

**FINAL - MINUTES  
OF THE NEW BRAUNFELS AIRPORT ADVISORY BOARD  
REGULAR MEETING OF WEDNESDAY, JULY 23, 2025**

**1. CALL TO ORDER**

The 23 July 2025 Airport Advisory Board Meeting was called to order at 5:31 pm by Wes Stamps.

**2. ROLL CALL**

A quorum was confirmed with six of seven board member present. John Smith absent.

**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."*

Mission of the New Braunfels Airport Advisory Board was read.

**4. INTRODUCTION OF NEW BOARD MEMBERS**

**5. APPROVAL OF MINUTES**

A) May 21, 2025 Minutes

21 May 2025 minutes were reviewed and approved by a unanimous vote of the Board.

**6. CITIZENS' COMMUNICATIONS**

*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.*

There were no comments from citizens.

**7. REPORTS**

A) Airport Director's Report

**Construction Projects**

i. Phase 4 of the north ramp reconstruction project is in its final stages.

ii. Environmental Assessment is out for public comment. Once comment period is over, it will be submitted to the FAA with 30% design shortly thereafter. We will be ready to apply for the next Notice of Funding Opportunity for the FCT Grant.

iii. The perimeter security fence project will begin in early August.

#### **On-going Development/Business**

i. A 5-unit box hangar project is under negotiation and will be located on the east concrete taxilane adjacent to Hangar 2601

ii. Preliminary discussion have commenced for a potential two new hangars project on the east side taxilane.

#### **Miscellaneous**

i. The Development & Design Standards Manual will be going to City Council for approval in early August. The airport master drainage plan is underway.

ii. Terminal feasibility study.

iii. New admin started Monday, 21 July.

#### **Operations**

- Total fuel sales year to date (October – April) were 431,402 gallons, a 5% increase over last year.

- Year-to-date fuel operations were 3597 versus 3674; decrease primarily due to a flight school that uses mogas instead of 100LL.

- Average monthly Airport operations were 6,356 compared to 5,717 in FY2024.

- Total Airport operations to date were 44,494 compared to 39,986 last fiscal year

- Hangar and facility utilization continues to be 100% occupied.

#### **Financials**

- Airport revenue to date was \$1,457,704.

- Operational expenditures were \$1,407,044.

- Revenues are down due to decrease in the wholesale cost of aviation fuel. Projected net fuel revenue is up over last fiscal year.

### **8. PRESENTATIONS**

A) Height Variance Request for the Construction of an ASRS Building by the Continental Facility on Kohlenberg Road.

**A. Height Variance Request for the Construction of an ASRS Building by the Continental Facility on Kohlenberg Road.**

Stephanie Grove from GSE gave a presentation on the planned construction of a new industrial plant for Continental. The height of the building penetrates the Airport's Part 77 surfaces and they were requesting a waiver from the City. They provided results of the FAA 7460, Notice of Construction which indicated the structure would have no significant impact on air operations.

## 9. DISCUSSION AND ACTION

A) Discussion and Possible Recommendation for the Commercial Property Height Variance Located at Latitude 29-44-26.71N NAD 83 LONGITUDE 98-03.27W.

After a brief discussion and confirmation that the location of this proposed facility, the board voted unanimously after a motion was made by Kurt Anderson (seconded by Laura Schumaker) recommending that a commercial property height variance waiver was warranted for this project.

B) Discussion and Possible Recommendation for Amending Chapter 10: Aviation Ordinances to Reflect Adoption of the Airport Development and Design Standards Manual.

The Airport Director briefed the Board on the need to amend the Chapter 10 (Aviation) of the City Ordinances to reflect the adoption of the Airport Development and Design Standards Manual. Board voted unanimously to amend Chapter 10 of the City Code of Ordinances following a motion by Paul Wright (Curtis Lepp seconded).

C) Discussion on the Airport Open House.

Mr. Andersen updated the Board on the progress for the Airport Reception. Coordinating with Calee Jaskula (Special Events Coordinator) the reception will take place on the first of October 2025 between 9:00 and 12:00. Inviting approximately 45 people with an initial gathering and presentation at CTTC. A tour of the airfield will follow. Breakfast refreshments will be served. The City will look into renting a bus to drive attendees around the airfield. An option to visit the ATCT cab will be offered and coordinated through the Airport Director.

## 10. NEW BUSINESS

*No action may be taken.*

For next meeting, Laura Shumaker requestd that she would like to discuss the idea of charging for parking at BAZ.

**11. ADJOURNMENT**

**The next meeting will be held on 17 September 2025 at 5:30 pm in the City of New Braunfels Council Chambers. The meeting was adjourned at 6:14 pm.**

**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.