



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



**Tuesday, January 9, 2018 - 6:30 PM**

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**6:30 P.M. SPECIAL WORK SESSION:**

**CALL TO ORDER**

1. Receive a presentation on the future format for Airport Advisory Board meetings and the flow of information.

**ADJOURN SPECIAL WORK SESSION**

**6:40 P.M. REGULAR MEETING:**

**CALL TO ORDER**

**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 Boards and Commissions Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the Airport Advisory Board held on February 7, 2017.

**ACTION:**

2. Discuss and consider the proposed location and construction of a private hangar at Lancaster Regional Airport.

**ADJOURNMENT**

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ACCESSIBILITY STATEMENT: Meetings of the Lancaster Boards and Commissions are held in municipal facilities 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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**Certificate**

**I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on January 5, 2018 @ 5:00 p.m. and copies thereof were provided to the Airport Advisory Board members.**

**Kellen Benbrook,  
Board Secretary**

## CITY OF LANCASTER'S BOARDS AND COMMISSIONS

### Airport Advisory Board

1.

**Meeting Date:** 01/09/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Healthy, Safe & Engaged Community  
Professional & Committed City Workforce

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

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### **Agenda Caption:**

Receive a presentation on the future format for Airport Advisory Board meetings and the flow of information.

### **Background:**

It has been the tradition of the Airport Advisory Board to receive data on the operations of the airport during board meetings. The City of Lancaster is transitioning all of its boards and commissions to the same standards. Future data regarding the operations of Lancaster Regional Airport can be provided when requested in the form of a memorandum sent out to all board members. Communication between Airport Advisory Board Members, the Airport Manager, and Operations Agents is encouraged.

## CITY OF LANCASTER'S BOARDS AND COMMISSIONS

### Airport Advisory Board

1.

**Meeting Date:** 01/09/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

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

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

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#### **Agenda Caption:**

Consider approval of minutes from the Airport Advisory Board held on February 7, 2017.

#### **Background:**

Attached for your review and consideration are minutes from the

- Airport Advisory Board Meeting held on February 7, 2017.

#### **Attachments**

February 7, 2017 Minutes

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## MINUTES

### LANCASTER REGIONAL AIRPORT ADVISORY BOARD MEETING OF FEBRUARY 7, 2017

The Airport Advisory Board of the City of Lancaster, Texas, met in a called meeting in the Terminal Building of Lancaster Regional Airport on February 7, 2017 at 6:30 p.m. with a quorum present to-wit:

**Board Members Present:**

Chairman, Keith Hutchinson  
Vice Chairman, Andy Mungenast  
Dr. Charles Waldrop Jr.  
John Stewart  
Tim Fagan

**City Staff Present:**

Airport Manager, Mark Divita

**Call to Order:**

Chair Hutchinson called the meeting to order at 6:30 p.m. on February 7, 2017.

**Consent Agenda:**

Chair Hutchinson read the consent agenda.

**1. Approval of Minutes from September 13, 2016 Meeting.**

**MOTION:** Boardmember Waldrop made a motion, seconded by Vice Chair Mungenast to approve consent item 1. The vote was cast 5 for, 0 against.

**2. Consider election of Chairman.**

**MOTION:** Boardmember Waldrop made a motion, seconded by Boardmember Stewart to elect Boardmember Hutchinson as Chair. The vote was cast 5 for, 0 against.

**3. Consider election of Vice Chairman.**

**MOTION:** Boardmember Stewart made a motion, seconded by Boardmember Waldrop to elect Boardmember Mungenast as Vice Chair. The vote was cast 5 for, 0 against.

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

The meeting was adjourned at 6:34 p.m.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Kellen B. Benbrook, Airport Manager

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Keith Hutchinson, Chairman

## CITY OF LANCASTER'S BOARDS AND COMMISSIONS

### Airport Advisory Board

2.

**Meeting Date:** 01/09/2018

**Policy Statement:** This request supports the City Council 2017-2018 Policy Agenda

**Goal(s):** Financially Sound Government  
Sound Infrastructure

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

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### **Agenda Caption:**

Discuss and consider the proposed location and construction of a private hangar at Lancaster Regional Airport.

### **Background:**

A developer is proposing to construct a new 70'x70' metal private hangar on the North side of hangar # L-1. (See "Exhibit 1")

The proposed revised design and construction shall be reviewed by the Airport Advisory Board. The Airport Advisory Board shall consider the impact of the development with respect to the future development of the airport to satisfy aviation demand and be compatible with the environment, community development surrounding the airport and other modes of transportation.

Following review, the Airport Advisory Board shall forward its recommendation to the Planning and Zoning Commission as to the proposed revision to the temporary site plan.

### **Operational Considerations:**

The proposed location does not interfere with the long term operations of Lancaster Regional Airport and is outside of the Building Restriction Line (BRL).

### **Legal Considerations:**

The City of Lancaster would have to authorize the implementation of a septic system for this project to take place. The logistics of the proposed location do not allow the hangar to be tied into the City of Lancaster's sewer system.

### **Public Information Considerations:**

This item is considered at a meeting of the Airport Advisory Board noticed in accordance with the Texas Open Meetings Act.

### **Fiscal Impact:**

Any improvements required to pave, build, access, or otherwise use the proposed new hangar would be the responsibility of the developer as Lancaster Regional Airport is not budgeted for any improvements that may be required for the proposed private hangar in FY 18.

### **Options/Alternatives:**

1. Recommend approval, as presented.
2. Recommend denial and direct staff.

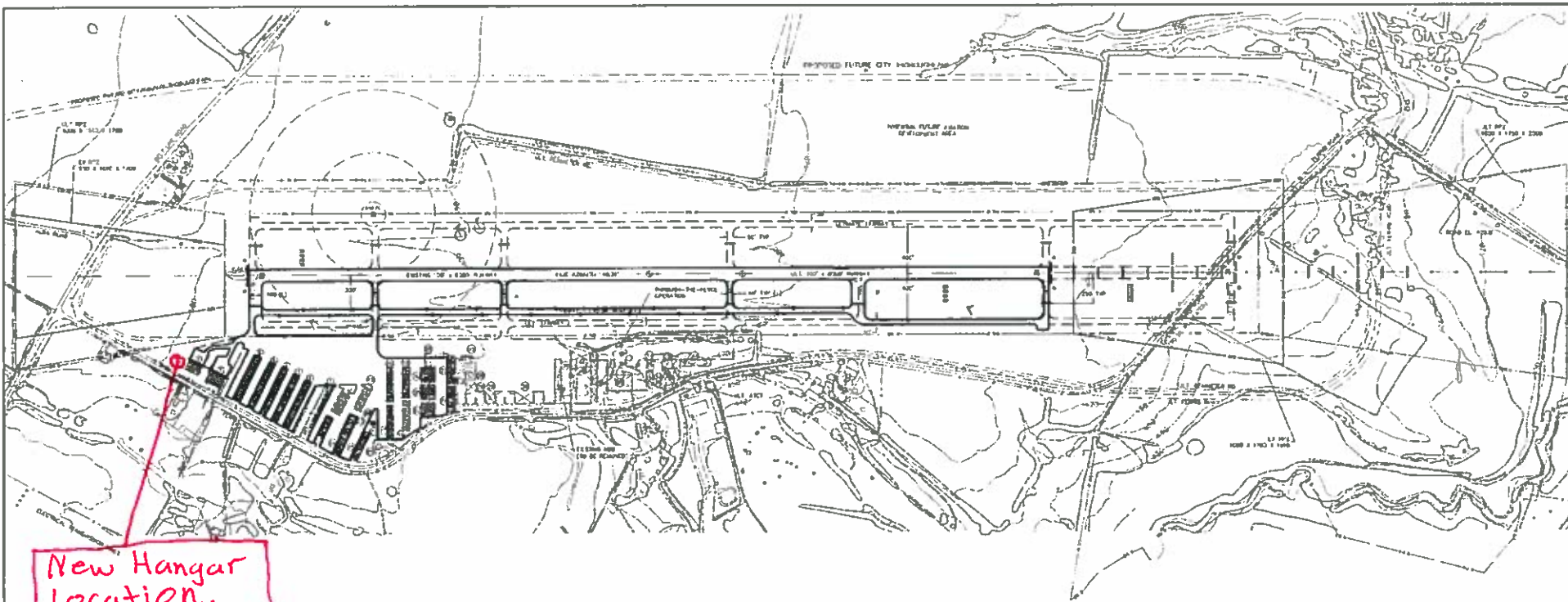
**Recommendation:**

Staff recommends advising the Planning and Zoning Commission to approve the site plan.

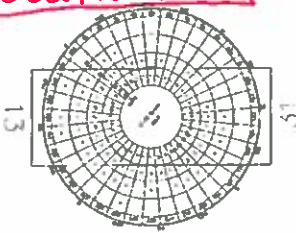
**Attachments**

Exhibit 1

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New Hangar Location.



RUNWAY DATA TABLE					
Runway	Dimensions	USacRwy	USacRwy		
Runway ABC	6-0	D-0	D-0		
SEASON WEIGHTS & AXES	D-300	B-42	W-1500	W-1500	(W-1500)
MINIMUM FIELD LENGTH	6700	5400	5400	5400	
MINIMUM LENGTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	
MINIMUM WIDTH OF WIDTH (W)	1000	1000	1000	1000	

AIRPORT DATA TABLE		
DESCRIPTION	DISTANCE	ALTITUDE
AIRPORT ELEVATION (MSL)	594 FT	59.4 FT
AIRPORT SURFACE ELEVATION	594 FT	59.4 FT
AIRPORT REFERENCE POINT COORDINATES	29° 24' 30" N	97° 42' 10" W
AIRPORT REFERENCE POINT COORDINATES	29° 24' 30" N	97° 42' 10" W

AID LEGEND		
FEATURE	SYMBOL	REMARKS
Runway End	...	
Runway Centerline	...	
Runway Edge	...	
Runway Shoulder	...	
Runway Taxiway	...	
Runway Obstacle	...	
Runway Obstacle	...	
Runway Obstacle	...	
Runway Obstacle	...	
Runway Obstacle	...	

RUNWAY END COORDINATES AND ELEVATIONS			
Runway End	Latitude	Longitude	Elevation
Runway End 1	29° 24' 30" N	97° 42' 10" W	594 FT
Runway End 2	29° 24' 30" N	97° 42' 10" W	594 FT

SURVEY MARKERS				
NUMBER	DESIGNATION	PCD	LATITUDE	LONGITUDE
1	LAN-01	CS 320P	33° 54' 48.801" N	106° 42' 10.851" W
2	LAN-02	CS 320P	32° 34' 45.450" N	97° 42' 10.851" W

Note 1: The Sponsor recognizes the ultimate runway length is shown for purposes of airport land use compatibility planning and does not make any guarantee that the ultimate runway length is shown.

Note 2: The Sponsor acknowledges a future instrument approach procedure to RW 13 is not currently planned. The Sponsor will maintain appropriate airport land use and hazard contours to protect for an instrument approach procedure should it become implementable in a later date.

Note 3: For Airport Design Group II spring systems with maximum unladen tank weight greater than 175,000 pounds, use standard runway width of 150 feet.

NO.	REVISION	BY	DATE
1	AS-BUILT DRAWING FOR 2nd PHASE EXTENSION TO 8700		11/20/11

TEXAS DEPARTMENT OF TRANSPORTATION  
AVIATION DIVISION

APPROVED BY: [Signature]

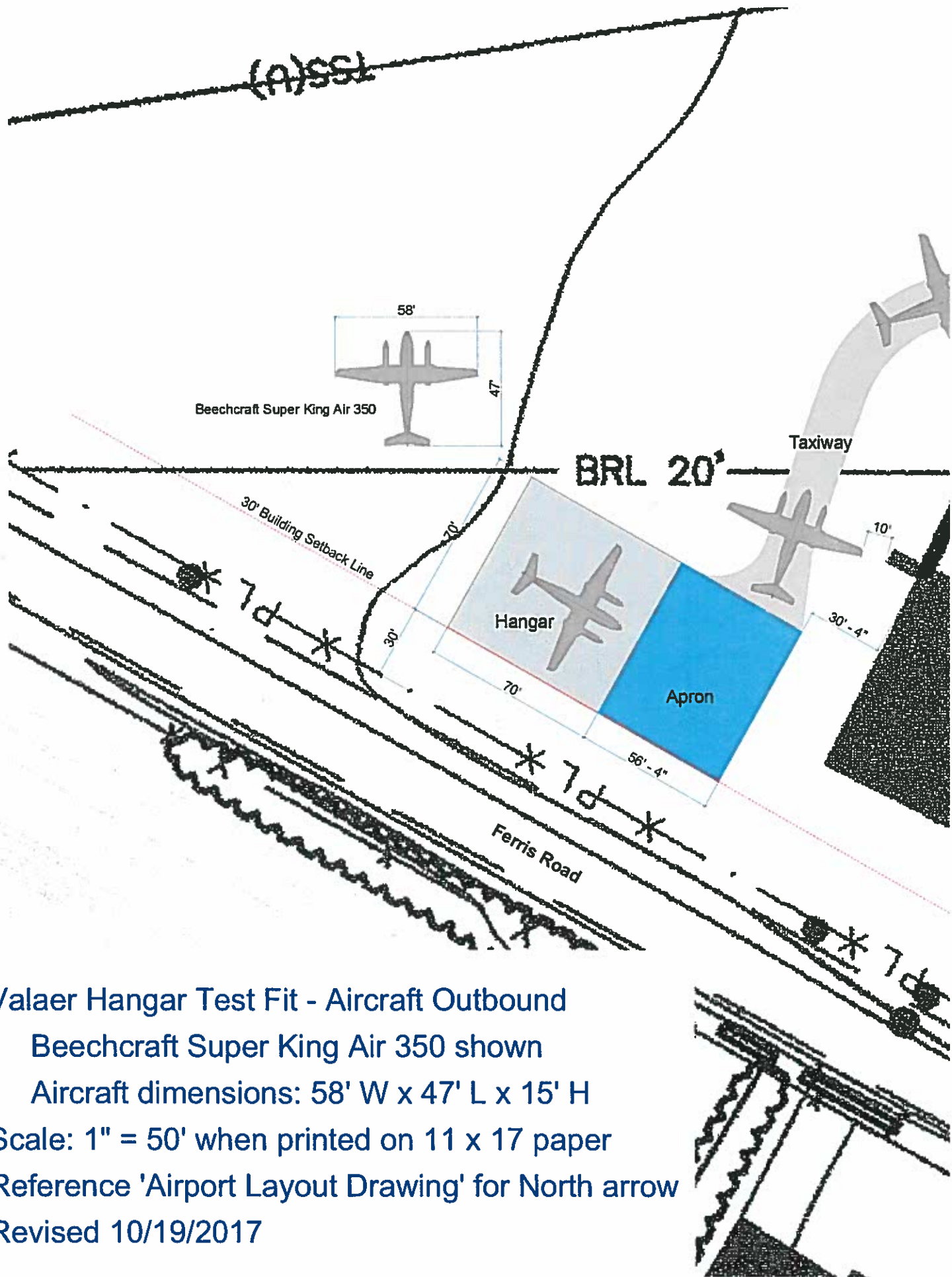
AIRPORT SPONSOR

BARNARD DUNKELBERG & COMPANY

DATE: 11/20/11

SCALE: AS SHOWN





**Valaer Hangar Test Fit - Aircraft Outbound**

Beechcraft Super King Air 350 shown

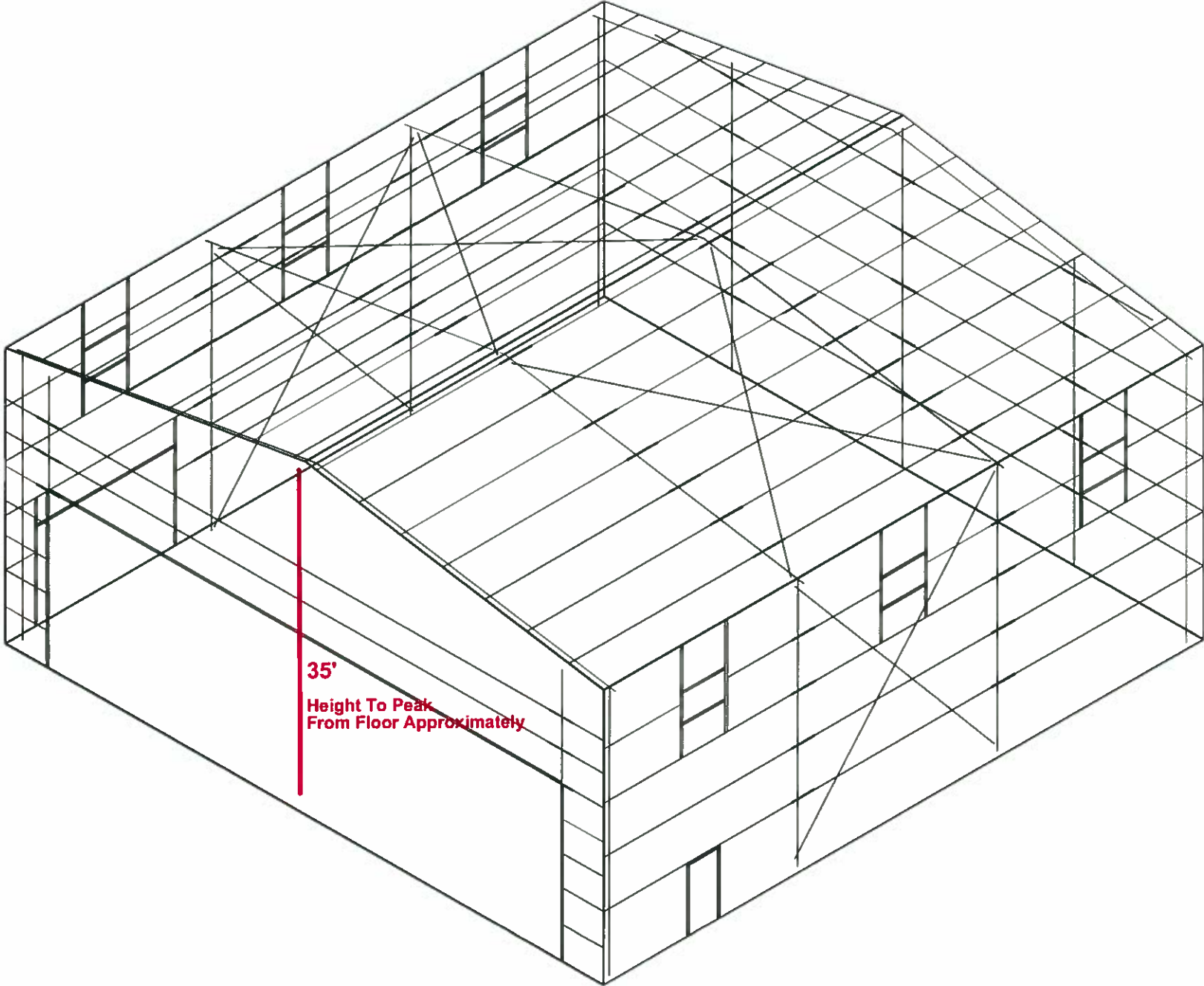
Aircraft dimensions: 58' W x 47' L x 15' H

Scale: 1" = 50' when printed on 11 x 17 paper

Reference 'Airport Layout Drawing' for North arrow

Revised 10/19/2017



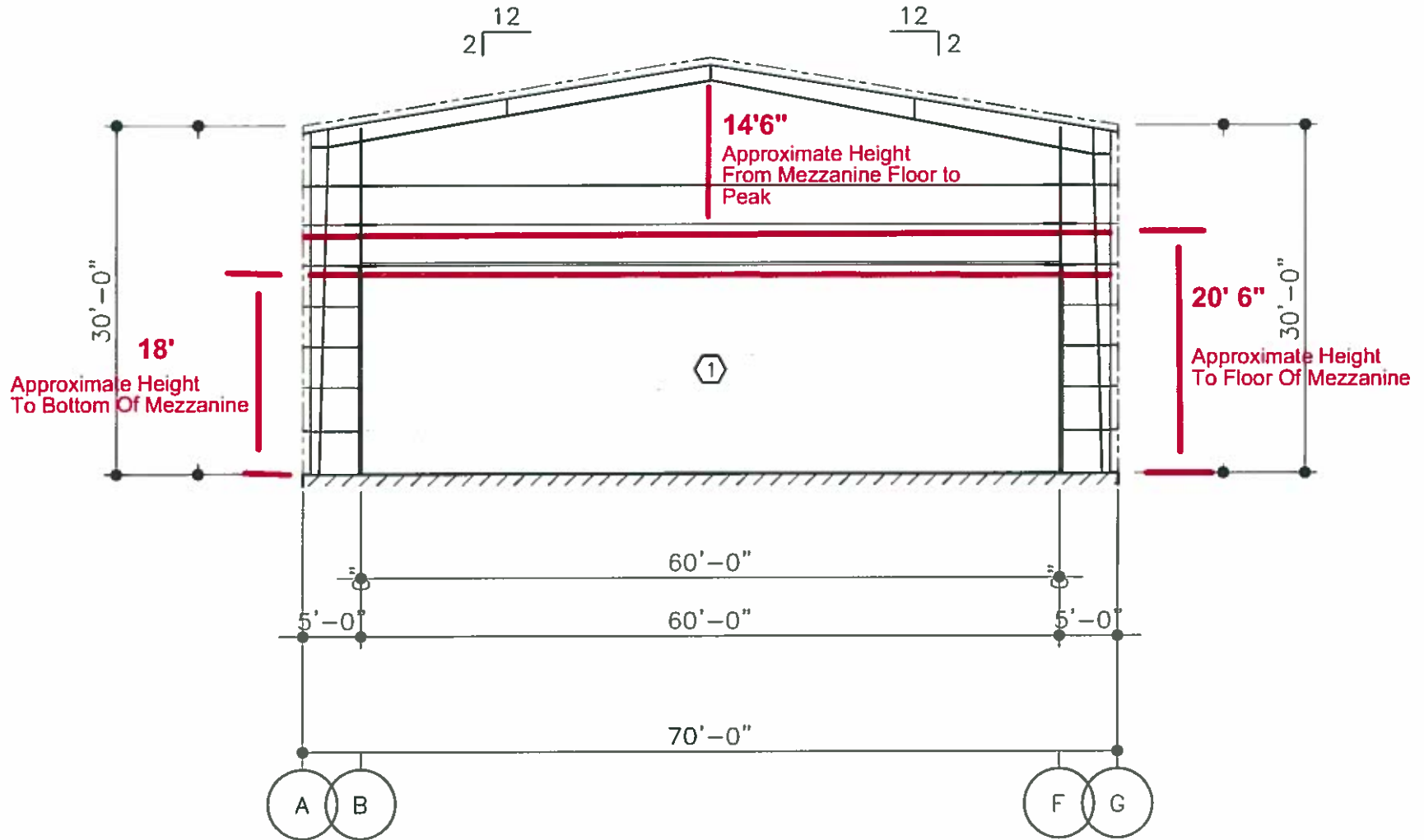


KEY PLAN



FRAMED OPENING SCHEDULE

ID	QTY	WIDTH	HEIGHT	SILL HEIGHT	LOCATED
1	1	60'-0"	18'-0"	0'-0"	FACTORY



ELEVATION AT LINE 1

