



October 14, 2015

To: Mayor and City Council

Subject: Revised Airport Rules and Regulations and Minimum Standards

#### Background

San Marcos Regional Airport currently has City Council approved Rules and Regulations (1970) and Minimum Standards (1998) that need to be updated. Both documents are required by the Federal Aviation Administration (FAA) for airports that have accepted federal funds to ensure compliance with grant covenants. The following recommendations were developed from FAA Advisory Circulars, best practices at other successful Texas airports, and the City Attorney's office.

#### Minimum Standards

The revised Minimum Standards have been rewritten to conform to the current regulatory environment thus making a redline comparison to the 1998 version impossible. That being said, the proposed standards are straightforward and are crafted to enhance comprehension, compliance, and user friendliness. Additionally, the most important recommended change involves Appendix A – Minimum Insurance Requirements. Existing coverage and liability limits (from 1998) are not adequate and the city is significantly underinsured on many properties.

#### Rules and Regulations

The proposed revised Airport Rules and Regulations have been updated to conform with airport activities as they exist today. Priority one is and will always be public safety, pilot safety, and user safety. Similar to our Minimum Standards, the recommended changes were developed with city staff, city public safety officials, and FAA. A good way to think about Airport Rules and Regulations as they pertain to operations, public and tenant usage, fire regulations, refueling, motor vehicles, and emergency procedures is a Homeowner Association (HOA). Guidance promulgated in this ordinance is intended to help our airport users work and operate safely at all times.

It is also important to note that most of the subject matter covered in the previous version has been updated to help improve understanding and compliance. The opening of our Air Traffic Control Tower has prompted new changes to this document and relate primarily to vehicular activity on the ramp. One other significant new topic is Special Events. There are numerous requests and unique opportunities to generate additional revenue for the city via airport and non-airport activities. Examples include: parking lot rental for motorcycle training classes, hot air balloon launches, military training exercises, and antique auto shows, to name a few. Our recommendation for a City Council approved fee structure for these events will be forthcoming.

We realize this is a significant undertaking that covers an array of subjects. We are available and eager to provide any additional information or answer any questions you may have.

Sincerely,

Jim Wimberly  
Texas Aviation Partners