



**NEW BRAUNFELS NATIONAL AIRPORT  
Airport Advisory Board Meeting  
17 January 2024**

**MINUTES**

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 15th day of November 2023.

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

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

Visitors Present: Carl Collins, ATCT Manager (BAZ), David Spano (SimplyFLY), Pam Kraft, Pam Timmerman

1. CALL TO ORDER.

*The 17 January 2023 Airport Advisory Board Meeting was called to order at 5:30 pm by Chairman, Al Dowling.*

2. ROLL CALL AND QUORUM CHECK

*A quorum was confirmed with all Board members in attendance.*

3. AIRPORT ADVISORY BOARD MISSION

*Mission of the New Braunfels Airport Advisory Board was read.*

4. REVIEW AND APPROVAL OF THE 15 NOVEMBER 2023 AND 6 DECEMBER 2023 BOARD MEETING MINUTES

*A. November 15, 2023 Minutes: minutes were reviewed and approved by a unanimous vote of the Board.*

*B. December 6, 2023 Minutes: minutes were reviewed and approved by a unanimous vote of the Board.*

5. CITIZENS COMMENTS

*There were no citizen comments.*

6. DISCUSSION AND ACTION.

*There were no discussion items for this meeting.*

7. NEW BUSINESS

A. Airport Director's Report:

Construction Projects

- i. North Ramp reconstruction: Bid opening 11 January.
- ii. ATCT relocation & construction: Siting study in progress.
- iii. Two corporate hangars nearing completion; third hangar in lease negotiations.
- iv. Security gates installed.

On-going Development/Business

- i. Negotiation 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 to be purchased.

Miscellaneous

- i. RS&H selected to draft a new airport specific development & design document.
- ii. Second/final reading for adoption of new aviation ordinance, airport minimum standards, and rules & regulations.

B. Airport Financial Report:

*Year-to-date/ Year-End fuel sales and revenue/expense report were presented.*

- i. Fuel sales for FY2023 4% less than previous year: 725,583 gallons versus 753,226 gallons (FY2022). National average as reported by Avfuel rep was a decrease 25- 50%*
- ii. Previous 12-month period fuel sales were 725,583 gallons*
- iii. Airport operations monthly operations averaging 5,929 and increase over FY2022 average of 5532.*
- iv. FY2022 end showed total revenues equal to \$4,529,158 and total revenues, including transfers to the City, of \$4,553,963.*

C. Land use compatibility and impact of development around airport

Board Chair opened discussion of his concerns about recent Airport Advisory Board's recommendation to approve a height variance for Top Golf. Requested that discussion of land use compatibility and area development impact to the airport be on next meeting agenda.

8. Adjourn.

*The next meeting will be held on 20 March 2024 at 5:30 pm in the New Braunfels National Airport conference room. The meeting was adjourned at 6:42 pm.*

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Dr. Robert Lee, AAE  
Airport Director

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Date