



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



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

**WEDNESDAY, SEPTEMBER 20, 2023 at 5:30
PM**

AGENDA - AMENDED 09-15-2023

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 19, 2023 Minutes
Robert Lee, Airport Director

[23-1239](#)

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
B) Airport Financial Report

[23-1240](#)

[23-1241](#)

7. DISCUSSION AND ACTION

- A) Discuss and Possible Recommendation of Adoption of Revised Aviation Ordinances and the Airport minimum standards and Airport Rules & Regulations.
B) Aviation Ordinances

[23-1242](#)

[23-1261](#)

8. NEW BUSINESS

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 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

9/20/2023

Agenda Item No. A)

PRESENTER:

Robert Lee, Airport Director

SUBJECT:

July 19, 2023 Minutes



**NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
19 July 2023**

MINUTES

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 19th day of July 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.

Visitors Present: Carl Collins, ATCT Manager (BAZ), Dana Bellamy (On The Fly Aviation), Riku Fujimoto (On The Fly Aviation), Jonathan McJunkin (The Wurst Podcast), Sebastian Lira (SimplyFLY), Sam Huddle (On The Fly Aviation), Shurrece Kenalski (On The Fly Aviation)

1. CALL TO ORDER.

The 19 July 2023 Airport Advisory Board Meeting was called to order at 5:37 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 14 JUNE 2023 BOARD MEETING MINUTES

Minutes were reviewed and approved unanimously by the Board after one edit was made.

5. CITIZENS COMMENTS

There were no citizen comments.

6. STAFF REPORT

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

Construction Projects

- i. North Ramp rehabilitation: E&D in progress; design meeting held 12 July 2023.*
- ii. ATCT relocation & construction: received approval for KSA to conduct siting modelling in lieu of the FAA. Once funding secured.*
- iii. Two corporate hangars: breaking ground on #2339, 2349 waiting on final permit.*
- iv. Repaired two major failures on TW-A with a big assist from the Street Dept.*

On-going Development/Business

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

Miscellaneous

- i. 20-acre parcel of property on north side purchased by private entity and will be deeded to airport in 'trade' for a long-term lease and airport access.*
- ii. BIL funding allocation: resolution between TXDOT & FAA resolved. In the Governor's hands. Priority from funds once received are: pavement, fencing, fuel farm expansion.*
- iii. Working with City to update and expand zoning ordinance for property adjacent and in vicinity of airport.*

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 5% ahead of previous year with an average of 62,013 gallons/month.*
- ii. Previous 12-month fuel sales 780,488 gallons.*
- iii. Airport operations monthly operations averaging 5,801 an increase of 331 per month on average from previous high monthly average in FY2022.*
- iv. FY2023 account balance for operations alone shows airport operating with a \$20k deficit primarily due to unexpected infrastructure repairs and an increase in utility fees.*

7. DISCUSSION AND ACTION.

A. Discuss Planning & Organizing A Community Outreach Event

Discussed last minute cancellation of the event. Airport Director will coordinate with CMO to reschedule for Fall 2023 timeframe.

B. Discuss Planning, Zoning, and Development Around Airport

Airport Director briefed the Board on the ongoing progress to update zoning ordinances for development near the Airport to include updating the Airport Hazard Zoning Overlay.

8. NEW BUSINESS

No new business.

9. Adjourn.

The next meeting will be held on 20 September 2023 at 5:30 pm in the New Braunfels National Airport conference room. The meeting was adjourned at 6:14 pm.

Dr. Robert Lee, AAE
Airport Director

Date



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550 Landa Street
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9/20/2023

Agenda Item No. A)



Airport Advisory Board Agenda Item Report

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Agenda Item No. B)



Airport Advisory Board Agenda Item Report

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Agenda Item No. A)



Airport Advisory Board Agenda Item Report

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9/20/2023

Agenda Item No. B)
