



**NOTICE OF REGULAR MEETING AGENDA  
AIRPORT ADVISORY BOARD  
LANCASTER REGIONAL AIRPORT  
730 FERRIS ROAD, SUITE 101, LANCASTER, TEXAS**

**Tuesday, July 13, 2021 - 7:00 p.m.**



While the Chair and other Board members may be physically present at the Lancaster Regional Airport, there may be Board members and staff that will attend and participate via video or audio link due to the COVID-19 emergency situation.

**IMPORTANT NOTICE: Due to the COVID-19 (coronavirus) state of emergency and consistent with the Governor's Order regarding modifications to the Texas Open Meetings Act ("TOMA"), and executive orders regarding the public will not be admitted to the physical meeting location.**

**Please click the link below for forms:**

<https://www.lancaster-tx.com/1413/Notice-Regarding-Public-Participation>

**Please click the link below to join the webinar:**

<https://us02web.zoom.us/join/register/tZYkfumsqTwpHdlo-YmXkAZmP87-cYLPzHSe>

**The meeting will be broadcast live via video at the following address:**

<http://www.lancaster-tx.com/324/Watch-Meetings>

**7:00 p.m. Regular Meeting**

**CALL TO ORDER**

**PUBLIC TESTIMONY:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Board Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes for the Airport Advisory Board Meeting held on January 12, 2021, and the Joint Special Meeting held on April 29, 2021.

**ACTION:**

2. Discuss and consider the election of a Chair for the Airport Advisory Board.
3. Discuss and consider the election of a Vice-Chair for the Airport Advisory Board.

## ADJOURNMENT

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ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities that are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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### Certificate

**I hereby certify the above Notice of Meeting was posted at Lancaster City Hall on Friday, July 9, 2021 @ 3:00 p.m. and copies thereof were provided to the Airport Advisory Board members.**



Carey D. Neal, Jr.

Assistant City Manager

## CITY OF LANCASTER'S BOARDS AND COMMISSIONS

### Airport Advisory Board

1.

**Meeting Date:** 07/13/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Effective Municipal Operations

**Submitted by:** Kellen Benbrook, Airport Manager

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#### **Agenda Caption:**

Consider approval of minutes for the Airport Advisory Board Meeting held on January 12, 2021, and the Joint Special Meeting held on April 29, 2021.

#### **Background:**

Attached for your review and consideration are minutes from the Airport Advisory Board Meeting held on January 12, 2021, and the Joint Special Meeting held on April 29, 2021.

#### **Attachments**

Minutes 01.12.2021  
Minutes 04.29.2021

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## **MINUTES**

### **LANCASTER REGIONAL AIRPORT ADVISORY BOARD MEETING OF JANUARY 12, 2021**

The Airport Advisory Board of the City of Lancaster, Texas, met in a called meeting in the Council Chambers of Lancaster City Hall on January 12, 2021 at 7:00 p.m. with a quorum present to-wit:

#### **Board members Present:**

Chairman, Andy Mungenast  
Vice Chairman, Dean Byers  
John Stewart  
Barbara Thomas

#### **City Staff Present:**

Airport Manager, Kellen Benbrook  
Assistant to the City Manager, Carey Neal  
Lancaster Economic Development Director, Shane Shepard

#### **Call to Order:**

Chairman Mungenast called the meeting to order at 7:05 p.m. on January 12, 2021.

#### **Public Testimony:**

At this time citizens who have pre-registered before the call to order will be allowed to speak on consent or action items on the agenda, with the exception of public hearings, for a length of time not to exceed three minutes. Anyone desiring to speak on an item scheduled for a public hearing is requested to hold their comments until the public hearing on that item.

There were no speakers.

#### **Consent Agenda:**

Chairman Mungenast read the consent agenda.

#### **1. Approval of Minutes from March 12, 2019 Meeting.**

**MOTION:** Vice Chairman Byers made a motion, seconded by Board member Stewart to approve consent item 1. The vote was cast 4 for, 0 against.

#### **2. Approval of Minutes from March 26, 2019 Open Meetings Act training.**

**MOTION:** Vice Chairman Byers made a motion, seconded by Board member Stewart to approve consent item 2. The vote was cast 4 for, 0 against.

#### **3. Approval of Minutes from March 2, 2020 Open Meetings Act training.**

**MOTION:** Vice Chairman Byers made a motion, seconded by Board member Stewart to approve consent item 3. The vote was cast 4 for, 0 against.

#### **4. Discuss and provide a recommendation to the City Council for the proposed private aviation development and commercial through-the-fence agreement with David Valaer and Airborne Imaging at Lancaster Regional Airport.**

**MOTION:** Board member Stewart made a motion, seconded by Vice Chairman Byers to recommend approval of the development plan as presented. The vote was cast 4 for, 0 against.

**5. Adjournment.**

**MOTION:** Board member Stewart made a motion, seconded by Vice Chairman Byers to adjourn the meeting. The vote was cast 4 for, 0 against.

The meeting was adjourned at 7:32 p.m.

**ATTEST:**

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Kellen B. Benbrook, Airport Manager

**APPROVED:**

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Andy Mungenast, Chairman

## **MINUTES**

### **LANCASTER CITY COUNCIL AND ALL LANCASTER BOARDS & COMMISSIONS JOINT SPECIAL MEETING OF APRIL 29, 2021**

**The Airport Advisory Board of the City of Lancaster, Texas, met in a called Special Session in the Lancaster Recreation Center, 1700 Veterans Memorial Parkway on April 29, 2021 at 6:30 p.m. with a quorum present to-wit:**

#### **Boardmembers Present:**

Andy Mungenast, Chairman  
Dean Byers, Vice Chairman  
John Stewart  
Gary Wilson  
Donald McCoo, Alternate

#### **Boardmembers Absent:**

Kurtis Samples

#### **City Staff Present:**

Opal Mauldin-Jones, City Manager  
Fabrice Kabona, Deputy City Manager  
Carey Neal, Assistant City Manager  
Keturah Barnett, Assistant to the City Manager  
Andrew Waits, Director of Public Works  
Dori Lee, HR Director  
Jermaine Sapp, Equipment and Facility Services Director  
Kenneth Johnson, Fire Chief  
Kim Hall, Director of Finance  
Lisa Wube, Director of Parks and Recreation  
Sam Urbanski, Police Chief  
Shane Shepard, Director of Economic Development  
Vicki Coleman, Director of Development Services  
John Melton, Library Manager  
Michelle Evan, Assistant Director of Human Resources  
Kellen, Benbrook, Airport Manager  
Ed Dryden, Building Official  
David T. Ritter, City Attorney  
Cynthia Smith, Deputy City Secretary  
Sorangel O. Arenas, City Secretary

#### **Call to Order:**

Chairman Mungenast called the meeting to order at 6:48 p.m. on April 29, 2021.

#### **1. Welcome.**

Mayor Hairston welcomed all boards and commissions to the training.

#### **2. Oath of Office**

City Secretary Arenas conducted the Oath of Office.

**3. State-mandated Texas Open Meetings Act Training conducted by Brown & Hofmeister, L.L.P**

City Attorney Ritter led the training.

**4. Receive an update on City projects from City Manager.**

City Manager Mauldin-Jones provided an update

**MOTION:** Boardmember Stewart made a motion, seconded by Boardmember Byers, to adjourn. The vote was cast 5 for, 0 against.

The meeting was adjourned at 8:18 p.m.

**ATTEST:**

**APPROVED:**

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Kellen Benbrook, Board Secretary

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Andy Mungenast, Chairman

## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Airport Advisory Board

2.

**Meeting Date:** 07/13/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Kellen Benbrook, Airport Manager

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#### **Agenda Caption:**

Discuss and consider the election of a Chair for the Airport Advisory Board.

#### **Background:**

The newly established Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st, a chairperson and vice-chairperson shall be elected by the members of the board of commissions. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made."

This item is for the Airport Advisory Board consideration.



## CITY OF LANCASTER BOARDS AND COMMISSIONS

### Airport Advisory Board

3.

**Meeting Date:** 07/13/2021

**Policy Statement:** This request supports the City Council 2020-2021 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community

**Submitted by:** Kellen Benbrook, Airport Manager

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#### **Agenda Caption:**

Discuss and consider the election of a Vice-Chair for the Airport Advisory Board.

#### **Background:**

The newly established Chapter 5, "Boards, Commissions and Committees", Section 5.01.001 Board and Commission appointments, terms, removal and meetings; (b) of the Code of Ordinances states that "All appointments to Boards, Commissions and Committees of the City shall expire on December 1st, a chairperson and vice-chairperson shall be elected by the members of the board of commissions. Should no appointment be made at the time a term would otherwise expire, the sitting board, commission, or committee member will continue to serve in an interim capacity until the replacement appointment has been made."

This item is for the Airport Advisory Board consideration.