



CITY OF NEW BRAUNFELS, TEXAS  
AIRPORT ADVISORY BOARD MEETING



CITY HALL-TEJAS ROOM  
550 LANDA ST

WEDNESDAY, JANUARY 15, 2025 at 5:30 PM

AGENDA

- 1. **CALL TO ORDER**
- 2. **ROLL CALL**
- 3. **AIRPORT ADVISORY BOARD MISSION**

*"Makes general studies of airport construction, improvements, and operation. Acts in advisory capacity towards the general improvement of the airport and the advancement of the City as an air transportation center."*

- 4. **APPROVAL OF MINUTES**
  - A) October 16,2024 Minutes [25-72](#)

*This time is for citizens to address the Board on issues and items of concerns not on this agenda. There will be no Board action at this time.*

- 5. **CITIZENS' COMMUNICATIONS**
- 6. **REPORTS**
  - A) Airport Director's Report [25-73](#)

- 7. **DISCUSSION AND ACTION**
  - A) Discussion on Hosting an Airport Open House [25-74](#)

- 8. **NEW BUSINESS**  
*No action may be taken.*

- 9. **ADJOURNMENT**

CERTIFICATION

I hereby certify the above Notice of Meeting was posted on the bulletin board at the New Braunfels City Hall.

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Board Liaison

NOTE: Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at (830) 221-4010 at least two (2) work days prior to the meeting so that appropriate arrangements can be made.



# Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

1/15/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee, -Airport Director

**SUBJECT:**

October 16,2024 Minutes



CITY OF NEW BRAUNFELS, TEXAS  
AIRPORT ADVISORY BOARD



CITY HALL – TEJAS ROOM  
550 LANDA STREET  
NEW BRAUNFELS, TX 78130

WEDNESDAY, JANUARY 15, 2025 at 5:30 PM

**AGENDA**

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**4. APPROVAL OF MINUTES**

*A. October 16, 2024 Minutes*

**5. CITIZENS’ COMMUNICATIONS**

*This time is for citizens to address the Airport Board on issues and items of concern not on the agenda. There will be no Airport Advisory Board actions at this time.*

**6. REPORTS**

*A. Airport Director’s Report*

**7. DISCUSSION ON HOSTING AN AIRPORT OPEN HOUSE**

**8. NEW BUSINESS**

*No action may be taken.*

**9. ADJOURNMENT**

**CERTIFICATION**

I hereby certify the above notice of meeting was posted on the bulletin board at the New Braunfels City Hall on \_\_\_\_\_, at 12:00 p.m.

\_\_\_\_\_  
Gayle Wilkinson, City Secretary

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# Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

1/15/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee, -Airport Director

**SUBJECT:**

Airport Director's Report



**AIRPORT DIRECTOR'S REPORT**  
16 October 2024

**Construction Projects**

- i. North Ramp reconstruction: Phase 1 completed; preparing phase 2.
- ii. Three new corporate hangars operational.
- iii. R&R septic behind AirLift.

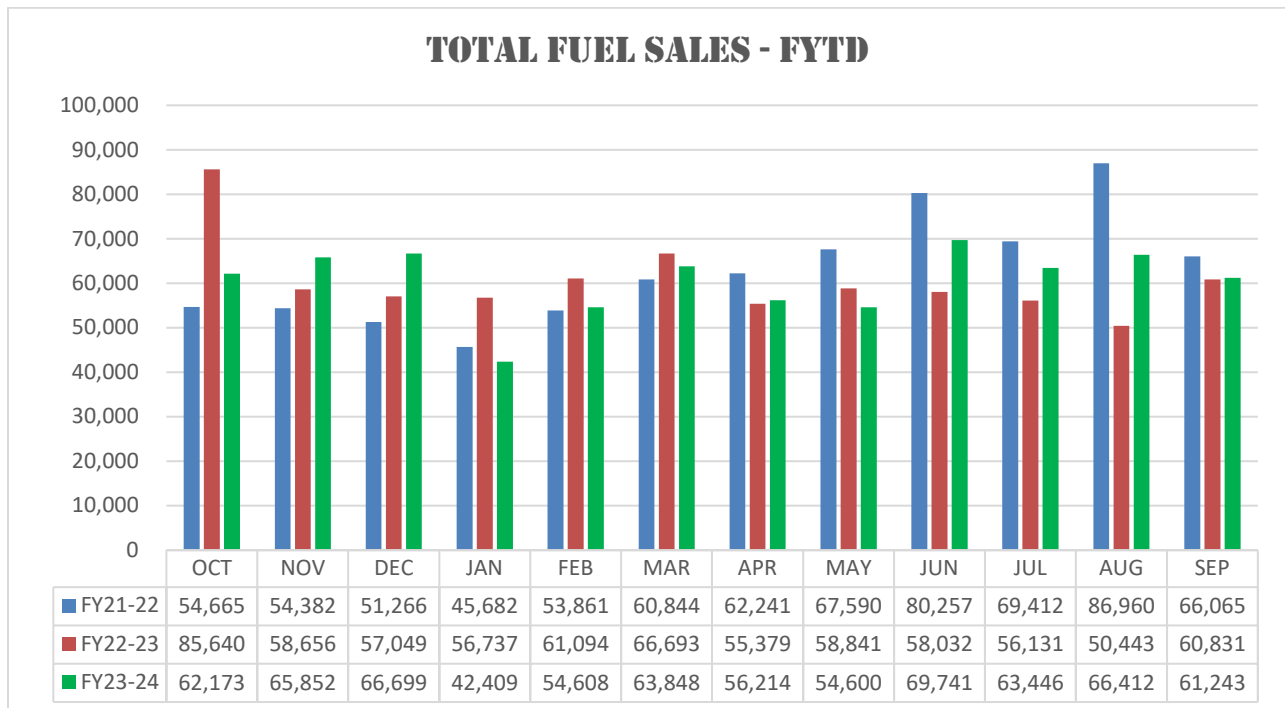
**On-going Development/Business**

- i. Negotiations continuing for a new 14,400 sf corporate hangar.
- ii. Awaiting quotes for new perimeter fence.

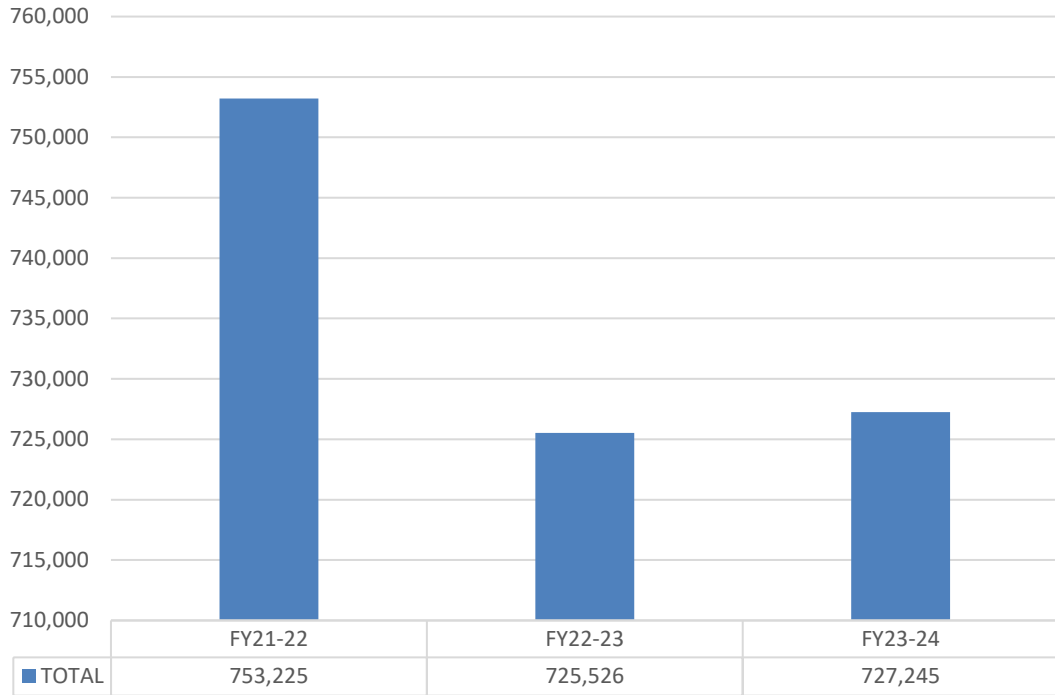
**Miscellaneous**

- i. DDSM and MDP in progress.
- ii. Airport is fully staffed; approved for 1 FT technician.

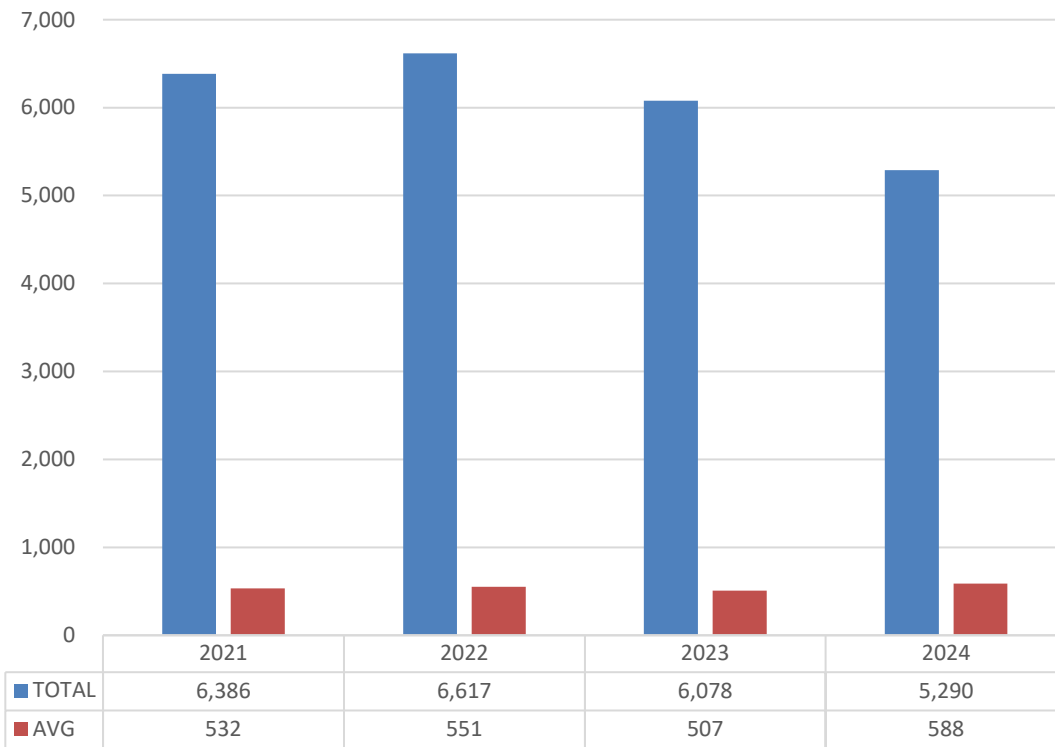
**Operations**



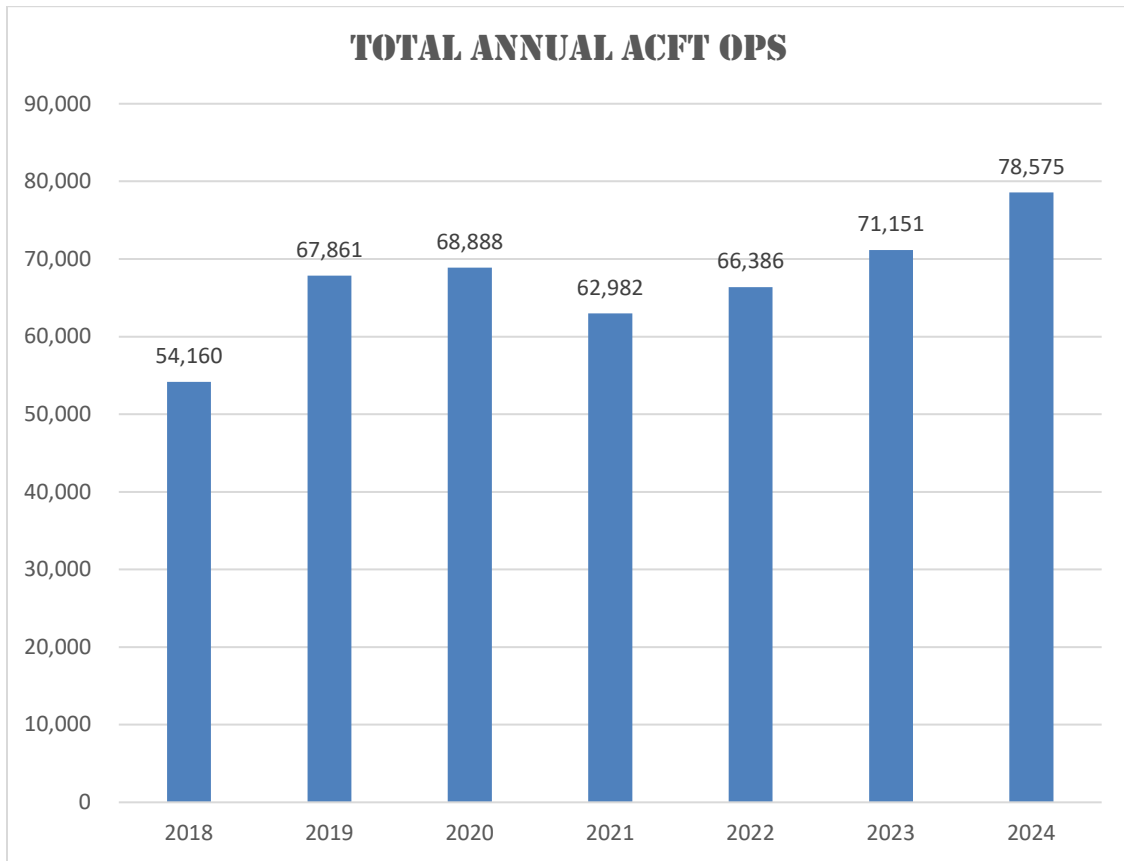
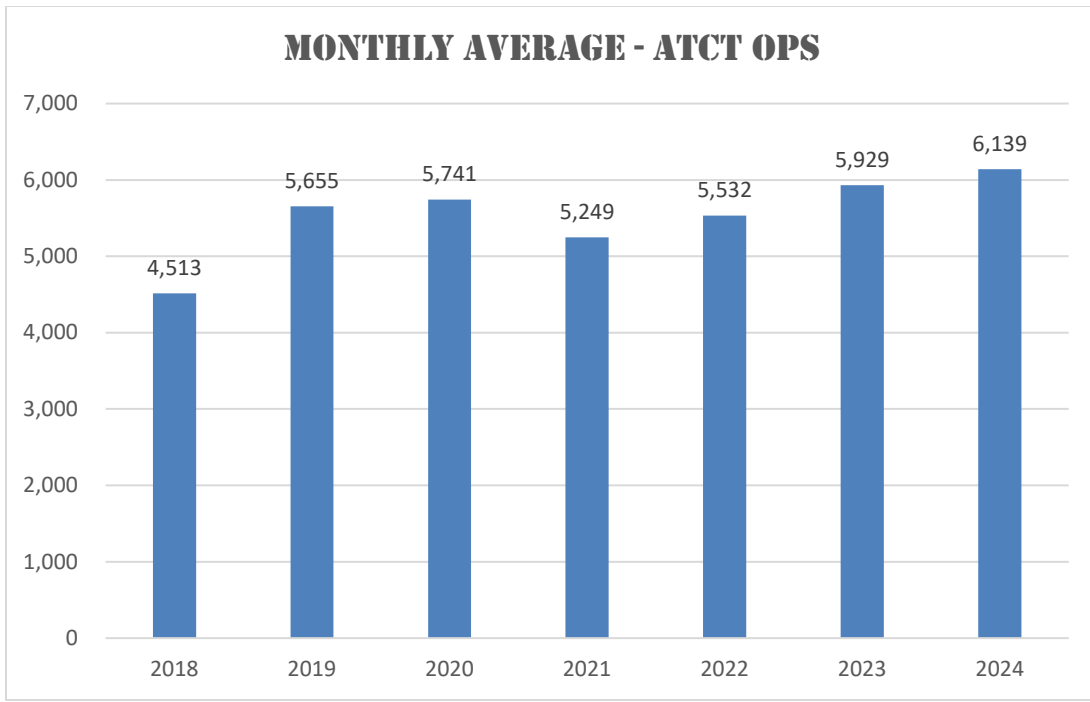
### TOTAL FUEL SALES - FY 2024



### FUELING OPERATIONS







## HANGAR / FACILITY UTILIZATION

Type	Total	Occupied	Vacant	
Open Hailsheds	33	33	0	100%
Enclosed Hailsheds	22	22	0	100%
T-Hangars	40	40	0	100%
Commercial Hangars	8	8	0	100%
Airport Buildings	3	3	0	100%

## Financials

### FISCAL YEAR 2024 - ACCOUNT BALANCE

OCT 2023 - SEP 2024

Description	Budget	YTD Actual
Revenues	\$ 5,567,439	\$ 5,509,927
Expenditures	\$ 5,824,490	\$ 4,396,290
Airport Net	\$ (294,433)	\$ 1,113,637



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550 Landa Street  
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1/15/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee, -Airport Director

**SUBJECT:**

Discussion on Hosting an Airport Open House