



NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
15 May 2024

MINUTES

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 15th day of May 2024.

Board Members Present: Al Dowling, Kurt Andersen, Jason Kern, Curtis Lepp, Paul Wright, Wes Stamps, Travis Krug

Staff Present: Robert Lee, Airport Director; Brendan Haas, Airport Operations Manager; Lisa DeMoss, Airport Administrative Assistant

Visitors Present: Carl Collins, ATCT Manager (BAZ), David Slaughter (AOPA ASN), Pam Kraft, Cassie Kraft

1. CALL TO ORDER.

The 15 May 2024 Airport Advisory Board Meeting was called to order at 5:31 pm by Kurt Andersen.

2. ROLL CALL

A quorum was confirmed with all six of seven board members present. Mr. Dowling arrived late.

3. AIRPORT ADVISORY BOARD MISSION

Mission of the New Braunfels Airport Advisory Board was read.

4. APPROVAL OF MINUTES

March 20, 2024 Minutes: minutes were reviewed and approved by a unanimous vote of the Board.

5. CITIZENS' COMMUNICATIONS

Pam Kraft made comments pertaining to the following topics:

- baling equipment staged in the 'approach end' of Runway 35.*
- the mowing service agreement was issued to 'a party' without going out for competitive bid.*
- cutting/baling hay is directly in violation of wildlife control measures put in place by the FAA.*
- the bales were stored 'right up next to the runway'.*
- the City/Airport should not be telling landowners what to do with their property.*
- the airport should be closed due to the proximity of the landfill.*

6. REPORTS

A. Airport Update:

Construction Projects

- i. North Ramp reconstruction: Phase 1 begins 13 May. During Phase 3 will repair runway crack RY13.*
- ii. ATCT relocation & construction: Siting study/modeling in progress.*
- iii. Two corporate hangars nearing completion; third hangar in permitting*

On-going Development/Business

- i. Negotiations continuing for a new 14,400 sf corporate hangar.*
- ii. Submissions for funding for new fence and RY13/31 – TW A rehab.*
- iii. New voice recorder system for ATCT purchased: installation scheduled for May 2024.*
- iv. Fourth potential hangar to be built on the corporate TL extension; entering lease negotiations.*
- v. Possible t-hangars: two developers in discussions.*
- vi. Will be replacing lighting in the A-hangars with LED beginning April 2024.*

Miscellaneous

- i. RS&H selected to draft a new airport specific development & design document.*
- ii. Amended aviation ordinance, airport minimum standards, and rules & regulations approved by City Council.*
- iii. Terminal apron and tiedown striping.*
- iv. Airport Director selected to the SCCAAAE Board.*
- v. FBO callout process changed.*

B. Financials

Revenues YTD are 57.3% of budget; expenditures are 74.6% of budget YTD. Net balance YTD is \$199,774.

7. DISCUSSION OF LAND USE COMPATIBILITY

Board members reviewed memo on incompatible land use for property adjacent/near the airport. Discussed FAA grant assurances and Federal obligations for the City/Airport to ensure compatible land use. Reviewed activities that are deemed compatible such as commercial and industrial facilities and open areas (for example: agriculture, cemeteries, botanical gardens, golf course)

8. NEW BUSINESS

For next meeting, nomination of new Board Chair and Vice-Chair.

8. Adjourn.

The next meeting will be held on 24 July 2024 at 5:30 pm in the City of New Braunfels Council Chambers. The meeting was adjourned at 6:11 pm.

Dr. Robert Lee, AAE
Airport Director

Date