection at I-35 and SE Inner Loop
- Improve existing southbound I-35 frontage road from north of SE Inner Loop to RM 1431
- Reverse entrance/exit ramps along the southbound I-35 frontage road between SE Inner Loop and RM 1431
- Improve bicycle and pedestrian sidewalks and paths
- Construction is estimated to start spring 2023 with an anticipated completion in winter 2025
- <http://ftp.dot.state.tx.us/pub/txdot/my35/capital/projects/rm2243-rm1431/layout.pdf>

iv. IH-35 and SH-29

- Improve safety and mobility to:
 - Improve traffic flow due to a high volume of left-turning traffic
 - Accommodate turning movements onto and from SH 29
 - Eliminate the need for left-turn bays and left-turn signal phases
 - Minimize the number of potential conflicts between through traffic and left-turn traffic

- Mainlane and frontage road improvements
- Intersection bypass lanes
- Replacing and widening the SH 29 bridge
- Construction is estimated to begin in late 2023 dependent on funding

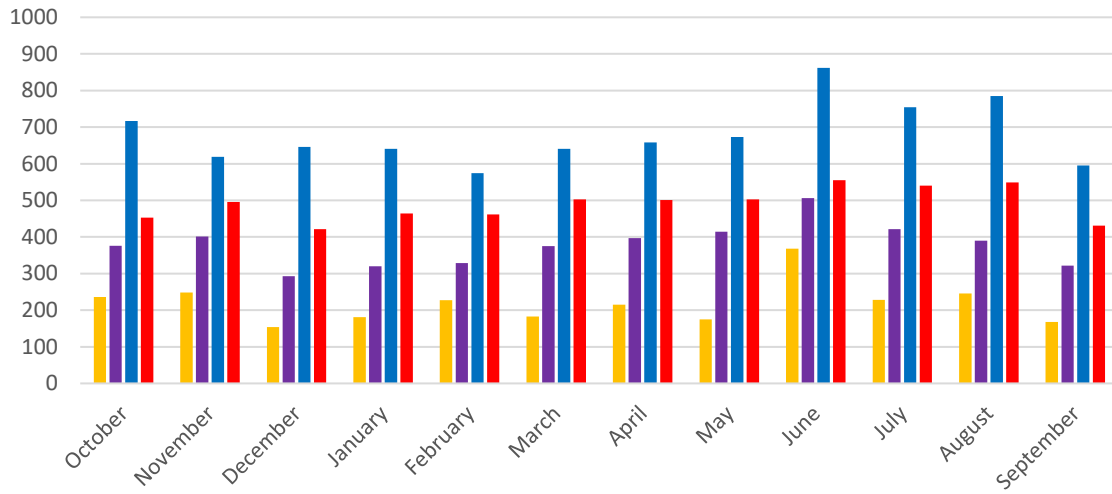
Other Projects (in design or ready to go to construction)

- SH-29 & DB Woods: Project will add turn lanes on both SH-29 and DB Woods, install a concrete median along SH-29 and improve drainage at the intersection. Construction is estimated to begin in mid- 2020. Estimated construction cost is \$5.7 million
- Leander Road (FM 2243) from Norwood Drive to Southwest By-Pass: Construct a 4-lane divided roadway with improved sidewalks on the north side of the roadway. Construction is estimated to begin in late 2022. Estimated construction cost is \$8.8 million.

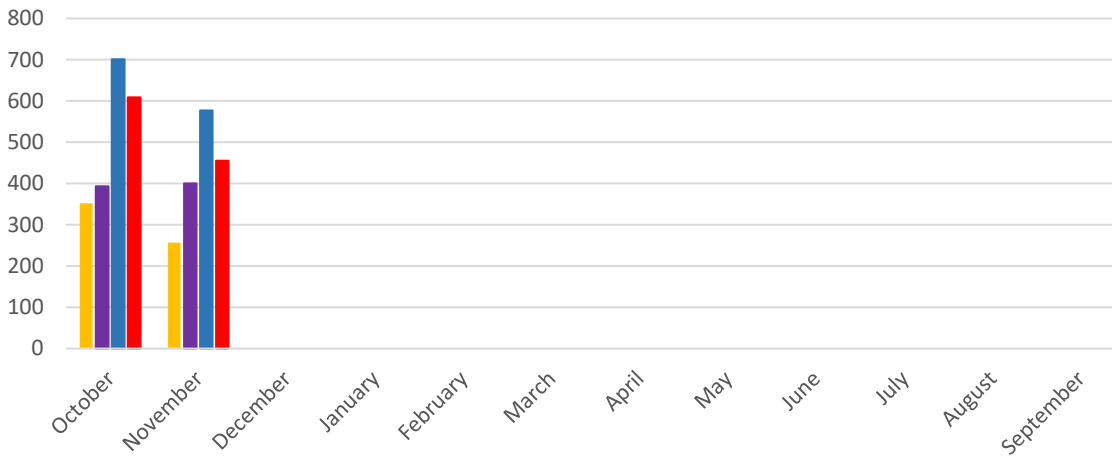
Transit – GoGeo

The 1st and 2nd charts show the number of riders by route and by month of the fiscal year. The 3rd and 4th charts provide ridership numbers by month and fiscal year for both the Fixed Route system and the Paratransit service. The Fixed Route system is shown in blue while the paratransit service is shown in green.

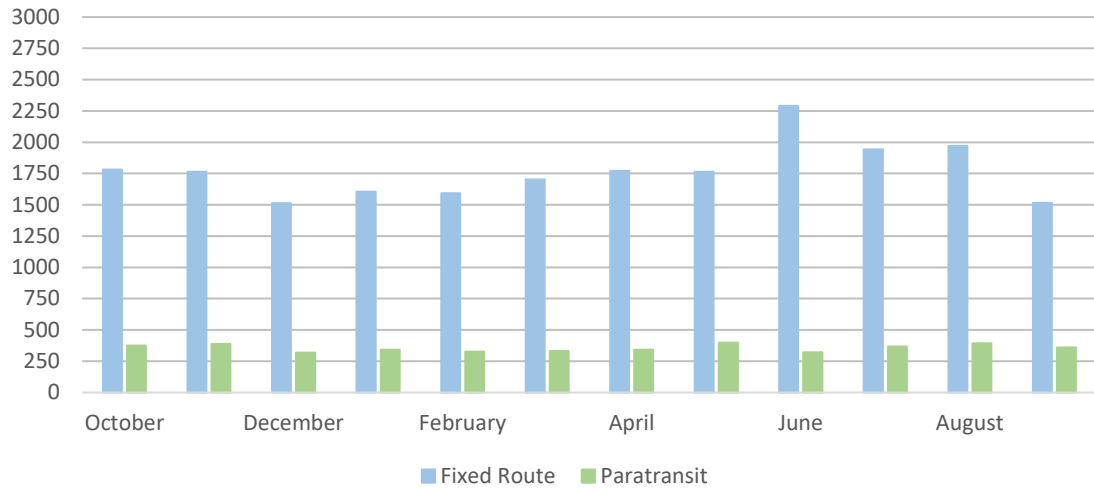
Fixed Route Operations by Route
FY 2019



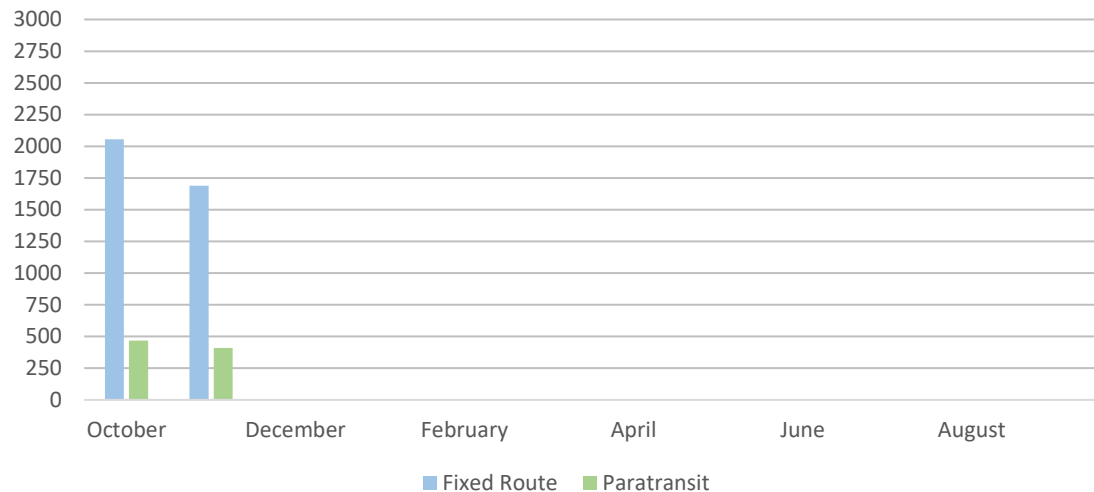
Fixed Route Operations by Route
FY 2020



Fixed Route and Paratransit
FY 2019



Fixed Route and Paratransit
FY 2020



Fixed Route Comparison by FY			
	FY 2018	FY 2019	FY 2020
October	1575	1782	2050
November	1324	1764	1689
December	1329	1514	
January	1255	1606	
February	1298	1592	
March	1611	1702	
April	1440	1771	
May	1628	1765	
June	1916	2291	
July	2026	1943	
August	1991	1970	
September	1582	1516	
Total	18975	21216	
AVG	1581	1768	1870

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

Discussion regarding the Airport Monthly Update and Project Time Lines - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Director of Public Works

ITEM SUMMARY:

Airport Reports

- Taxiway Edge Lighting
- Operations Report
- Fuel Sales Report
- Hangar / Tie-down Lease Report
- FY 2020 Accomplishments and Projects
- Avgas Fuel Price Comparison
- JetA Fuel Price Comparison
- Airport Monthly Financial Reports

Staff Recommendation

None

FINANCIAL IMPACT:

None

SUBMITTED BY:

Joseph A. Carney C.M., Airport Manager

ATTACHMENTS:

Description		Type
❏	Airport Coversheet	Cover Memo
❏	Taxiway Lighting Project	Backup Material
❏	Airport Operations	Backup Material
❏	Airport Fuel Sales	Backup Material
❏	Hangar Tie Down Lease Report	Backup Material
❏	Airport Accomplishments	Backup Material
❏	Avgas Fuel Comparison	Backup Material
❏	Jet A Fuel Comparison	Backup Material
❏	GTU GTAB Monthly Financial Report	Backup Material

AGENDA ITEM COVER SHEET

SUBJECT:

Airport Monthly Report – Joseph A. Carney, C.M., Airport Manager

ITEM SUMMARY:

Airport Reports:

- Taxiway Edge Lighting
- Operations Report
- Fuel Sales Report
- Hangar / Tie-Down Lease Report
- FY 2020 Accomplishments and Projects
- Avgas Fuel Price Comparison
- Jet A Fuel Price Comparison
- Airport Monthly Financial Reports

STAFF RECOMMENDATION:

None

FINANCIAL IMPACT:

None

COMMENTS:

None

ATTACHMENTS:

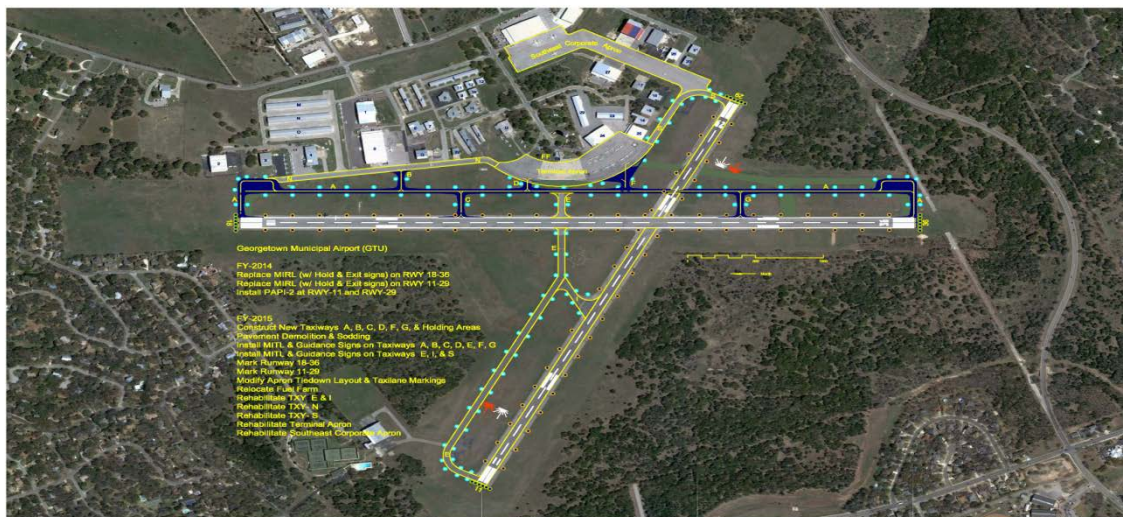
Submitted By: Joseph A. Carney, Airport Manager

Joseph A. Carney, C.M.
Airport Manager

Ray Miller, Jr.
Director of Public Works

Airport Improvements
Project No. 1914GRGTN
December 2019

Project Description	FY2018 project: Taxiway Edge Lighting Project
Purpose	Design and Install Taxiway Edge Lighting Project
Project Estimate	\$1,287,562
Project Bid (F&W)	\$985,150
City Share	\$98,515
Project Engineer	Garver Engineering



Feb 2014 – GTAB consideration of project 1314GRGTN Preliminary Design for FY2014 project: Airfield Electrical Improvements.

Aug 8, 2018 Georgetown Municipal Airport requests to use Garver as project engineer in letter to TxDOT

May 29, 2019 TxDOT advises Garver that they can proceed with the Final Design for Project 1914GRGTN

May 29, 2019 Pre Design/Design meeting at Georgetown Municipal Airport Conference room with Airport Manager, TxDOT, and Garver to go over time line for design and contract documents.

June 14, 2019 GTAB consideration of project 1914GRGTN Taxiway Lighting Project.

June 25, 2019 City Council approved project

July 9, 2019 Meeting with TxDOT, Engineer Bid Estimate was \$2,862,980.00 which is \$1,575,418.00 over the CIP Budgeted amount.

July 16, 2019 Meeting with TxDOT and Garver to discuss options for reducing cost.

July 30, 2019 Meeting with TxDOT and Garver to discuss proposal that will be submitted for final design.

August 4 & 11, 2019 TxDOT will place ads in local newspapers for bids.

August 30, 2019 Bid Opening at TxDOT, 4 companies submitted bids. The engineer of record, GarverUSA, is currently reviewing the bid documents for completeness and correctness.

September 2019 There were 4 bids, one of which came in significantly under budget for the Base Bid. Garver Engineer was working with TxDOT to see if there was a possibility of pulling the PAPI lights for RWY 11/29 out of the additive alternate while staying under budget. TxDOT refused. Engineer is working on final work in conjunction with TxDOT.

October 29, 2019 TELCON 10/31/19 with Garver, F&W. TxDOT and Airport. Contract will be fully executed 11/1/19 between TxDOT and F&W for the Taxiway Lighting Project (1914GEORG). There will be walk through 11/13/19 with all parties to get an eyes-on look and discuss phasing ideas.

November 12, 2019 Executed contract between TxDOT and F&W Electrical.

November 13, 2019 Notice to Proceed given to GarverUSA for construction phase

November 13, 2019 Notice to Procure given to F&W to start gathering necessary parts and tools.

December 16, 2019 F&W Started to preposition equipment and materials.

Projected time line

- Construction phase - January
- Closeout Phase - 68 days post construction

Georgetown Municipal Airport Contract Tower Program Update
Operations for Month of November 2019 (FY 2020)



KGTU OPERATIONS FOR THE MONTH OF: OCTOBER						
TAKEOFF/L ANDING	MONTHLY NUMBERS		YEAR TO DATE	YEAR TO DATE	PREVIOUS/CURRENT YR	
	FY 2019	FY 2020	FY 2019	FY 2020	COUNT	%
IFR	832	899	1620	1790	170	9.5%
VFR	3451	6514	6411	7119	708	9.9%
LOCAL	4969	5213	9427	10422	995	9.5%
TOTAL	9252	12626	17458	19331	1873	9.7%

*This does not include flyover operations (i.e. handoffs from ABIA approach/departure control to KGTU tower then onto the next ATC).

Georgetown Municipal Airport Fuel Sales Update
For Month of November 2019 (FY 2020)



FUEL REPORT FOR MONTH OF: NOVEMBER						
TYPE OF FUEL	GALLONS SOLD FOR MONTH		YEAR TO DATE	YEAR TO DATE	CHANGE PREVIOUS/CURRENT YR	
	FY 2019	FY 2020	FY 2019	FY 2020	GALLONS	%
AVGAS	28,719	31,365	55,451	62,137	6,686	12.1%
JET A	42,789	41,647	75,473	78,835	3,362	4.3%
TOTALS	71,508	73,012	130,924	140,972	10,048	7.1%

**Airport Hangar / Tie-Down Lease Update
December 2019**

Project Description	Hangar / Tie-Down Lease Agreements
Purpose	Occupancy Rates

Unit Stats

Total T-Hangars – 130

- 127 Occupied
- 3 Vacant

Total Storage Units – 11

- 8 Occupied
- 3 Vacant

Total Tie-Downs – 38 Monthly, 14 for Overnight/Transient Parking

- 32 Monthly Occupied
- 6 Monthly Vacant

GTU Airport FY 2020

In-Work Projects

Replace bottom door seals on Hangars H, I, J, and TT. 60 of 66 complete

Develop Airport Preventative Maintenance Program. Ongoing

Wildlife Hazard Assessment completed by Lou Bridges with Mead & Hunt. Draft to TxDOT/FAA for review

Upgrade to bi-fold door drive motors in Hangars BB & CC. Obtaining contractor bids

Upgrade cable guides with roller poppers in Hangar H. In progress – ½ completed

Install cattle guard at north gate. Obtaining quotes

Airport lease rate study. Requested quote from Aircraft & Aviation Appraisals 10/19

Airport fuel rate study. Rejection of Rate Analysis – airport staff conducted survey

Taxiway edge lighting / PAPIs for 1//36 & 11/29. Construction phase start Mid-December

Install roller poppers in Hangar I.

Planned Projects

Obtaining Pesticide Application License to allow for airport staff to spray state regulated chemicals.

Replace broken fence along Lakeway Drive.

Replace HVAC units in AeroJet Center hangar.

Install chain link fence around Tower.

Convert lights in Hangars E, F, and G to LED.

Convert lights in CTA hangar to LED.

Spray seal asphalt pavement at north side of AeroJet Center hangar.

Spray seal asphalt pavement at Hangars H, I, and J.

Crack seal asphalt pavement at CTA hangar.

Install cattle guard at south gate.

Install decorative rock around AST and oil recovery tank fences.

Accomplishments

Rekeyed all locks in the Air Traffic Control Tower (ATCT) for added security and to simplify the number of access keys needed. The locks have not been changed since the ATCT's opening in 2007.

Added a magnetic dry erase whiteboard to the north wall of the Airport Conference Room.

Repainted Airport Manager's Office and Communication Room in Terminal building.

Installed rain diverters to tin covered walkway in front of Terminal entrance.

Removed vegetation and installed predator wire on fence south of runway 11/29 for wildlife management.

Tree and brush removal completed at Genesis.

Inspected roof insulation in CTA hangar. No repair needed.

Installed timer switches in Hangar I.

Installed lending library bookcase in terminal conference room.

Inspected door rollers on Genesis hangar. No replacement needed.

Installed tv/monitor for use in Airport Conference Room.

Installed gun cabinet in maintenance shop for wildlife management.

Installed folding wall desk for laptop use with tv/monitor in Airport Conference Room.

Replaced 48 skylights on AeroJet Center's east hangar roof.

Repaired leaking roof above Hangar C-4.

Replaced HVAC units in CTA hangar.

Laid asphalt millings around Runway 36 PAPIs and Runway 11/29 threshold end lights.

Poured three concrete dumpster pads. Two at Genesis hangar and one at CTA hangar.

Installed network wiring in Airport Conference Room for phone and PC while IT Department procured the equipment.

Replace water heaters in CTA hangar.

Remove vegetation and install predator wire on fence near Genesis hangar.

Replace gutter and dilapidated panels on side of CTA hangar.

Repair failed ramp at Genesis hangar.

Updated Texas Agriculture Weights & Measures Certificate/License

Repave Terminal Drive with new asphalt.

Paint CTA hangar.

AvFuel Fuel Contract Extension.

Tree and brush removal at retention pond drainage area.

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100LL Avgas prices within 50 miles of KGTU

Airport / FBO

100LL

\$3.63—\$6.75
average \$4.68KGTU Georgetown Municipal Airport Georgetown, TX

GTU JET

FS

\$5.20

\$5.10

GUARANTEED

AIRBOSS

City of Georgetown
TerminalSS

\$3.70

31-Dec-2019
[update](#)AeroJet CenterFS

\$5.20

GUARANTEEDT74 Taylor Municipal Airport Taylor, TX

14 ESE

Taylor Municipal Airport

Avfuel

SS

\$3.70

23-Dec-2019
[update](#)KEDC Austin Executive Airport Austin, TX

18 SSE

SS

\$4.78

FS

\$5.70

31-Dec-2019
[update](#)PHILLIPS 66®
CONTRACT FUELKRYW Lago Vista TX - Rusty Allen Airport Lago Vista, TX

18 SW

Lago Vista Airport

independent

SS

\$3.63

31-Dec-2019
[update](#)KILE Skylark Field Airport Killeen, TX

24 N

Flight Line Services

Avfuel

SS

\$3.80

23-Dec-2019
[update](#)3R9 Lakeway Airpark Lakeway, TX

25 SW

Lakeway Airpark

SS

\$4.31

20-Dec-2019
[update](#)88R Spicewood Airport Spicewood, TX

26 WSW

Spicewood Pilots
Association, IncSS

\$4.20

01-Jan
[update](#)

KAUS *Austin-Bergstrom International Airport* Austin, TX

29 S



independent

[FS](#)

\$6.70

[GUARANTEED](#)

independent

[FS](#)

\$6.75

01-Jan
[update](#)[FS](#)

\$6.75

[GUARANTEED](#)**KBMQ** *Burnet Municipal Airport-Kate Craddock Field* Burnet, TX

29 W

[Faulkner's Air Shop](#)

Avfuel

[SS](#)

\$3.89

18-Dec-2019

[FS](#)

\$4.14

[update](#)**KTPL** *Draughon-Miller Central Texas Regional Airport* Temple, TX

32 NNE

General Aviation Terminal

[SS](#)

\$3.85

18-Dec-2019

[FS](#)

\$4.23

[update](#)**KRCK** *H H Coffield Regional Airport* Rockdale, TX

36 E

City of Rockdale

[AS](#)

\$4.10

23-Dec-2019
[update](#)**KDZB** *Horseshoe Bay Resort Airport* Horseshoe Bay, TX

36 WSW

[Horseshoe Bay Resort Jet Center](#)

EPIC

[FS](#)

\$6.24

23-Dec-2019
[update](#)**KLZZ** *Lampasas Airport* Lampasas, TX

37 NW

[City of Lampasas \(FBO\)](#)

AVFUEL

[SS](#)

\$3.80

[GUARANTEED](#)**T35** *Cameron Municipal Airpark* Cameron, TX

38 ENE

[City of Cameron](#)[SS](#)

\$4.36

[GUARANTEED](#)**KGOP** *Gatesville Municipal Airport* Gatesville, TX

45 N

[City of Gatesville](#)

independent

[SS](#)

\$4.36

02-Jan
[update](#)**84R** *Smithville Crawford Municipal Airport* Smithville, TX

47 SE

[Fayette Aero LLC](#)

Avfuel

[SS](#)

\$4.40

18-Dec-2019
[update](#)**KGYB** *Giddings-Lee County Airport* Giddings, TX

47 SE

[Sills Aviation Services LLC](#)

independent

[SS](#)

\$4.10

23-Dec-2019
[update](#)**KHYI** *San Marcos Regional Airport* Austin, TX

48 SSW



[SS](#) \$4.49
[FS](#) \$5.49

26-Dec-2019
[update](#)

50R

Lockhart Municipal Airport Lockhart, TX

50 S

[Martin & Martin Aviation](#)

Avfuel [SS](#) \$4.60

18-Dec-2019
[update](#)

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Airports

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Hotels

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Jet A prices within 50 miles of KGTU

Airport / FBO

Jet A

\$2.98—\$7.10
average \$4.86KGTU Georgetown Municipal Airport Georgetown, TX

GTU JET

FS

\$5.07

\$4.97

GUARANTEED

AIRBOSS

[AeroJet Center](#)FS

\$5.10

GUARANTEEDT74 Taylor Municipal Airport Taylor, TX

14 ESE

[Taylor Municipal Airport](#)

Avfuel

SS

\$3.05

23-Dec-2019
[update](#)KEDC Austin Executive Airport Austin, TX

18 SSE

FS

\$5.80

31-Dec-2019
[update](#)PHILLIPS 66®
CONTRACT FUELKILE Skylark Field Airport Killeen, TX

24 N

[Flight Line Services](#)

Avfuel

SS

\$3.70

FS

\$4.15

23-Dec-2019
[update](#)KGRK Robert Gray Army Airfield Fort Hood (Killeen), TX

25 NNW

Killeen-Fort Hood Regional Airport

FS

\$4.15

24-Apr-2019
[update](#)KAUS Austin-Bergstrom International Airport Austin, TX

29 S



independent

FS

\$7.10

GUARANTEED

independent

FS

\$6.80

01-Jan
[update](#)

[FS](#)

\$6.75

[GUARANTEED](#)**[KBMQ](#)***Burnet Municipal Airport-Kate Craddock Field* Burnet, TX

29 W

[Faulkner's Air Shop](#)

Avfuel

[FS](#)

\$4.63

18-Dec-2019

[SS](#)

\$4.63

[update](#)**[KTPL](#)***Draughon-Miller Central Texas Regional Airport* Temple, TX

32 NNE

General Aviation Terminal

[SS](#)

\$4.33

18-Dec-2019

[FS](#)

\$4.71

[update](#)**[KDZB](#)***Horseshoe Bay Resort Airport* Horseshoe Bay, TX

36 WSW

[Horseshoe Bay Resort Jet Center](#)

EPIC

[FS](#)

\$5.74

23-Dec-2019

[update](#)**[T35](#)***Cameron Municipal Airpark* Cameron, TX

38 ENE

[City of Cameron](#)[SS](#)

\$2.98

[GUARANTEED](#)**[KGYB](#)***Giddings-Lee County Airport* Giddings, TX

47 SE

[Sills Aviation Services LLC](#)

independent

[SS](#)

\$3.90

23-Dec-2019

[update](#)**[KHYI](#)***San Marcos Regional Airport* Austin, TX

48 SSW

[FS](#)

\$4.81

26-Dec-2019

[update](#)

GTAB MONTHLY REPORT AS OF DECEMBER 31, 2019

Operating revenues include fuel sales, leases, and all other revenue. Through 12/31, these revenues total \$918,384, or 23.66% of budget.

Fuel is the largest revenue stream in the fund and represents 74.7% of budgeted operating revenues. Through the month, fuel sales total 23.5% of budget. Fuel sales are tracked every month by staff and are part of the Airport's performance metrics.

Lease revenue is the second largest stream of income for the Airport. It represents 23% of budgeted operating revenues. Through the period, lease and rental revenue totals \$223,155 or 24.89% of the budget. Occupancy rates continue to be strong. The stated goal per the Airport performance management program is to have occupancy rates over 90%. Over the past 12 months, the Airport has achieved this goal.

All other revenue totals \$13,404 through this period of the fiscal year. This segment of revenue is comprised of allocated interest, property tax, and miscellaneous revenue. Property tax revenue is budgeted at \$40,000. The majority of property tax revenue is typically received in February. Overall, operating revenues are in line with the budget.

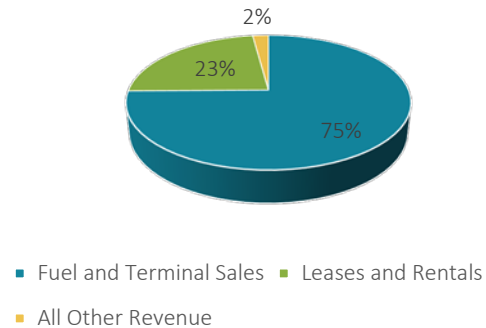
Operating expenses include personnel costs, airport operations, and fuel for resale.

Airport Operations expenses total \$199,258 and is comprised of personnel costs and other operational expenses.

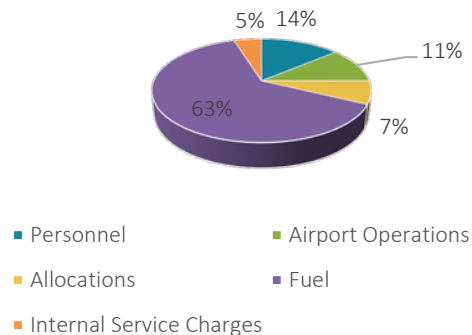
Personnel related expenses total \$127,273, or 25.4% of budget. The City has experienced 7 of 26 pay periods through this period, or 26.9% of total cycles.

Other airport operational related expenses include internal service and administrative allocation charges, funding for maintenance, and other expenses like credit card fees and contracts for service. The administrative charges are typically processed monthly. However, at the time of this report, those charges have not been processed due to the workload requirements to close out FY2019. After the close out of FY2019, these charges will be booked monthly. By the end of FY2020, the actual expenses will be at the budgeted amount. Operational expenses total zero through the month.

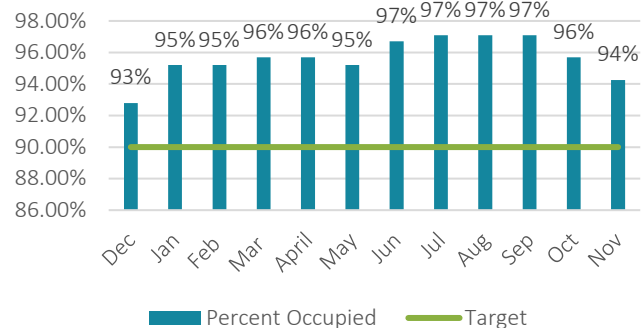
FY2020 Budgeted Operating Revenues



FY2020 Budgeted Operating Expenses



Occupancy Rate - Strategic Goal
 #4 Measure #1



Fuel related expenses is comprised of year to date spending and a fuel encumbrance. Year to date spending totals \$491,665 through the month. A \$2.2 million encumbrance for fuel was established at the beginning of the fiscal year. After accounting for the year to date spending, there is a remaining encumbrance of \$1.7 million for fuel expenses in FY2020. Throughout the fiscal year, the encumbrance amount will be reduced as the year to date spend amount increases.

Overall, operating expenses in the Airport fund are in line with the budget.

Non-operating revenues are budgeted at \$750,000 for FY2020. These funds are bond proceeds to fund capital improvement and are planned to be sold in the spring. Year to date actuals total zero.

Non-operating expenses total \$41,050 through the period.

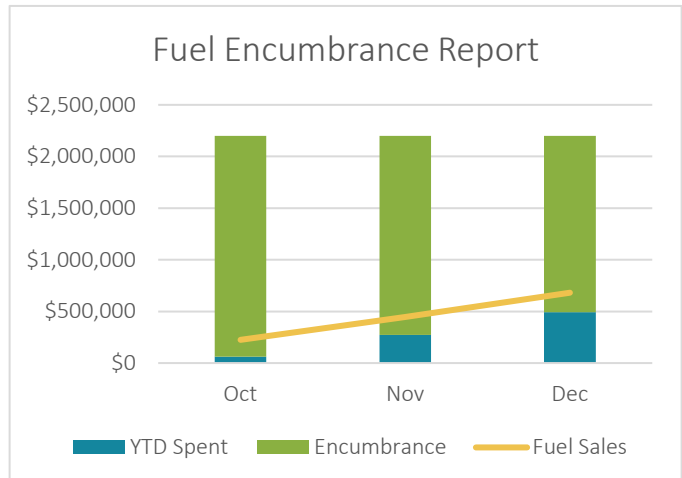
Fund Schedule Development

The accounting staff along with the City's outside independent auditor Weaver and Associates are finalizing the Year-End Audit and Comprehensive Annual Financial Report or CAFR process. Following the completion of the CAFR, staff will update fund schedules with audited fund balances. Currently, the fund balance is only the budgeted figure and not the actual. It is anticipated staff will have that information around the February meeting.

Staff will complete a second reading of a CIP Rollforward Amendment to Council in January. Staff has proposed to recognize a positive beginning fund balance adjustment of \$189,040. Staff is proposing to rollforward \$40,823 for runway rehab design, \$150,000 for taxiway edge lighting, and \$25,743 for pavement upgrades. Pending the approval of the budget amendment in January, staff will update the fund schedule to reflect the CIP Rollforward Amendment.

Later in the year as part of the FY2021 Budget Development Process, Airport staff and the Budget Office will develop year-end projections for FY2020. This occurs in April and May. After those projections are completed, staff will add an additional column to show those figures to the fund schedule and their proximity to budget.

Please note in the fund schedule located on the next page year to date expenses + encumbrances = FY2020 Actuals.



Fund Schedule as of December 31, 2019

600 - Airport	FY2020 Budget	FY2020 Actuals
Beginning Fund Balance	1,262,948	

Operating Revenue	FY2020 Budget	FY2020 Year-to- to-Date	FY2020 Encumbrances	FY2020 Actuals	FY2020 % of Budget
All Other Revenue	83,000	13,404	-	13,404	16.15%
Fuel and Terminal Sales	2,901,500	681,825	-	681,825	23.50%
Leases and Rentals	896,500	223,155	-	223,155	24.89%
Operating Revenue Total	3,881,000	918,384	-	918,384	23.66%

Operating Expense	FY2020 Budget	FY2020 Year-to- Date	FY2020 Encumbrances	FY2020 Actuals	FY2020 % of Budget
Airport Operations	1,334,425	192,813	6,445	199,258	14.93%
Fuel	2,270,000	491,665	1,708,335	2,200,000	96.92%
Transfer Out	-	-	-	-	0.00%
Operating Expense Total	3,604,425	684,478	1,714,780	2,399,258	66.56%

	FY2020 Budget
Available Operating Fund Balance	1,539,523

Non-Operating Revenue	FY2020 Budget	FY2020 YTD Actuals	FY2020 Encumbrances	FY2020 Actuals	FY2020 % of Budget
Bond Proceeds	750,000	-	-	-	0.00%
Grants	-	-	-	-	0.00%
All Other Revenue	-	-	-	-	0.00%
Non-Operating Revenue Total	750,000	-	-	-	0.00%

Non-Operating Expense	FY2020 Budget	FY2020 YTD Actuals	FY2020 YTD Encumbrances	FY2020 Actuals	FY2020 % of Budget
Airport Operations	35,000	-	-	-	0.00%
Capital	867,000	11,310	29,740	41,050	4.73%
Debt Service	161,420	-	-	-	0.00%
Grand Total	1,063,420	11,310	29,740	41,050	3.86%

	FY2020 Budget
Available Non-Operating Fund Balance	1,226,103

	FY2020 Budget
Ending Fund Balance	1,226,103
CAFR Adjustment	-
Contingency	256,021
Debt Service Reserve	143,431
Available Fund Balance	826,651

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

January 2020 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.

ITEM SUMMARY:

January 2020 GTAB Updates Cover Sheet

FM 971 - Realignment at Austin Avenue:

TxDOT review from district office met 5-21 on 90% plans Klotz submitted 100 % plans in August.
Environmental complete and submitted.
Scheduled engineering completion 2019
Pursuing one parcel on Project. Parcel has been sent to condemnation, possession expected summer 2019.

Northwest Blvd:

Project to begin at Rivery/Northwest traffic circle 1-6-2020

Rivory Blvd Extension:

Initial phase complete added turn lane construction to begin January 2020

EB Williams @ Rivory Turn Lane

Pre-construction meeting held on November 14th. All utilities that required relocation are complete. Joe Bland plans to start on the week of Jan. 6th 2020

Southwest Bypass (RM 2243 to IH 35) Phase 1:

Complete

Southwest Bypass (RM 2243 to IH 35) Phase 2:

First course paving 90 % complete
Bridge complete
Project completion scheduled First quarter 2020

Rock Water Quality Pond Improvements:

Contractor have poured the pond floor and walls. Limestone blocks are scheduled for delivery next week. Contractor has begun working to excavate and install base lifts for parking section.

Old Town “Northeast” Sidewalk:

Contractor has installed most of the sidewalk along 7th from Myrtle to College and Holly towards the I.O.O.F cemetery. Contractor has also installed sidewalk along College, Ash, 8th and Walnut. Contractor will work to complete installation of those areas and then begin working on required conduit for utility relocations along 7th between Walnut and Holly.

Shell Sidewalk Improvements:

Bid Opening held on 10-29-19. GTAB approved on 11-8-19, City Council approved on 11/26/19. Contracts are being sent to the contractor to be executed.

17th St. CDBG Sidewalk:

Contractor has installed sidewalk along 17th street from Forrest to Hart Street. Contractor will return January 6th to work on completing the remainder of the project. Bus Shelters are ordered end of November and have a 12 week lead time

17th Street Rehab

Pre-con held on December 19th. Contractor estimates start date to be January 20th. Contractor to provide phasing and schedule for 17th street for resident notifications.

2018 Curb & Gutter

To be constructed with 17th Street rehab. Pre-con held on December 19th. Contractor estimates start date to be January 20th. Contractor to provide phasing and schedule for 17th street for resident notifications.

FINANCIAL IMPACT:

n/a

SUBMITTED BY:

Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager.

ATTACHMENTS:

Description	Type
□ January 2020 GTAB Updates	Presentation

FM 971 - Realignment at Austin Avenue:

TxDOT review from district office met 5-21 on 90% plans Klotz submitted 100 % plans in August. Environmental complete and submitted.

Scheduled engineering completion 2019

Pursuing one parcel on Project. Parcel has been sent to condemnation, possession expected summer 2019.

Northwest Blvd:

Project to begin at Rivery/Northwest traffic circle 1-6-2020

Rivery Blvd Extension:

Initial phase complete added turn lane construction to begin January 2020

EB Williams @ Rivery Turn Lane

Pre-construction meeting held on November 14th. All utilities that required relocation are complete. Joe Bland plans to start on the week of Jan. 6th 2020

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Complete

Southwest Bypass (RM 2243 to IH 35) Phase 2:

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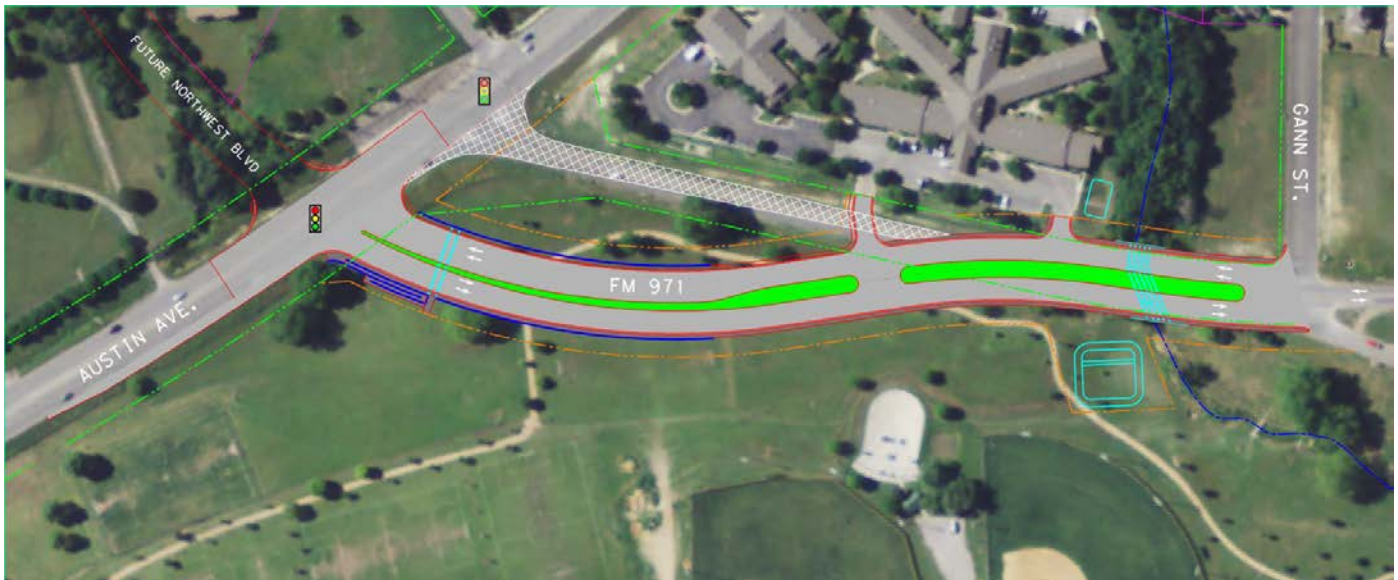
FM 971 at Austin Avenue
Realignment Intersection Improvements
Project No. 1BZ TIP No. AG
Unchanged – January 2020

Project Description Design and preparation of final plans, specifications and estimates (PS&E) for the widening and realignment of FM 971 at Austin Avenue, eastward to Gann Street.

Purpose To provide a new alignment consistent with the alignment of the proposed Northwest Boulevard Bridge over IH 35; to allow a feasible, alternate route from the west side of I 35 to Austin Avenue, to Georgetown High School, to San Gabriel Park and a more direct route to SH 130.

Project Managers Joel Weaver

Engineer Klotz Associates, Inc.



Element	Status / Issues
Design	TxDOT review from district office met 5-21 on 90% plans Klotz submitted 100 % plans in August. Environmental complete and submitted. Scheduled engineering completion 2019
Environmental/ Archeological	TBD
Rights of Way	Pursuing one parcel on Project. Parcel has been sent to condemnation, possession expected Summer 2019.
Utility Relocations	TBD
Construction	Utility relocation to begin first quarter 2020
Other Issues	AFA with TxDOT complete.

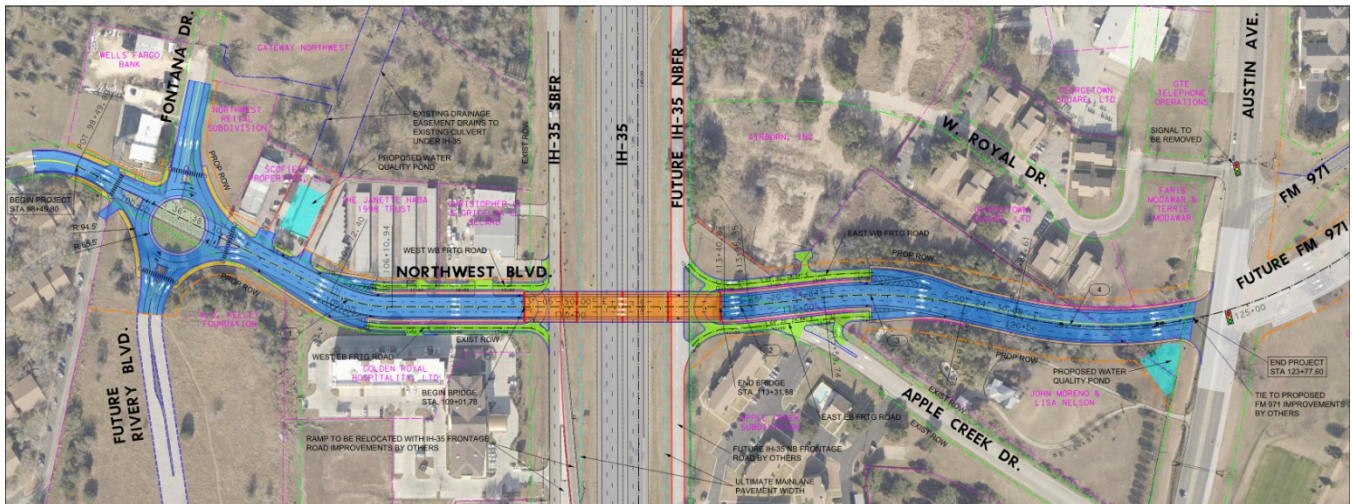
**Northwest Boulevard
(Fontana Drive to Austin Avenue)
Project No. 5QX TIP No. AF
January 2020**

Project Description Construction of overpass and surface roads to connect Northwest Boulevard with Austin Avenue and FM 971.

Purpose This project will relieve congestion at the Austin Avenue/Williams Drive intersection and provide a more direct access from the west side of IH 35 corridor to Georgetown High School and SH 130 via FM 971.

Project Manager Joel Weaver and Wesley Wright, P.E.

Engineer Klotz Associates



Element	Status / Issues
Design	Design Complete
Environmental/ Archeological	Complete
Rights of Way	ROW Documents are being finalized. All offers have been made. 8 Parcels required. 5 acquired, 1 in closing, 2 in condemnation.
Utility Relocations	TBD
Construction	Project to begin at Rivery/Northwest traffic circle 1-6-2020
Other Issues	

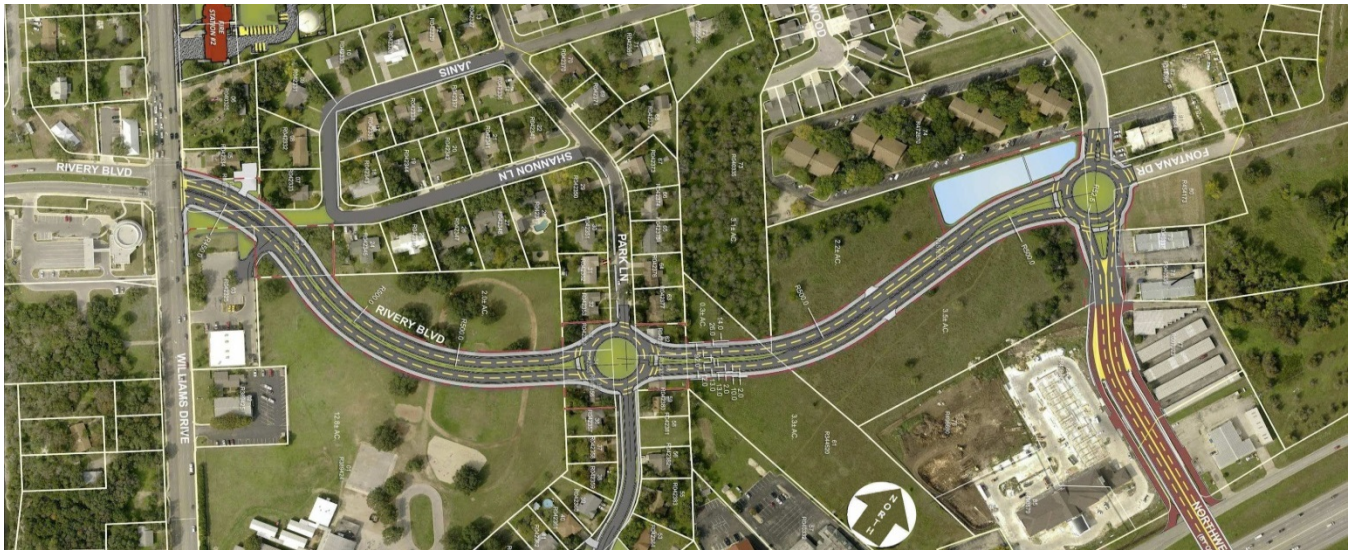
Rivory Boulevard Extension
(Williams Drive to Northwest Boulevard @ Fontana Drive)
Project No. 5RM TIP No. AD
January 2020

Project Description Develop the Rights-of-Way Map, acquire ROW, address potential environmental issues and complete construction plans specifications and estimate (PS&E) for the extension of Rivory Boulevard from Williams Drive to Northwest Boulevard at Fontana Drive in anticipation of future funding availability.

Purpose To provide a route between Williams Drive and Northwest Boulevard serving the Gateway area, providing an alternate route from Williams Drive to the future Northwest Boulevard Bridge over IH 35, to provide a route between the hotels in the Gateway area and the proposed Conference Center near Rivory Boulevard and Wolf Ranch Parkway.

Project Manager Travis Baird, Joel Weaver, and Wesley Wright, P.E.

Engineer Kasberg Patrick and Associates



Element	Status / Issues		
Design	Complete		
Environmental/ Archeology	Complete		
Rights of Way	Offers have been made on 22 parcels, and 20 have closed. Environmental assessment complete on 11 parcels in preparation for demolition. Condemnation hearings completed on 2 parcels, working toward final resolution of matter.	Total Parcels:	22
		Appraised:	22
		Offers:	22
		Acquired:	20
		Closing pending:	0
		Condemnation:	2
Utility Relocations	TBD		
Construction	Initial phase complete added turn lane construction to begin January 2020		
Other Issues			

Right Turn Lane EB Williams Driver @ Rivery Blvd**Project No. 5RP TIP No. None****Unchanged – January 2020**

Project Description	Develop the Plans, Specifications and Estimate for roadway improvements necessitated by the development for the Summit at Rivery.
Purpose	To provide improved traffic flow into the Summit at Rivery hotel and conference center from Williams Drive
Project Manager	Joel Weaver, Chris Pousson and Wesley Wright, P.E.
Engineer	M&S Engineering, LLC

Element	Status / Issues		
Design	EB Williams @ Rivery turn lane design complete. TCEQ WPAP approval received. Easements/ROW contracts have been signed, Closing scheduled for June 28 th . Change Order for Joe Bland approved. PO has been created.		
Environmental /Archeology	TBD		
Rights of Way	All easements acquired.	Total Parcels:	3
		Appraised:	3
		Offers:	3
		Acquired:	3
		Closing pending:	0
		Condemnation:	0
Utility Relocations	Atmos to relocate 1 – 3" line - completed		
Bid Phase	TBD		
Construction	Pre-construction meeting held on November 14 th . All utilities that required relocation are complete. Joe Bland plans to start on the week of Jan. 6 th .		
Other Issues	TBD		

Southwest Bypass Project
(RM 2243 to IH 35)
Project No. 1CA Project No. BK
Unchanged – January 2020

Project Description Develop PS&E for Southwest Bypass from Leander Road (RM 2243) to IH 35 in the ultimate configuration for construction of approximately 1.5 miles of interim 2-lane roadway from Leander Road (RM 2243) to its intersection with the existing Inner Loop underpass at IH 35.

Purpose To extend an interim portion of the SH 29 Bypass, filling in between Leander Road (RM 2243) to IH 35 Southbound Frontage Road.

Project Manager Williamson County
City Contact: Ed Polasek, AICP

Engineer HDR, Inc.



Element	Status / Issues
Williamson County Project Status	(Southwest Bypass (RM 2243 to IH 35) Phase 1 – WPAP for phase 1 approved. On site tasks: Phase 1 <ul style="list-style-type: none"> ○ Complete Southwest Bypass (RM 2243 to IH 35) Phase 2 – First course paving 90 % complete Bridge complete Project completion First quarter 2020
Rights of Way	Complete
Other Issues	

Rock Water Quality Pond Improvements
Project No. 1EC TIP No. None
January 2020

Project Description	Design and preparation of final plans, specifications and estimates (PS&E) and construction administration for WPAP modifications and rehabilitation of the Rock Water Quality Pond.
Purpose	To improve the water quality treatment and capacity for the downtown overlay district.
Project Managers	Michael Hallmark, Chris Pousson
Engineer	Steger & Bizzell



Element	Status / Issues
Design	Design 100%. WPAP modifications defined and GA is being included into the TCEQ application. WPAP approval has been received from TCEQ
Environmental/ Archeological	GA is complete
Rights of Way	N/A
Utility Relocations	none
Bid Phase	Contractor have poured the pond floor and walls. Limestone blocks are scheduled for delivery next week. Contractor has begun working to excavate and install base lifts for parking section.
Construction	TBD
Other Issues	

Citywide Sidewalk Improvements Project
Old Town Northeast Sidewalks
Project No. 1EF TIP No. None
January 2020

Project Description The proposed project consists of the rehabilitation and installation of pedestrian facilities along several streets in northeast “Old Town”. Various methods of rehabilitating existing non-compliant sidewalks will be considered. This project requires coordination with TCEQ and TDLR and all proposed pedestrian elements will be ADA compliant with the Texas Accessibility Standards (TAS).

Purpose To provide ADA/TDLR compliant sidewalks and ramps identified in the 2015 Sidewalk Master Plan.

Project Managers Nat Waggoner, AICP, PMP®, Chris Pousson

Engineer Steger Bizzell



Element	Status / Issues
Design	Finalizing design, received TCEQ WPAP approval. Final review of design and contract specifications are underway.
Environmental/ Archeological	TBD
Rights of Way / Easements	All easements needed have been obtained.
Utility Relocations	Relocate Frontier, Sudden link and COG Electric overhead.
Construction	Contractor has installed most of the sidewalk along 7 th from Myrtle to College and Holly towards the I.O.O.F cemetery. Contractor has also installed sidewalk along College, Ash, 8 th and Walnut. Contractor will work to complete installation of those areas and then begin working on required conduit for utility relocations along 7 th between Walnut and Holly.
Other Issues	

Shell Road Sidewalk Improvements

Project No. TIP No. None

January 2020

Project Description	The proposed project consists of the installation of pedestrian facilities along Shell Road from Sequoia Spur to Bellaire Dr. This project requires coordination with TCEQ and TDLR and all proposed pedestrian elements will be ADA compliant with the Texas Accessibility Standards (TAS).
Purpose	To provide ADA/TDLR compliant sidewalks and ramps to eliminate sidewalk gaps for pedestrian mobility.
Project Managers	Chris Pousson
Engineer	KPA

Element	Status / Issues
Design	95% design set to be reviewed.
Environmental/ Archeological	TBD
Rights of Way / Easements	1 easement secured at Shell Road and Sequoia Spur.
Utility Relocations	TBD
Construction	Bid Opening held on 10-29-19. GTAB approved on 11-8-19, City Council approved on 11/26/19. Contracts are being sent to the contractor to be executed.
Other Issues	TBD

**17th St CDBG Sidewalks
(Railroad to Forest St)
Project No. 9AZ TIP No.
January 2020**

Project Description Construction of new sidewalk along 17th St from Railroad to Forest St. Improving the two GoGeo bus stops on that route.

Purpose This project will improve the pedestrian route connecting existing low income housing to important community services and destinations.

Project Manager Chris Logan

Engineer KPA



Element	Status / Issues
Design	<p>Task order is fully executed for the engineering services. Design underway</p> <ul style="list-style-type: none"> • Survey is complete, working on preliminary alignment • Final Design – complete by early July • Bidding – Complete by mid August
Environmental/ Archeological	Complete
Rights of Way	Working on 90% plans. Survey identified some ROW lines that need cleaning up at the Rail Apts.
Utility Relocations	TBD
Construction	Contractor has installed sidewalk along 17 th street from Forrest to Hart Street. Contractor will return January 6 th to work on completing the remainder of the project. Bus Shelters are ordered end of November and have a 12 week lead time
Other Issues	

17th Street Rehabilitation
Project No. 1CE TIP No. None
January 2020

Project Description This project consist of the rehabilitation of 17th street from Austin Ave to Church Street. This project will include replacing and upgrading the existing water line in the project area, new curb and gutter and full rehabilitation of the street.

Project Manager Chris Pousson

Engineer/Engineers KPA



Element	Status / Issues
Design	Complete
Environmental/ Archeological	N/A
Rights of Way	All work will remain in existing ROW
Utility Relocations	N/A
Bid Phase	Pre-con held on December 19 th . Contractor estimates start date to be January 20 th . Contractor to provide phasing and schedule for 17 th street for resident notifications.
Construction	
Other Issues	

2018 Curb and Gutter
Project No. 5AL TIP No. None
January 2020

Project Description Design and preparation of final plans, specifications and estimates (PS&E) and construction administration for curb and gutter replacements on 20th street, 19 ½ street, Myrtle Street, 16th street, 17 ½ street and Elm Street.

Purpose This project consists of removing and replacing old curb and gutter that do not properly drain storm water and prematurely damage streets.

Project Managers Chris Pousson

Engineer KPA



Element	Status / Issues
Design	100% Complete.
Environmental/ Archeological	N/A
Rights of Way	N/A
Utility Relocations	N/A
Bid Phase	To be constructed with 17 th Street rehab. Pre-con held on December 19 th . Contractor estimates start date to be January 20 th . Contractor to provide phasing and schedule for 17 th street for resident notifications.
Construction	
Other Issues	

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

An explanation of the new GTAB financial reports. - Paul Diaz, Budget Manager

ITEM SUMMARY:

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

ATTACHMENTS:

Description		Type
□	Financial Presentation	Backup Material

GTAB Budget Report

Goals

- Easy to understand
- Aligns with other financial reporting
- Gives context of where we are at in the budget process

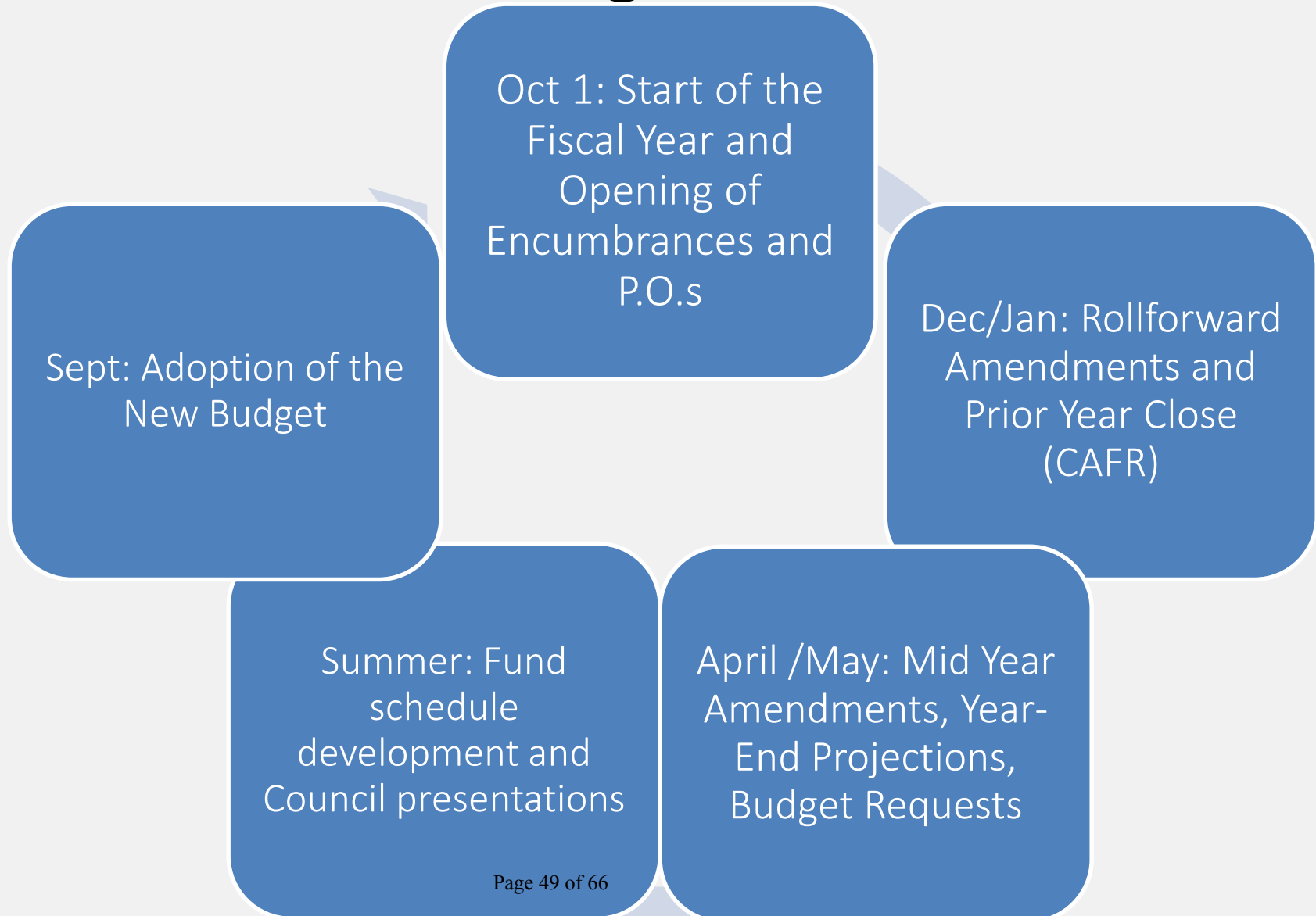
Process

- After the first of the month, we pulled via SQL the monthly financials from InCode
- InCode is our current system. Staff is currently working to implement Workday.
- Workday Phase II is anticipated to go live in the Spring and will replace InCode.
- The InCode Data populates a formatted Excel file and is presented to the Board. (Same for all boards).

Reporting

- Present the numbers along with a narrative/context.
- Provide a variance analysis.
- Explain where we are at in the Budget process.

The Budget Process



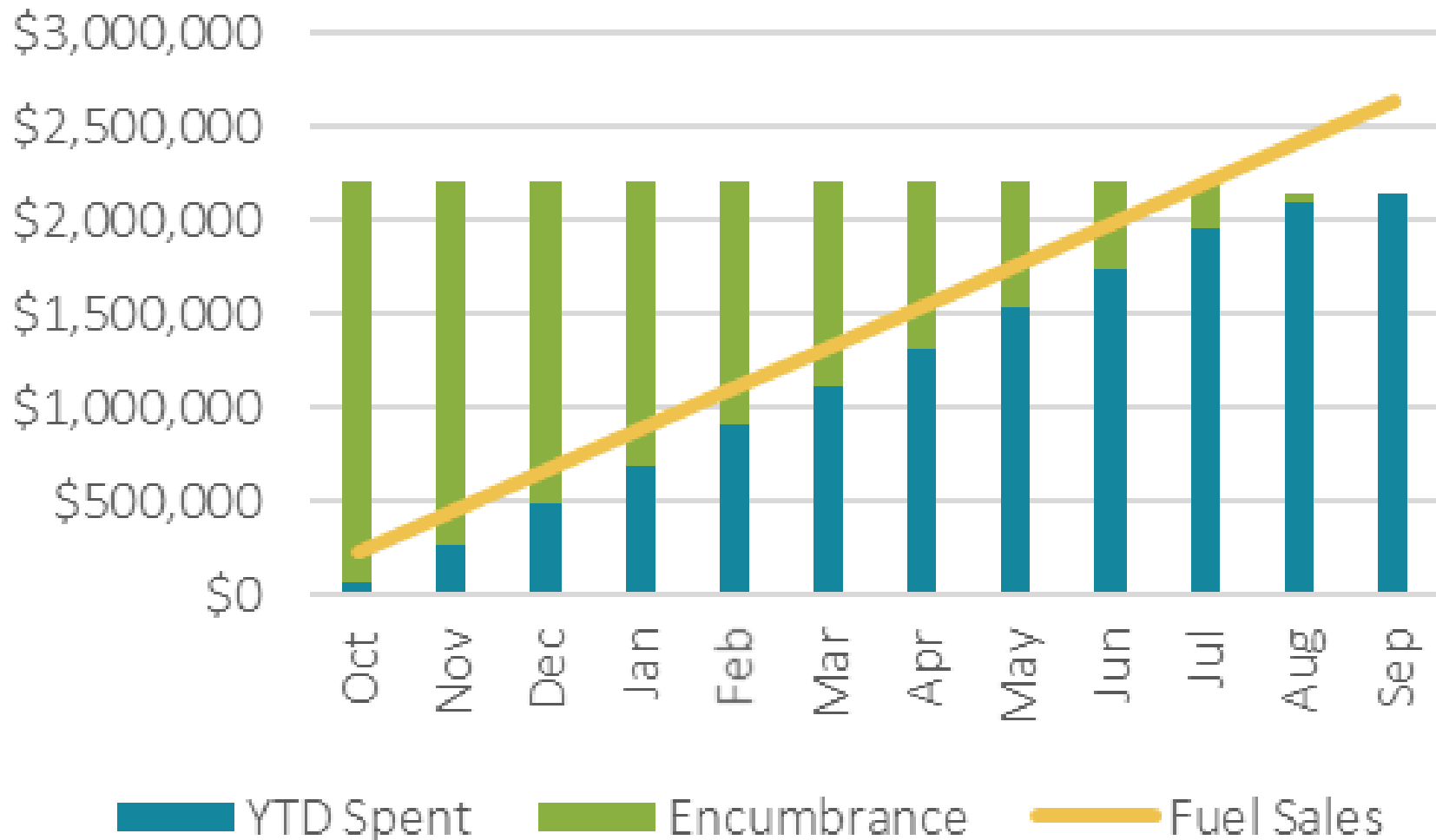
Airport Financials

- Enterprise Fund
 - The Airport Fund is a self-supporting enterprise funded through user charges. This fund accounts for all of the charges including personnel, operations, fuel costs, capital improvement, contingency, and debt service requirements at the Airport.
- Enterprise Funds have operating and non-operating revenues and expenses

Types of Revenues and Expenses

- Operating Revenues
 - Fuel, Leases, Property Tax, and interest.
- Operating Expenses
 - Fuel, Personnel, and operational expenses
 - Internal Service Fund (ISF) allocations and Administrative allocations.
- Non-operating Revenues
 - Bond Proceeds
- Non-operating Expenses
 - Capital Improvement and Debt Service.

Fuel Encumbrance Example



Questions



City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

Consideration and possible action to approve the Minutes from the November 8, 2019 Meeting. -- Emily Koontz - Board Liaison

ITEM SUMMARY:

FINANCIAL IMPACT:

NONE

SUBMITTED BY:

Emily Koontz - Board Liaison

ATTACHMENTS:

Description	Type
 Minutes Nov. 8, 2019	Backup Material

**Minutes of the Meeting of the
Georgetown Transportation Advisory Board and the
Governing Body of the City of Georgetown, Texas
November 8, 2019**

The City of Georgetown is committed to compliance with the Americans with Disabilities Act (ADA). If you require assistance in participation at a public meeting due to a disability, as defined under the ADA, reasonable assistance, adaptations, or accommodations will be provided upon request. Please contact the City at least three (3) days prior to the scheduled meeting date, at (512)930-3652 or City Hall at 113 East 8th Street for additional information: TTY users route through Relay Texas at 711.

Board Members Present: Ron Bindas – Board Chair, Dan Jones, George Brown, Doug Noble, Ercel Brashear, Robert Redoutey,

Board Members Absent: Rachael Jonrowe, Sheila Mills

Staff Present: Wes Wright, Ray Miller, Emily Koontz, Joseph Carney, David Morgan, Wayne Reed, Tristan Whitmire, Christi Rawls

Others Present: Carl Norris-ACC, John Milford-ACC, Wendy Dew – ACC, Terry Reed – ACC, John Mutchler – Garver, Lucra Murgua – Garver, Michael Newman - KPA

Regular Session

- A. Call to Order: Meeting called to order by Chairperson Ron Bindas at 10:00am

Georgetown Transportation Advisory Board may, at any time, recess the Regular Session to Convene an Executive Session at the request of the Chair, a Board Member, The City Manager, Assistant City Manager, General Manager of Utilities, City Council Member, or legal counsel for any purpose authorized by the Open Meetings Act, Texas Government Code Chapter 551, and are subject to action in the Regular Session that follows.

- B. Introduction of Board Members and Visitors: All board members, visitors, and staff were introduced.
- C. Updates to various planning initiatives by CAMPO and TxDOT transportation improvement projects as well as an update on GoGeo Operations. Ray Miller gave updates. All updates included in the packet. Noble asked and Miller replied that the ridership just counts the trips, not people. Brashear asked and Miller responded that the ridership numbers are currently at about 50% of the original figure the Council set up to determine the project was viable.
- D. Discussion regarding the Airport Monthly Update and Project Time Lines - Joseph A. Carney, C.M., Airport Manager and Ray Miller, Acting Director of Public Works. Joseph Carney gave updates. All updates included in the packet. Bindas asked and Carney replied that this will be the new format for airport monthly reports from now on. Noble asked and Carney replied that the new maintenance building will be a brand new building and that it is FAA regulations to have a security fence around the airport.

Citizens Wishing to Address the Board: The following people with the Airport Concerned Citizens (ACC) signed up to speak to the Board on Item E:

Carl Norris – 6 minutes (extra 3 minutes donated by John Milford) – Statement attached to minutes.

Wendy Dew – 6 minutes (extra 3 minutes donated by Terry Reed) – Statement attached to minutes.

- E. November 2019 GTAB Updates - Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager. Wesley Wright gave updates. All updates included in the packet. Bindas asked and Wright responded that Northwest Bridge is moving – the city moved their lines and our waiting on some poles, but some construction should begin before the holidays.

Legislative Regular Agenda

- F. Consideration and possible approval of the Minutes from the October 11, 2019 Meeting – Emily Koontz – Board Liaison. **MOTION by Brashear, second by Brown** to approve the minutes. **APPROVED 6-0-2 (Mills, and Jonrowe – absent)**
- G. Consideration and possible recommendation to award a contract to Patin Construction, LLC of Taylor, Texas for the construction of the Shell Road Sidewalk Improvement project in the amount of \$229,825.00 – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager. **MOTION by Brown, second by Noble.** **APPROVED 6-0-2 (Mills, and Jonrowe – absent)**
- H. Consideration and possible recommendation to approve Task Order KPA-20-004 with Kasberg, Patrick & Associates, LP of Georgetown, Texas, for professional services related to the Lakeway and Williams Drive Intersection improvements in the amount of \$252,450.00. – Wesley Wright, P.E., Systems Engineering Director/Michael Hallmark, CIP Manager. The intent with this project is to improve the intersection with turning lanes to improve the flow of traffic. Brashear asked and Wright responded that this item is for design only. Bindas asked and Wright responded that the next item on the Williamson Drive Corridor Plan will be the access study. **MOTION by Brashear, second by Brown.** **APPROVED 6-0-2 (Mills, and Jonrowe – absent)**
- I. Consideration and possible recommendation to approve the City of Georgetown's Bicycle Master Plan. – Ray Miller, Director of Public Works. Presentation included in the packet. Bindas asked and Miller replied that on Williamson there would be a buffered bike lane. Brashear asked and Miller replied that the cost does not include renovating pavement, but Miller also stated that the projected costs could decrease as parts get merged into other projects. **MOTION by Brashear, second by Redoutey.** **APPROVED 6-0-2 (Mills, and Jonrowe – absent)**

Adjournment

Motion by Brashear, second by Noble. APPROVED 6-0-2 (Mills, and Jonrowe – absent)
Meeting was Adjourned at 11:09 AM

Approved:

Attested:

Ronald Bindas - Chair

Dan Jones – Secretary

Emily Koontz – GTAB Board Liaison

**GTAB STATEMENT
NOVEMBER 8, 2019
AGENDA ITEM “D”
AIRPORT MONTHLY REPORT**

Good morning Mr. Chairman, and members of the GTAB. My name is Hugh C. Norris, Jr. My residence is 4400 Luna Trail, Georgetown, Texas. I am a member of the Airport Concerned Citizens (ACC), a group of over 100 city households.

My comments this morning on behalf of the ACC continue the four ACC statements from August 9th through Ms. Dew's statement this morning focused on our ACC demands for a professional study showing how the Georgetown Municipal Airport (GTU) can be seamlessly relocated to a safe, superior, and protected site at no cost to current taxpayers.

When the old Airport Advisory Board developed without critical public participation the 1980 GTU Airport Master Plan, the scientific knowledge of the EARZ, the Edwards Aquifer, and mapping of both had not been developed to their extent today. Now we know different. If a GTU adjacent property had been prior developed for use as a livestock feedlot/packing and rendering plant or a munitions or hazardous materials production plant and been previously grandfathered into the city during that time, the city leaders would have taken notice and pressed by public objections for its relocation long before now. Because the GTU is an airport, with recognized value to the overall local economy and public official's concealment of its hazards from the ground dwelling public, our city leaders have resisted recommendations for its relocation to a safe, superior site.

The ACC September 13th statement described historical actions leading to the legislature's statute requiring TxDOT to provide a State Airport for Central Texas and the agency's professional study to determine needs for such an airport. That 2003 20 year study showed minimum requirements to the year 2023 as 750 acres, a runway minimum of 7,000 ft and cost of \$59 Million. Our area has experienced a surge in unexpected added growth and aviation needs since 2003 with more on the way. City, TxDOT and FAA officials have been working for the past near 30 years to make that state statute fit the GTU. Trying to fit those 10 pounds of need into the 3 pound GTU bag will politically tear this city apart. Seamless relocation of the GTU is the only sane political alternative.

A variety of relocation models are available for study by a joint venture of professionals. The most favored by ACC is an "Airport Authority" recommended by CH2MHill, Inc. in its 2013 GTU "Business Case Analysis". Why? Because an airport authority can be legislatively created and protected to operate outside the city limits, entirely off the EARZ, with access to key

roadways, and by a board of directors under city control. The model most favored is a modified type of the Ft. Worth Alliance Airport (AFW). The AFW is a product of a partnership between a private land owner, the City of Ft. Worth and FAA. A similar airport developed by Georgetown leadership and financing would provide all Reliever Airport services envisioned by the legislature for ABIA and Central Texas of a vast array of flight services, charter passenger, air cargo, corporate and government aviation to serve the entire region. In lieu of destruction of city neighborhoods, this regional Reliever Airport could provide runways of 8 to 10,000 ft with strength for regional aviation needs, relocation of existing GTU FBO's, protection from non compatible land uses, safe flight rules, provisions for adjacent private land development, utilities, connecting roadways, and taxes for appropriate entities.

As previously described, the ultra-upscale highest and best land use retail value of GTU property is in excess of \$100 Million. Moreover, based on the 164 acres Wolf Lakes Village projected 2050 taxable value, developed GTU's taxable property valuation could exceed \$6 Billion. Targeted Certificates of Obligation to developed GTU ultra-upscale properties even under today's tax rate would exceed \$25 Million per year. In addition, the city could ensure to prospective purchasing site developers extension of needed utilities, off-site improvements, and a TIRZ for all public facilities required for construction of GTU properties.

It is important for the city's planning purposes that prior to the end of this calendar year the City Council establish a Blue Ribbon Committee charged with implementing a professional study showing how the GTU can be seamlessly relocated at no cost to existing taxpayers. Let's work together to create a safer, superior, GTU for the health, safety, and environment of our Central Texas region and protect our "City of Excellence".

Mr. Chairman, this board must recommend to the city council to act on this stated need immediately. Questions and comments are requested from the board

GTAB MEETING - NOVEMBER 08, 2019

Good morning Mr. Chairman, and members of the GTAB. My name is Wendy Dew. My residence is 30109 Spyglass Circle, Georgetown, Texas. I am a member of the Airport Concerned Citizens (ACC).

My comments address ACC demands for a professional study showing how our airport can be seamlessly relocated at no cost to existing taxpayers. As a citizen and taxpayer of Georgetown, I am a co-owner of the airport unlike TxDOT and FAA who behave as if they own it. In its current location approved by our leaders for permanent placement in the heart of our planned city rapidly growing to 200,000, it remains a hazardous threat to the health, lives and properties of our citizens, the esteem of our future city and a regional hazard. It's inevitable expansion with the city's growth will result in unacceptable operations, extended runways, destruction of existing neighborhoods and will politically tear this city apart.

Other cities facing similar situations have relocated their airports. Near examples are Temple, and Austin. Others exist across the nation such as St. George Airport that I use when visiting Utah family. These examples show that FAA not only approves airport relocations to safer, superior sites, but in some cases will provided grants to assist relocation and in all cases has continued grants for the new location. What this city desperately needs is an airport relocation plan. This board has the authority to make a recommendation for such a plan to City Council.

We are all familiar with the concept of trading the value of a property for another by written agreements. This can be done for the seamless relocation of the airport to a safe, superior site at no cost to existing taxpayers. We need a plan developed by professionals. In this case, our professionals must be experts in FAA airport design and regulations, negotiations and document preparations with private owners and governmental units, and highest and best use land conceptions, land sales and closings. One won't find these and other areas of expertise in one firm. If I were in charge of a Blue Ribbon Committee for the plan and its mission as stated, I would demand a planning agreement between the city and a single joint venture of professional firms and individuals with one firm in charge selected on basis of demonstrated expertise in joint venture management to fully implement the study's mission.

Our airport has tremendous highest and best land use redeveloped value. The property is in the planned heart of our city, three miles from Court House Square and Old Town, and within the fastest growing metro-area in the nation. It has ready access to IH-35, SH 130, the Sheraton Hotel and Conference Center, major city roadways, and other highways. It is surrounded by utilities, quality schools, and is leveled and drained for rapid development. Current developments such as the Rivery, Wolf Ranch Center, Wolf Lakes Village and development of the old Mueller Airport property demonstrate its best use would be as the financial and business center for Georgetown including up-scale shopping, restaurants, and residential housing.

Our ACC August 9, 2019 statement outlined six tools or issues readily available for use by a selected professional joint venture consultant team for the study. There are others. The City Council routinely funds projects for excess budgeted revenues, over \$1 Million for Austin Ave. Bridges alternatives, city offices, other federal funded projects including a recent \$390,000 cost share for a bus line few folks ride. This study is vital for the future of our city and region.

Mr. Chairman, this board has the responsibility of its appointed public service members to recommend to the City Council that it establish, prior to the end of this calendar year, a Blue Ribbon Committee to implement this vitally needed study.

Comments and questions to me would be appreciated.

City of Georgetown, Texas
Transportation Advisory Board
January 10, 2020

SUBJECT:

Consideration and possible recommendation for approval of Air Traffic Control Tower Operations Agreement between FAA and Georgetown Municipal Airport. Joseph A. Carney, C.M., Airport Manager and Ray Miller, Public Works Director

ITEM SUMMARY:

The Federal Aviation Administration (FAA) is renewing the Tower Operating Agreement (TOA) for each sponsor-owned FAA Contract Tower (FCT). This actin is to ensure that we are in compliance with current FAA policies and directives, and to standardize and clarify the conditions under which FAA will provide air traffic control services at sponsor-owned FCTs.

The Airport Owner shall provide and continually maintain, at no expense to the FAA, all utilities and services, including but not limited to: heating, air conditioning, electrical, water, gas, sewer, janitorial (to include washing tower cab windows and shades, interior and exterior, when necessary), and the security services necessary for the ongoing operation of Air Traffic Control (ATC) service.

The FAA shall provide contract personnel to operate the Airport Air Traffic Control System. Operations Agreement has been reviewed by the City Attorney's Office.

STAFF RECOMMENDATION

Staff Recommends approval of this agreement.

FINANCIAL IMPACT:

N/A

SUBMITTED BY:

Joseph A. Carney C.M., Airport Manager

ATTACHMENTS:

Description	Type
 ATC Tower Operations Agreement	Backup Material

**AIR TRAFFIC CONTROL TOWER OPERATIONS AGREEMENT BETWEEN
FEDERAL AVIATION ADMINISTRATION (FAA)
AND
CITY OF GEROGETOWN, TEXAS**

I. PARTIES

This Air Traffic Control Tower Operations Agreement (TOA) (hereinafter "Agreement"), is hereby made and entered into this _____ day of _____, 20____ by and between the Federal Aviation Administration ("FAA") and the City of Georgetown, Texas ("Airport Sponsor") (collectively known as the "Parties").

II. SCOPE

The purpose of this Memorandum of Understanding (MOU) between the FAA and the Airport Sponsor is to set forth the terms under which the FAA will provide air traffic control (ATC) services to the Airport Sponsor at *(Insert Name of Airport)* ("Airport"), located in *(Insert City, Insert State)*. This Agreement replaces and supersedes any prior TOA signed by the parties.

III. ROLES AND RESPONSIBILITIES OF THE PARTIES

A. Roles and responsibilities of the FAA.

The FAA shall provide ATC services at the Airport, by way of a contractual agreement between the FAA and an air traffic control services provider of the FAA's choice, in accordance with standards established by the FAA, subject to the availability of funds.

The tower hours of operation will be (0700 - 2200).

The FAA reserves the right to adjust those hours in accordance with applicable FAA standards, regulations and policy.

The FAA/ATC contractor will collect hourly and daily traffic count data during tower operating hours.

The FAA will maintain all FAA-owned equipment installed in the tower.

The FAA will conduct annual occupational safety and health inspections, for any FAA Contract Tower (FCT) that is an FAA employee's duty station.

The FAA will conduct periodic security inspections based upon the criteria identified in FAA Order 1600.69, as may be amended. Relevant portions of the Order will be provided to Airport Sponsors. (A Signed Non-Disclosure Agreement (NDA) will be required to receive a copy of the Order.)

B. Roles and responsibilities of the Airport Sponsor.

The Airport Sponsor shall provide and maintain, at no expense to the FAA, an Airport Traffic Control Tower (ATCT) that meets all applicable state and local codes, standards and regulations.

In the absence of applicable state and local codes, standards, and regulations, the Airport Sponsor shall provide and maintain, at no expense to the FAA, an Airport Traffic Control Tower (ATCT) that meets all applicable Federal codes, standards and regulations.

The Airport Sponsor shall provide, maintain, and replace, at no expense to the FAA, all non-FAA-owned tower equipment required by the Minimum Equipment and Facilities List (MEL) (JO 7210.78 Appendix A).

The Airport Sponsor shall provide and continually maintain all utilities and services, including but not limited to: heating, air conditioning, electrical, water, gas and sewer. The Airport Sponsor shall maintain janitorial services (to include washing tower cab windows and shades, interior and exterior, when necessary).

The Airport Sponsor shall be responsible for the proper and continued functioning of all equipment that the FAA determines is necessary for ATC operations, including that which cannot be placed in operation or otherwise controlled from the ATCT building or that is not otherwise within the control of the FAA, its agents, representatives or contractors. Examples include, but are not limited to airport lighting, windsock, obstruction lights, rotating beacon, etc.

The Airport Sponsor is responsible for ensuring security and controlled access to the tower is established and maintained in accordance with FAA Order 1600.69, as may be amended. Relevant portions of the Order will be provided to Airport Sponsors. (A Signed NDA will be required to receive a copy of the Order.)

The Airport Sponsor agrees to enter into a Letter of Agreement (LOA) with the ATC service provider's local representative specifically for the purpose of providing an airport point of contact and procedures to follow to ensure a timely response to requests concerning equipment, security or building problems.

In accordance with FAA Order JO 7210.3, as revised, other Letters of Agreement may be necessary for topics such as airport emergency service, control of vehicular traffic on airport movement areas, operation of airport lighting, local procedures and reporting airport conditions. However, the terms and conditions

set forth in this Agreement or the FAA Contract Tower (FCT) contract cannot be waived or superseded by such local agreements.

IV. BENEFIT/COST RATIOS CONSIDERATION

Current procedures require FAA to recalculate benefit/cost ratios periodically to determine the percentage of funds for which the FAA and the airport are responsible. The FAA currently provides full funding for sites with a benefit/cost ratio of 1.0 or greater. Fully funded sites whose benefit/cost ratio decreases to less than 1.0 will be offered the opportunity to participate in the FCT Cost Share Program.

V. SUPPLEMENTAL HOURS

If the Airport Sponsor requests ATC services outside of FAA approved tower hours of operation, the provision of such additional services shall be at the expense of the Airport Sponsor. These supplemental hours of operation may be achieved through an agreement with the air traffic control services provider, supplemental agreement with the FAA, or by other authorized means.

VI. POINTS OF CONTACT

Airport Sponsor

Joseph A. Carney
Airport Manager
500 Terminal Drive
Georgetown, TX 78626

FCT Program Implementation Manager

Abraham OOmman
FAA, ATO Central Service Center
10101 Hillwood Parkway Rm. 3S-406
Fort Worth, TX 76177

FCT Program Manager

Lisa Bush-Caudle
Federal Aviation Administration
600 Independence Ave., SW
Washington, D.C. 20591

VII. CHANGES AND/OR MODIFICATIONS

Changes and/or modifications to this Agreement shall be in writing and signed by both parties. The modification shall cite the subject Agreement, and shall state the exact nature of the modification. No oral statement by any person shall be interpreted as modifying or otherwise affecting the terms of this Agreement.

VIII. TERMINATION

The Airport Sponsor agrees that notwithstanding any other provisions of this TOA, the FAA's ability to provide contract ATC service is contingent upon the appropriation of adequate funds. If adequate annual appropriations are not provided, the FAA may terminate this Agreement without penalty.

In addition to any other termination rights provided by this Agreement, either party may terminate this Agreement at any time prior to its expiration date, with or without cause, and without incurring any liability or obligation to the terminated party (other than payment of amounts due and owing and performance of obligations accrued, in each case on or prior to the termination date) by giving the other party at least Ninety (90) days prior written notice of termination. Upon receipt of a notice of termination, the receiving party shall take immediate steps to stop the accrual of any additional obligations, which might require payment.

IX. TERM OF THE AGREEMENT

This Agreement shall automatically renew annually on the effective date unless terminated by either of the parties in writing, as provided herein.

X. DISPUTES

Where possible, disputes will be resolved by informal discussion between the parties. In the event the parties are unable to resolve any disagreement through good faith negotiations, the Director of Operations- Headquarters (AJT-2) will resolve the dispute. The decision of the Director of Operations-Headquarters is not subject to further administrative review and, to the extent permitted by law, is final and binding.

XI. INSURANCE

The Airport Sponsor shall arrange by insurance or otherwise for the full protection of the Airport Sponsor from and against all liability to third parties arising out of, or related to, the performance of this Agreement to the extent permitted by law. *(If necessary, Airport Sponsor may insert a description of any State laws that apply here.)*

XII. LIABILITY

The FAA assumes no liability under this Agreement for any losses arising out of any action or inaction by the Airport Sponsor, its employees or contractors, or any third party acting on its behalf. The Airport Sponsor agrees to hold the FAA harmless against any claim by third persons for injury, death, or property damage arising out of or in connection with the Airport Sponsor's performance under this Agreement.

XIII. LEGAL AUTHORITY

This "other transaction" MOU is entered into under the authority of 49 U.S.C. §§ 106 (f)(2)(A) and 106(l) and (m), which authorizes agreements and other transactions on such terms and conditions as the Administrator determines necessary. This MOU is not a Memorandum of Agreement, procurement contract, grant or cooperative agreement. Nothing in this Agreement shall be construed as incorporating by reference or implication any provision of Federal acquisition law or regulation.

XIV. CIVIL RIGHTS ACT

The Airport Sponsor shall comply with Title VI of the Civil Rights Act of 1964 relating to nondiscrimination in federally assisted programs and, if requested, provide a certification to that effect.

XV. PROTECTION OF INFORMATION

The parties agree that they shall take appropriate measures to protect proprietary, privileged, or otherwise confidential information that may come into their possession as a result of this MOU.

XVI. FUNDING

No funds are obligated under this MOU. Each party shall bear the full cost it incurs in performing, managing, and administering its responsibilities under this MOU.

XVII. CONSTRUCTION

Parties agree to exercise good faith in achieving the goals of this MOU; this means that the Government will adopt and perform the above delineated roles and responsibilities and will provide air traffic control services for the above designated Airport Sponsor at the designated location. The Airport Sponsor also agrees to adopt and perform the above delineated roles and responsibilities. Neither party is authorized or empowered to act on behalf of the other with regard to any matter, and neither party shall be bound by the acts or conduct of the other in connection with any activity under this MOU. This provision shall survive termination of this MOU. The undersigned TOA holder affirms that this MOU is entered knowingly and voluntarily.

The FAA reserves the right to withdraw FAA funding for ATC services from Airport Sponsors that do not comply with the terms of this agreement.

AGREED:

Airport Sponsor

BY: _____
NAME: Dale Ross
TITLE: Mayor
DATE: _____

Federal Aviation Administration

BY: _____
NAME: _____
TITLE: _____
DATE: _____

Approved As To Form

BY: _____
NAME: Charlie McNabb
TITLE: City Attorney
DATE: _____