



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



**AIRPORT TERMINAL - CONFERENCE ROOM
2333 FM 758**

WEDNESDAY, OCTOBER 11, 2023 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) 20 September 2023 Airport Minutes

[23-1346](#)

5. 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.

6. DISCUSSION AND ACTION

A) Discussion and Possible recommendations regarding [23-1362](#)
compatible land use around the airport and compliance
with FAA grant assurances.

B) Discuss Procurement of Airport advisory board attire.

[23-1363](#)

7. NEW BUSINESS

No action may be taken.

8. ADJOURNMENT

CERTIFICATION

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

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 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

10/11/2023

Agenda Item No. A)



**NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
20 September 2023**

MINUTES

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 20th day of September 2023.

Board Members Present: Al Dowling, Kurt Andersen, Jason Kern, Curtis Lepp, Travis Krug

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), Kathy Spano (SimplyFLY), Sebastian Lira (SimplyFLY), David Slaughter (AOPA Liaison)

1. CALL TO ORDER.

The 20 September 2023 Airport Advisory Board Meeting was called to order at 5:35 pm by Chairman, Al Dowling.

2. ROLL CALL AND QUORUM CHECK

A quorum was confirmed.

3. AIRPORT ADVISORY BOARD MISSION

Mission of the New Braunfels Airport Advisory Board was read.

4. REVIEW AND APPROVAL OF THE 19 JULY 2023 BOARD MEETING MINUTES

Minutes were reviewed and approved unanimously by the Board.

5. CITIZENS COMMENTS

There were no citizen comments.

6. STAFF REPORT

A. Airport Director's Report (Dr. Robert Lee)

Construction Projects

- i. North Ramp reconstruction: E&D complete; next step, phased construction.
- ii. ATCT relocation & construction: Kickoff meeting held for siting study on 9/11/23.
- iii. Two corporate hangars: under construction.

On-going Development/Business

- i. Exploring funding options for new terminal and 10% required match.
- ii. Airport interviewing for second admin.

Miscellaneous

- i. BIL funding allocation: resolution between TXDOT & FAA resolved.
- ii. Another round of ATP funds has been made available for application.
- iii. Potential residential development planned across from future entrance to Westside Expansion.
- iv. New project in Creekside has potential impact to approach of Runway 13.

B. Airport Financial Report (Dr. Robert Lee)

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

- i. Fuel sales year-to-date 3% behind previous year with an average of 60,428 gallons/month.
- ii. Previous 12-month fuel sales 730,817 gallons.
- iii. Airport operations monthly operations averaging 5,892 an increase of 360 per month on average from previous high monthly average in FY2022.
- iv. FY2023 account balance for operations alone shows airport operating with a \$236,342 surplus.

7. DISCUSSION AND ACTION.

Discuss and Possible Recommendation of Adoption of Revised Aviation Ordinances, the Airport Minimum Standards, and Airport Rules & Regulations.

Board discussed the revisions to the ordinances; Mr. Lepp had a few questions to clarify, which were addressed satisfactorily by the Airport Director. A few typos in the draft were pointed out. A motion to recommend the Ordinances be adopted by City Council (with recommended edits) was moved by Mr. Andersen and seconded by Jason Kern. The Board unanimously approved the motion to recommend adoption of the revised Airport Ordinances along with the new Rules & Regulations and the revised/updated Airport Minimum Standards.

8. NEW BUSINESS

A. Follow-up on a previous discussion to procure attire for Airport Advisory Board members. Item will be placed next meeting agenda.

B. Board agreed to add discussion of land use compatibility in light of ongoing development on next meeting agenda.

9. Adjourn.

The next meeting will be held on 11 October 2023 at 5:30 pm in the New Braunfels National Airport conference room. The meeting was adjourned at 6:40 pm.

Dr. Robert Lee, AAE
Airport Director

Date

10/11/2023

Agenda Item No. A)

PRESENTER:

Dr. Robert Lee-Airport Director

SUBJECT:

Discussion and Possible recommendations regarding compatible land use around the airport and compliance with FAA grant assurances.



Airport Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

10/11/2023

Agenda Item No. B)

PRESENTER:

Dr. Robert Lee -Airport Director

SUBJECT:

Discuss Procurement of Airport advisory board attire.