



**NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
20 March 2024**

MINUTES

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

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

Staff Present: Robert Lee, Airport Director; Brendan Haas, Airport Operations Manager; Lisa DeMoss, Airport Administrative Assistant, Matthew Schwarz, Assistant City Secretary; Jeff Jewell, Economic & Community Development Director

Visitors Present: Carl Collins, ATCT Manager (BAZ), David Spano (SimplyFLY), Pam Kraft, Pam Timmerman, Jim Mueller (MTSI), Aaron Arguin (KHYI)

1. CALL TO ORDER.

The 20 March 2023 Airport Advisory Board Meeting was called to order at 5:30 pm by Chairman, Al Dowling.

2. ROLL CALL

A quorum was confirmed with five or seven members present.

3. AIRPORT ADVISORY BOARD MISSION

Mission of the New Braunfels Airport Advisory Board was read.

4. APPROVAL OF MINUTES

January 17, 2024 Minutes: minutes were reviewed and approved by a unanimous vote of the Board.

5. CITIZENS' COMMUNICATIONS

*Pam Timmerman made a request that agenda item packet be published.
Jim Mueller (MTSI) informed Board of their electric powered aircraft operation and FAAST meeting scheduled for 0930 on 19 January 2024.*

6. REPORTS

7. DISCUSSION AND ACTION

8. NEW BUSINESS

A. Airport Update:

Construction Projects

- i. North Ramp reconstruction: contractor selected; construction to begin in the spring.
- ii. ATCT relocation & construction: Siting study/modeling in progress.
- iii. Two corporate hangars nearing completion; third hangar lease executed.
- iv. Security gates installed.

On-going Development/Business

- i. Negotiations continuing 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 purchased: installation scheduled for May 2024.
- iv. Fourth potential hangar to be built on the corporate TL extension; entering lease negotiations.
- v. Possible t-hangars: two developers in discussions.
- vi. Will be replacing lighting in the A-hangars with LED beginning April 2024.

Miscellaneous

- i. RS&H selected to draft a new airport specific development & design document.
- ii. Amended aviation ordinance, airport minimum standards, and rules & regulations approved by City Council.
- iii. Terminal apron and tiedown striping.
- iv. Airport Director selected to the SCCAAAE Board.
- v. FBO callout process changed.

Financials

- i. Revenues YTD are 36.3% of budget; expenditures are 36.6% of budget YTD.
- ii. Net balance YTD is \$85,387

8. Adjourn.

The next meeting will be held on 15 May 2024 at 5:30 pm in the New Braunfels National Airport conference room. The meeting was adjourned at 6:04 pm.



Dr. Robert Lee, AAE
Airport Director

15 May 2024
Date