



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



**CITY HALL - COUNCIL CHAMBERS
550 LANDA ST**

WEDNESDAY, NOVEMBER 19, 2025 at 5:00 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) Approval of September 17, 2025 Meeting Minutes

[25-1424](#)

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. REPORTS

A) Airport Director's Report

[25-1425](#)

7. DISCUSSION

A) Discussion on Airport Terminal Parking

[25-1426](#)

8. NEW BUSINESS

No action may be taken.

9. 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 (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

11/19/2025

Agenda Item No. A)

PRESENTER:

Dr. Robert Lee- Director

SUBJECT:

Approval of September 17, 2025 Meeting Minutes



**NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
17 September 2025**

MINUTES

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 17th day of September 2025.

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

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

Visitors Present: David Slaughter (AOPA ASN); Edward Smith, Carli Smith, Chris Parreira

1. CALL TO ORDER.

The 17 September 2025 Airport Advisory Board Meeting was called to order at 5:30 pm by Wes Stamps.

2. ROLL CALL

A quorum was confirmed with six of seven board members present. Laura Shumaker absent.

3. AIRPORT ADVISORY BOARD MISSION

Mission of the New Braunfels Airport Advisory Board was read.

4. INTRODUCTION OF NEW BOARD MEMBER, JOHN SMITH

5. APPROVAL OF MINUTES

23 July 2025 minutes were reviewed and approved by a unanimous vote of the Board.

6. CITIZENS' COMMUNICATIONS

There were no comments from citizens.

7. REPORTS

Airport Director, Dr. Robert Lee presented the Airport Director's Report:

Construction Projects

- i. North Ramp reconstruction is completed.*
- ii. Approach end of RY13 and TW-Alpha repairs completed*
- iii. Environmental & 30% design for new ATCT.*
- iv. Perimeter security fence project started.*

On-going Development/Business

- i. KBOX 5 – five bay hangar project under design.*
- ii. Potential two new hangars.*
- iii. H2601 under contract.*

Miscellaneous

- i. AMDP in progress.*
- ii. Terminal feasibility study: kick off meeting 4 Sept. 2025.*

Operations

- Total fuel sales year to date (October – August) were 701,110 a 5% increase over last year.*
- Year-to-date fuel operations were 5231 versus 5608 last year; decrease primarily due to a flight school that uses mogas instead of 100LL.*
- Average monthly Airport operations were 6,563 compared to 6,548 in FY2024.*
- Total Airport operations to date were 72,194 compared to 71,580 last fiscal year*
- Hangar and facility utilization continues to be 100% occupied.*

8. DISCUSSION AND ACTION

A. Discussion and update on the Airport Reception

Kurt Andersen led the discussion for final plans for the Airport Open House. Discussed expected number of attendees, refreshments, and tour of the airfield and Air Traffic Control Tower.

B. Review and Discussion of Airport Reception Presentation

The Airport Director, Dr. Robert Lee, reviewed and explained the reception presentation with the Board. Board was complimentary and expressed their enthusiasm for the upcoming reception.

9. NEW BUSINESS

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

10. Adjourn.

The next meeting will be held on 19 November 2025 at 5:30 pm in the City of New Braunfels Council Chambers. The meeting was adjourned at 6:16 pm.

Robert Lee, PhD, AAE
Airport Director

Date



Airport Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

11/19/2025

Agenda Item No. A)

PRESENTER:

Dr. Robert Lee- Director

SUBJECT:

Airport Director's Report



AIRPORT DIRECTOR'S REPORT
17 September 2025

Construction Projects

- i. Perimeter security fence project almost halfway done; completion expected by 31 Dec 2025.
- ii. Final 30% design for ATCT complete; waiting on NOFO from FAA for remaining funds.

On-going Development/Business

- i. KBOX5: five bay hangar project lease executed; design completed.
- ii. H2601 sold to US Aviation Academy.

Miscellaneous

- i. AMDP in progress.
- ii. Terminal feasibility study: initial draft received and discussed 12 Nov 2025.

Operations

FYTD OPERATIONS		
	TOTAL	AVG
2018	54,160	4,513
2019	67,861	5,655
2020	68,888	5,741
2021	62,982	5,249
2022	66,386	5,532
2023	71,151	5,929
2024	78,575	6,548
2025	80,306	6,692
2026	8,817	8,817

Forecast: 105804

FYTD FUEL OPS

	TOTAL	AVG
2022	6,386	532
2023	6,347	529
2024	6,078	507
2025	5,847	464
2026	5976	498

FUEL SALES - GALLONS

	FY23-24	FY24-25	FY25-26
OCT	62,173	74,733	92,321
NOV	65,852	62,434	
DEC	66,699	57,419	
JAN	42,409	60,008	
FEB	54,608	55,281	
MAR	63,848	62,632	
APR	56,214	58,896	
MAY	54,600	63,807	
JUN	69,741	71,156	
JUL	63,446	66,319	
AUG	66,412	68,424	
SEP	61,243	76,362	
TOTAL:	727,245	777,471	

HANGAR / FACILITY UTILIZATION

Type	Total	Occupied	Vacant	
Open Hailsheds	33	33	0	100%
Enclosed Hailsheds	22	22	0	100%
T-Hangars	40	40	0	100%
Commercial Hangars	8	8	0	100%
Airport Buildings	3	3	0	100%

Financials

FINANCIAL REPORT - OPERATIONS FISCAL YEAR 2025 - ACCOUNT BALANCE				
Descripton	Budget	YTD Actual	Balance	Percentage
Revenues:	\$ 5,391,910	\$ 4,079,071	\$ (1,312,839)	75.7%
Expenditures:*	\$ 6,216,581	\$ 4,064,509	\$ 2,152,072	65.4%
Airport Net:	\$ (824,671)	\$ 14,562		

* not including debt service and interfund transfers



Airport Advisory Board Agenda Item Report

550 Landa Street
New Braunfels, TX

11/19/2025

Agenda Item No. A)

PRESENTER:

Dr. Robert Lee- Director

SUBJECT:

Discussion on Airport Terminal Parking