



**CITY OF NEW BRAUNFELS, TEXAS  
AIRPORT ADVISORY BOARD MEETING**



**CITY HALL COUNCIL CHAMBERS  
550 LANDA ST**

**WEDNESDAY, JULY 23, 2025 at 5:30 PM**

**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. INTRODUCTION OF NEW BOARD MEMBERS**

**5. APPROVAL OF MINUTES**

A) May 21, 2025 Minutes [25-885](#)

**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.*

**7. REPORTS**

A) Airport Director's Report [25-886](#)

**8. PRESENTATIONS**

A) Height Variance Request for the Construction of an [25-887](#)  
ASRS Building by the Continental Facility on Kohlenberg  
Road.

**9. DISCUSSION AND ACTION**

A) Discussion and Possible Recommendation for the [25-888](#)  
Commercial Property Height Variance Located at  
Latitude 29-44-26.71N NAD 83 LONGITUDE 98-03.27W.

B) Discussion and Possible Recommendation for Amending [25-890](#)  
Chapter 10: Aviation Ordinances to Reflect Adoption of  
the Airport Development and Design Standards Manual.

C) Discussion on the Airport Open House. [25-891](#)

**10. NEW BUSINESS**

*No action may be taken.*

**11. 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

**7/23/2025**

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee-Airport Director

**SUBJECT:**

May 21,2025 Minutes



**NEW BRAUNFELS NATIONAL AIRPORT  
Airport Advisory Board Meeting  
21 May 2025**

**MINUTES**

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 12th day of March 2025.

Board Members Present: Wes Stamps, Jason Kern, Curtis Lepp, Paul Wright, Laura Shumaker, Kurt Andersen.

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

Visitors Present: Sebastian Lira (SimplyFly); Glen Outlaw (Comal Aero); Chris Parreira

**1. CALL TO ORDER.**

*The 21 May 2025 Airport Advisory Board Meeting was called to order at 5:30 pm by Wes Stamps.*

**2. ROLL CALL**

*A quorum was confirmed with all six of seven board members present. Travis Krug absent.*

**3. AIRPORT ADVISORY BOARD MISSION**

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

**4. APPROVAL OF MINUTES**

*12 March 2025 minutes were reviewed and approved by a unanimous vote of the Board.*

**5. CITIZENS' COMMUNICATIONS**

*There were no comments from citizens.*

**6. REPORTS**

*Airport Director's Report:*

### *Construction Projects*

- i. North Ramp reconstruction: Phase 3 completed; phase 4 began 19 May which entailed reconstruction of small portion of ramp near Hangar 1642 and approach end RY13. Phase will encompass a 2500' mill and overlay of TW-A and a reconstruction of a 50' x 100' section near the TDZ of RY 13.*
- ii. Finishing environmental & 30% design for new ATCT.*
- iii. Perimeter security fence project is set to move forward by summer. Waiting on grant to be executed.*

### *On-going Development/Business*

- i. A lease is being negotiated for 5-unit box hangar project off the east side concrete taxilane. Four of the five units will be available for sale by the developer.*
- ii. A San Antonio aircraft interior shop is interested in building a paint hangar operation.*

### *Miscellaneous*

- i. The draft of the DDSM has been finalized. Airport will be taking this to City Council for approval. The Airport Master Drainage Plan is still in progress.*
- ii. Terminal Feasibility Study – scope and fee being negotiated.*
- iii. There will be a membership change on the Board. Travis Krug will be leaving and John Smith will assume his term beginning 1 June 2025.*

### *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.*

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

*Mr. Andersen informed the Board that he had a follow up meeting with Calee Jaskula (CNB Special Events Coordinator) to discuss time frame for event and recommended list of invitees. Tentative plan is to hold the event late summer early fall once the north ramp reconstruction project is complete, that is September timeframe, preferably morning). Target audience to discussed was City Mayor, City Management Office, County officials, EDC and Chamber, potentially the State Representative for the area.*

*Further discussion focused on how to transport attendees for tour (golf carts/van/shuttle bus), refreshments and food, and a Air Traffic Control Tower tour. The ATCT tour would be limited to 4 or 5 people at one time in the tower cab for 15 minutes each.*

*Mr. Andersen will schedule meeting with Jeff Jewell and Calee to discuss further.*

8. DISCUSSION AND POSSIBLE RECOMMENDATION FOR ADOPTION OF THE AIRPORT DEVELOPMENT AND DESIGN STANDARDS MANUAL.

*Summary and purpose of the Development and Design Standards Manual was discussed. Board recommended adoption of the manual, which will be presented to City Council for adoption.*

9. DISCUSSION AND POSSIBLE RECOMMENDATION ON THE NEW AIR TRAFFIC CONTROL TOWER DESIGN.

*Dr. Lee presented the results of the design charrette. The new Tower will be 123' tall to provide controllers unrestricted views of the approaches of all runways with maximum development. Three designs were presented, described as Craft, Water, and Heritage. Board unanimously voted in favor of the Heritage design motif with all six attending Board members recommending the Heritage design for advancement.*

10. NEW BUSINESS

*For next meeting, follow-up discussion of Airport open house.*

11. Adjourn.

*The next meeting will be held on 23 July 2025 at 5:30 pm in the City of New Braunfels Council Chambers. The meeting was adjourned at 6:35 pm.*

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Robert Lee, PhD, AAE  
Airport Director

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Date



## Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

**7/23/2025**

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee- Airport Director

**SUBJECT:**

Airport Director's Report

**7/23/2025**

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee-Airport Director

**SUBJECT:**

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



# ASRS Building Height Variance Request

## **CONTINENTAL NBF EXPANSION**



July 23<sup>rd</sup>, 2025

# ASRS WHY IS VARIANCE NEEDED?

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## Background for Request:

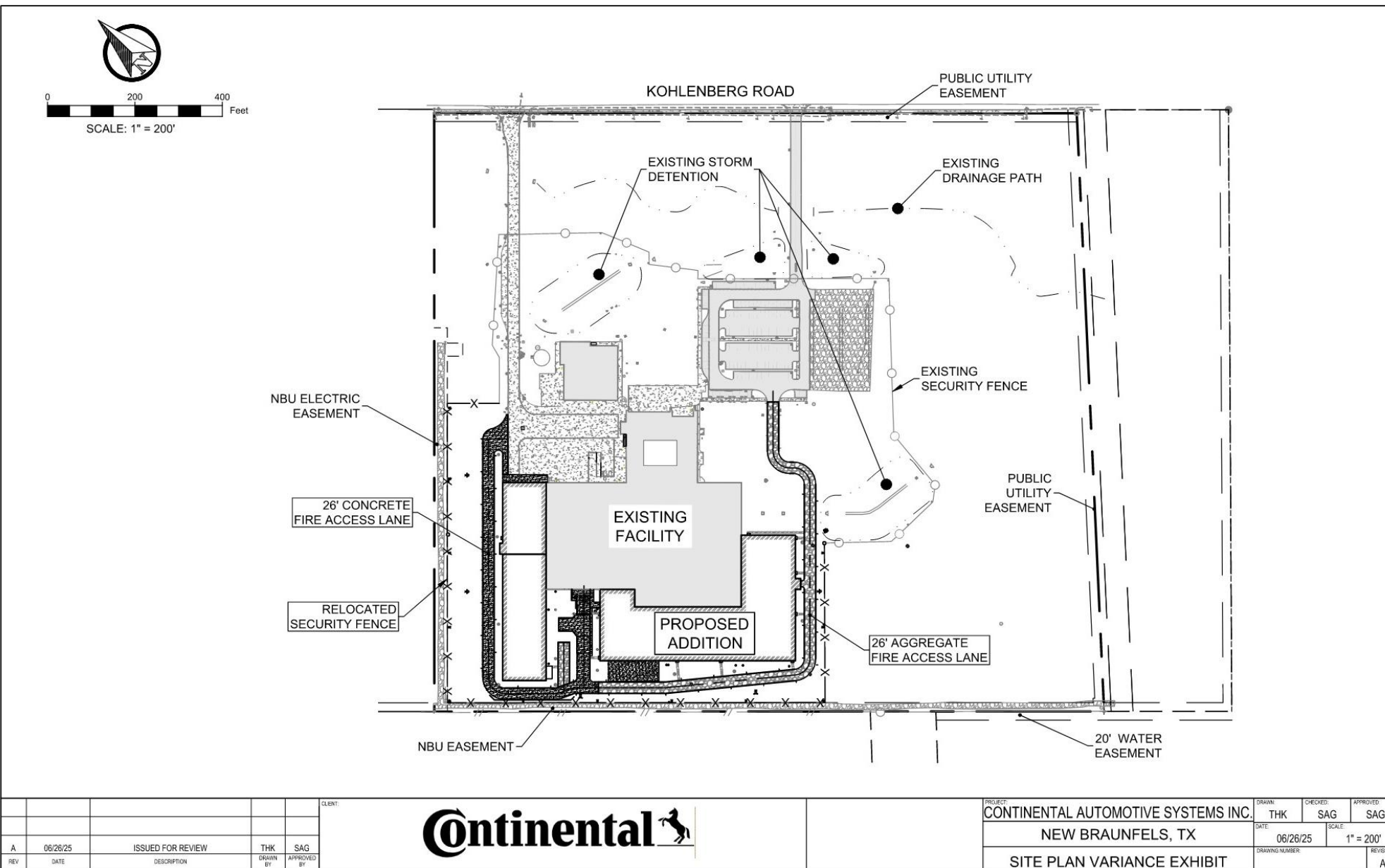
- Continental Automotive is desiring to make a significant investment into their existing manufacturing facility.
- The added space includes an approximately 140,000 square feet of additional manufacturing space, including a 27,000 square foot piece of equipment that is known as an Automated Storage and Retrieval System (ASRS) that is approximately 101 feet tall.
- The existing facility manufactures electronic equipment for automobiles. The new addition will house a new manufacturing process to produce different electronic equipment for commercial vehicles, as well as a new product line for autonomous over the road trucks.
- Applicant is requesting a variance to erect an ASRS building that will store components for the devices that are assembled in the production portion of the Continental facility.

## ASRS Building Information:

- This new process requires large quantities of parts and a storage system to support the production process.
- To accommodate this, the process will require the installation of automatic storage and retrieval equipment (ASRS). This process uses robotic cranes to store and retrieve pallets. The top of storage will be 85 feet high with an approximate building roof height of 114 feet.
- This building height exceeds the maximum height restriction of the zoning ordinance of 801'. The proposed height of the ASRS portion of the building addition is at elevation 843.20'. This exceeds the allowable height by 42.20'.

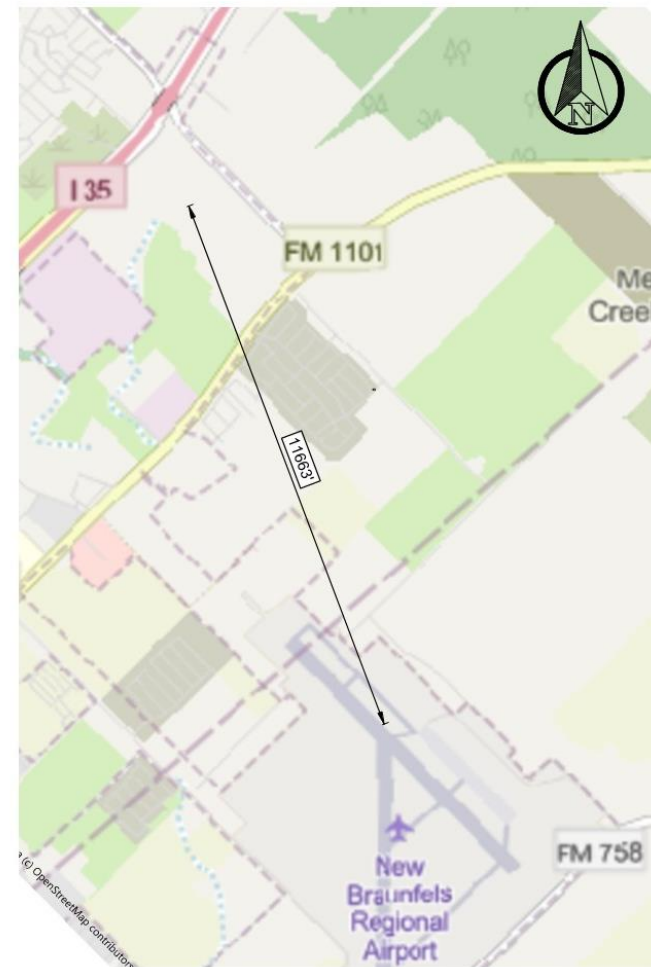
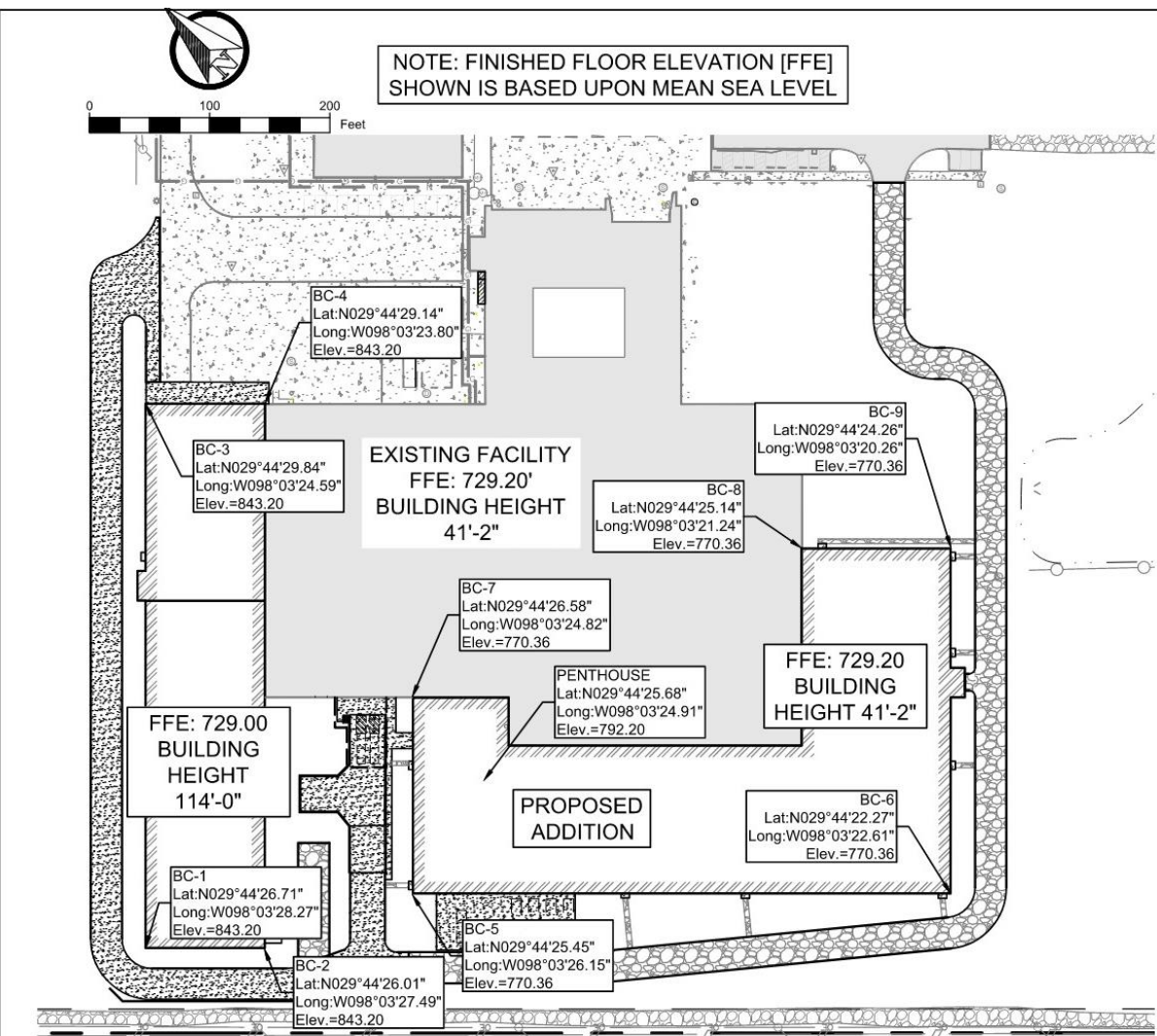
# ASRS **SITE EXHIBITS**

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# ASRS SITE EXHIBITS

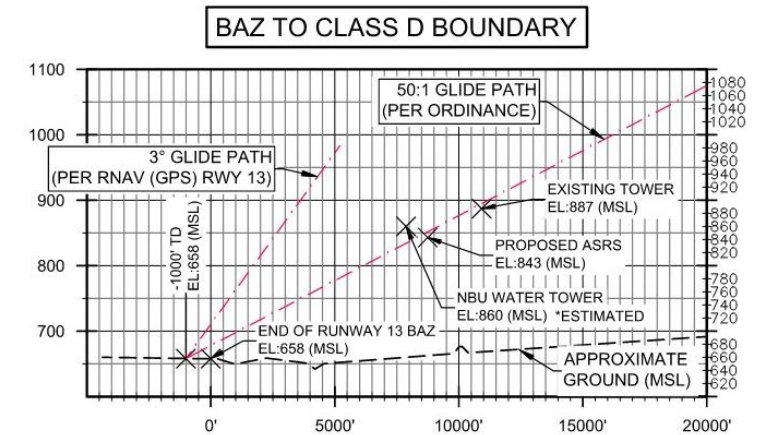


REV	DATE	DESCRIPTION	THK	SAG
A	06/26/25	ISSUED FOR REVIEW	THK	SAG



PROJECT:	CONTINENTAL AUTOMOTIVE SYSTEMS INC.	DRAWN:	THK	CHECKED:	SAG	APPROVED:	SAG
	NEW BRAUNFELS, TX	DATE:	06/26/25	SCALE:	1" - 100'		
	BUILDING HEIGHT EXHIBIT	DRAWING NUMBER:		REVISION:	A		

# ASRS SITE EXHIBITS



# FAA **AERONAUTICAL STUDY**



# FAA AERONAUTICAL STUDY

## FAA Study Information:

- The FAA has completed and circulated a study for public comment, for 30 days, that has received zero response. The study includes analysis of all four corners of the building.
- Per the FAA, the "aeronautical study revealed that the structure would have no substantial adverse effect on the safe and efficient utilization of the navigable airspace by aircraft or on the operation of air navigation facilities."
- Therefore, they have determined that the structure would not be a hazard to air navigation provided that FAA Form 7460-2, Notice of Actual Construction or Alteration, is e-filed any time the project is abandoned or within 5 days after the construction reaches its greatest height (7406-2, Part 2).

# FAA AERONAUTICAL STUDY



Mail Processing Center  
Federal Aviation Administration  
Southwest Regional Office  
Obstruction Evaluation Group  
10101 Hillwood Parkway  
Fort Worth, TX 76177

Aeronautical Study No.  
2025-ASW-4962-OE  
Prior Study No.  
2025-ASW-92-OE

Issued Date: 05/13/2025

Timothy Morris  
Gulf States Engineering  
600 Azalea Road  
Mobile, AL 36609

## **\*\* DETERMINATION OF NO HAZARD TO AIR NAVIGATION \*\***

The Federal Aviation Administration has conducted an aeronautical study under the provisions of 49 U.S.C., Section 44718 and if applicable Title 14 of the Code of Federal Regulations, part 77, concerning:

Structure:	Commercial Use Building ASRS BC-1
Location:	New Braunfels, TX
Latitude:	29-44-26.71N NAD 83
Longitude:	98-03-28.27W
Heights:	729 feet site elevation (SE) 114 feet above ground level (AGL) 843 feet above mean sea level (AMSL)

This aeronautical study revealed that the structure would have no substantial adverse effect on the safe and efficient utilization of the navigable airspace by aircraft or on the operation of air navigation facilities. Therefore, pursuant to the authority delegated to me, it is hereby determined that the structure would not be a hazard to air navigation provided the following condition(s) is(are) met:

It is required that FAA Form 7460-2, Notice of Actual Construction or Alteration, be e-filed any time the project is abandoned or:

☐ At least 10 days prior to start of construction (7460-2, Part 1)  
☒ Within 5 days after the construction reaches its greatest height (7460-2, Part 2)

See attachment for additional condition(s) or information.

Based on this evaluation, marking and lighting are not necessary for aviation safety. However, if marking/lighting are accomplished on a voluntary basis, we recommend it be installed in accordance with FAA Advisory circular 70/7460-1 M Change 1.

This determination expires on 11/13/2026 unless:

- (a) the construction is started (not necessarily completed) and FAA Form 7460-2, Notice of Actual Construction or Alteration, is received by this office.
- (b) extended, revised, or terminated by the issuing office.

# LOCAL BENEFIT

# LOCAL BENEFIT

## **Continental Expansion Benefits:**

- The expansion of the existing Continental facility will provide additional employment opportunities. Continental will be almost doubling their employee count over two years after the expansion, from approximately 300 employees to approximately 600.
- The expansion will also provide increased tax revenue for the City and its inhabitants.

ANY QUESTIONS?

**7/23/2025**

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee-Airport Director

**SUBJECT:**

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

**7/23/2025**

Agenda Item No. B)

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**PRESENTER:**

Dr. Robert Lee- Airport Director

**SUBJECT:**

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

**ORDINANCE NO. 2025-\_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS, AMENDING CHAPTER 10 “AVIATION” OF THE NEW BRAUNFELS CODE OF ORDINANCES BY AMENDING ARTICLE VI. - NEW BRAUNFELS AIRPORT MINIMUM STANDARDS - AND ADOPTING A NEW BRAUNFELS NATIONAL AIRPORT DESIGN AND DEVELOPMENT STANDARDS MANUAL; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; CONTAINING A SAVINGS CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE.**

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**WHEREAS**, the City desires to adopt the Design and Development Standards Manual to establish specific design criteria and guidelines for all public and private development at the New Braunfels National Airport (“Airport”); and

**WHEREAS**, the Design and Development Standards Manual will result in project development that conforms to standards of the City of New Braunfels and the Federal Aviation Administration while allowing the Airport to facilitate the growing aviation demands of the region; and

**WHEREAS**, the Airport Advisory Board at its meeting on May 21, 2025, voted to recommend approval of the proposed New Braunfels National Airport Design and Development Standards Manual and on July 23, 2025, voted to recommend that it be adopted by ordinance; and

**WHEREAS**, the City Council of the City of New Braunfels desires to adopt the proposed New Braunfels National Airport Design and Development Standards Manual.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NEW BRAUNFELS, TEXAS:**

**SECTION 1**

**THAT** the findings and recitations set out in the preamble to this Ordinance are found to be true and correct and are hereby adopted by the City Council and made a part hereof for all purposes.

**SECTION 2**

**THAT** Chapter 10, Article VI, NEW BRAUNFELS AIRPORT MINIMUM STANDARDS, is hereby amended with additions as underlined:



**ARTICLE VI. NEW BRAUNFELS AIRPORT MINIMUM STANDARDS AND  
DEVELOPMENT STANDARDS**

**Sec. 10-121. Minimum standards.**

The city council has adopted the New Braunfels National Airport Minimum Standards which are attached hereto as Exhibit "A" and apply to commercial operators and commercial tenants of the airport. The minimum standards are not codified, but copies of the same are on file with the city secretary's office and the airport director's office and may be reviewed during normal business hours at the locations of those offices. Any changes or amendments to the minimum standards shall be approved by the city council.

**Sec. 10-122. Design and development standards.**

The City Council has adopted the New Braunfels National Airport Design and Development Standards Manual which is attached hereto as Exhibit "B" and applies to all development at the airport. The Design and Development Standards Manual is not codified, but copies of the same are on file with the City Secretary's office and the Airport Director's office and may be reviewed during normal business hours at the locations of those offices. Any changes or amendments to the Design and Development Standards Manual shall be approved by the city council.

### **SECTION 3**

**THAT** it is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and sections of this Ordinance.

### **SECTION 4**

**THAT** all provisions of the Code of Ordinances of the City of New Braunfels not herein amended or repealed shall remain in full force and effect.

### **SECTION 5**

**THAT** all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict only.

### **SECTION 6**

**THAT** in accordance with the provisions of the City Charter, this Ordinance may be read and published by descriptive caption only. This Ordinance has been publicly available in the office of the City Secretary prior to its adoption.

### **SECTION 7**

**THAT** this Ordinance shall become adopted and effective upon its second reading, signature required by City Charter, and filing with the City Secretary's Office.

**PASSED AND APPROVED:** First reading this the \_\_\_\_ day of \_\_\_\_\_, 2025.

**PASSED AND APPROVED:** Second reading this the \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF NEW BRAUNFELS**

\_\_\_\_\_  
**NEAL LINNARTZ, Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM:**

**VALERIA M. ACEVEDO**, City Attorney



## Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

**7/23/2025**

Agenda Item No. C)

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**PRESENTER:**

Dr. Robert Lee- Airport Director

**SUBJECT:**

Discussion on the Airport Open House.