



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



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

**WEDNESDAY, SEPTEMBER 17, 2025 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) July 23, 2025, Minutes

[25-1111](#)

**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

[25-1112](#)

**7. DISCUSSION AND ACTION**

A) Discussion and Update on the Airport Reception.

[25-1114](#)

B) Review and Discussion of Airport Reception Presentation. [25-1113](#)

**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.

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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

9/17/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee-Director

**SUBJECT:**

July 23, 2025, Minutes



**NEW BRAUNFELS NATIONAL AIRPORT  
Airport Advisory Board Meeting  
23 July 2025**

**MINUTES**

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 23rd day of July 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: Stephanie Groves (GSE Engineering); David Slaughter (AOPA ASN); Pam Timmerman; Brandon Lane (Continental)

**1. CALL TO ORDER.**

*The 23 July 2025 Airport Advisory Board Meeting was called to order at 5:31 pm by Wes Stamps.*

**2. ROLL CALL**

*A quorum was confirmed with six of seven board members present. John Smith absent.*

**3. AIRPORT ADVISORY BOARD MISSION**

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

**4. APPROVAL OF MINUTES**

*21 May 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. Phase 4 of the north ramp reconstruction project is in its final stages.*
- ii. Environmental Assessment is out for public comment. Once comment period is over, it will be submitted to the FAA with 30% design shortly thereafter. We will be ready to apply for the next Notice of Funding Opportunity for the FCT Grant.*
- iii. The perimeter security fence project will begin in early August.*

*On-going Development/Business*

- i. A 5-unit box hangar project is under negotiation and will be located on the east concrete taxiway adjacent to Hangar 2601*
- ii. Preliminary discussions have commenced for a potential two new hangars project on the east side taxiway.*

*Miscellaneous*

- i. The Development & Design Standards Manual will be going to City Council for approval in early August. The airport master drainage plan is underway.*
- ii. Terminal feasibility study.*
- iii. New admin started Monday, 21 July.*

*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.*

**8. PRESENTATIONS**

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

*Stephanie Grove from GSE gave a presentation on the planned construction of a new industrial plant for Continental. The height of the building penetrates the Airport's Part 77 surfaces and they were requesting a waiver from the City. They provided*

*results of the FAA 7460, Notice of Construction which indicated the structure would have no significant impact on air operations.*

9. DISCUSSION AND ACTION

- A. Discussion And Possible Recommendation for a Commercial Property Height Variance Located At Latitude 29-44-26.71N NAD 83 LONGITUDE 98-03-28.27W.

*After a brief discussion and confirmation that the location of this proposed facility, the board voted unanimously after a motion was made by Kurt Anderson (seconded by Laura Schumaker) recommending that a commercial property height variance waiver was warranted for this project.*

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

*The Airport Director briefed the Board on the need to amend the Chapter 10 (Aviation) of the City Ordinances to reflect the adoption of the Airport Development and Design Standards Manual. Board voted unanimously to amend Chapter 10 of the City Code of Ordinances following a motion by Paul Wright (Curtis Lepp seconded).*

- C. DISCUSSION ON THE AIRPORT OPEN HOUSE

*Mr. Andersen updated the Board on the progress for the Airport Reception. Coordinating with Calee Jaskula (Special Events Coordinator) the reception will take place on the first of October 2025 between 9:00 and 12:00. Inviting approximately 45 people with an initial gathering and presentation at CTTC. A tour of the airfield will follow. Breakfast refreshments will be served. The City will look into renting a bus to drive attendees around the airfield. An option to visit the ATCT cab will be offered and coordinated through the Airport Director.*

10. NEW BUSINESS

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

11. Adjourn.

*The next meeting will be held on 17 September 2025 at 5:30 pm in the City of New Braunfels Council Chambers. The meeting was adjourned at 6:14 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

9/17/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee- Director

**SUBJECT:**

Airport Director's Report





## AIRPORT DIRECTOR'S REPORT

17 September 2025

### 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. 5-unit box hangar project.
- ii. Potential two new hangars.
- iii. H2601 under contract.

### Miscellaneous

- i. AMDP in progress.
- ii. Terminal feasibility study: kickoff meeting was 4 September.

### 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	72,194	6,563

Forecast: 78757

**FYTD FUEL OPS**

	TOTAL	AVG
2022	6,386	532
2023	6,347	529
2024	6,078	507
2025	5,231	464

**TOTAL GALLONS**

Month	FY23-24	FY24-25	Var
OCT	62,173	74,733	12,560
NOV	65,852	62,434	-3,418
DEC	66,699	57,419	-9,280
JAN	42,409	60,008	17,599
FEB	54,608	55,281	673
MAR	63,848	62,632	-1,216
APR	56,214	58,896	2,682
MAY	54,600	63,808	9,208
JUN	69,741	71,156	1,415
JUL	63,446	66,319	2,873
AUG	66,412	68,424	2,012

**TOTAL**      727,245      701,110      35,108

**FYE Forecast:**              764,847

**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%



## Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

9/17/2025

Agenda Item No. A)

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**PRESENTER:**

Dr. Robert Lee-Director

**SUBJECT:**

Discussion and Update on the Airport Reception.



## Airport Advisory Board Agenda Item Report

550 Landa Street  
New Braunfels, TX

9/17/2025

Agenda Item No. B)

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**PRESENTER:**

Dr. Robert Lee-Director

**SUBJECT:**

Review and Discussion of Airport Reception Presentation.