



**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.

Robert Lee, PhD, AAE
Airport Director

Date