



**NEW BRAUNFELS NATIONAL AIRPORT**  
**Airport Advisory Board Meeting**  
**10 August 2022**

**MINUTES**

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 10th day of August 2022.

Board Members Present: Graham Hauptman, Wes Stamps, Kurt Andersen, Al Dowling, Travis Krug, Jason Kern, Curtis Lepp

Staff Present: Robert Lee, Airport Director; Brendan Haas, Airport Operations Supervisor; Joshua Dillard, Airport Administrative Assistant.

Visitors Present: David Slaughter, Pam Kraft, Pam Timmerman

1. Call to Order.

*The 10 August 2022 Airport Advisory Board Meeting was called to order at 5:31 pm by Board Chairman, Graham Hauptman.*

2. Roll Call and Quorum Check.

*A quorum was confirmed.*

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

4. Review and Approval of the 11 May 2022 Board meeting minutes.

*Minutes were reviewed and approved unanimously by the Board.*

5. Citizens Comments:

*There were no citizen comments.*

6. Airport Director's Report

A. Airport Financial Report

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

- i. Fuel Sales have exceeded 600,000 gallons; forecast is 720,000, 35% over previous year.*
- ii. Previous daily fuel sales record was broken 2 August 2022 with 8612 gallons sold.*
- iii. Airport Director surmised that growth increases most likely due to higher amount of business traffic to airfield.*
- iv. For the 12-month period of August 2021 – July 2022, 710,000 gallons of fuel sold breaking the 700k barrier for the first time in the history of the Airport.*

- v. 2021 KBAZ saw 581,000 Fuel Sales, 2022 KBAZ on track to break 735,000 gallons if current averages are maintained.
- vi. Board asked if the Airport would receive better fuel purchase discount due to increase volume of fuel. Airport Director explained that even with increased fuel volumes, wholesale discounts would only be cents per gallon, that is, not significant in light that even a million gallons per year is not that much compared to other locations.
- vii. Hangar occupancy utilization is 100%
- viii. Aircraft operations trending upwards from earlier decrease post pandemic; FY2020 KBAZ saw an increase in flight training operations, business doubled; FY2021 KBAZ Operations fell due to COVID and Winter Storm; FY2022 only one flight school maintaining Part 141 certification.
- ix. Account summary shows Airport operating in the black; Increase in expenses primarily the result of increased fuel purchases and increase cost of fuel.
- x. In response to board inquiry, Airport Director explained fuel pricing as it related to cost of goods, that is, current price based on cost of current inventory. Due to size of fuel farm, Airport unable to leverage volatility of market; additional tank necessary to meet demand and ensure sufficient supply for airfield customers.

## B. Airport Operations Update

### *Construction Projects*

- i. Detention pond 90% complete
- ii. North Ramp reconstruction RFQ: KSA selected; this year engineering and design (16 weeks); project design will phase in construction to minimize effect on based tenant operations.
- iii. FCT Grant: KBAZ was awarded \$1.5M for engineering and design to relocate and construct a new ATCT; Airport one of 20 airports selected out of 97 applicants for \$20M of available funding for this fiscal year; Will apply in 2024 for FCT grant to construct new tower; new ATCT construction is in line with the Airport Master Plan for development of westside. Airport Director explained the timeline for Phase 3 needs to move up as current facilities are insufficient to meet the growing demand. Construction of new tower will help expedite westside development.
- iv. Parallel TW for RY 17-35 / new terminal aircraft parking apron: E&D 2025 with construction beginning 2026 included in the TXDOT draft CIP for 2025.

### *New Development*

- v. Three pending corporate hangar leases.
- vi. Cirrus Aircraft Service Center to begin operations 1 August.
- vii. New T-hangar project – no further development; ROI would require charging \$1,000/month for rent.
- viii. Exploring funding options for new terminal and 10% required match.
- ix. Lease pending for helo tour operation based at BAZ.
- x. ATC to obtain another controller.
- xi. MRO negotiations for multi-phase MRO project on 20 acres of airfield property underway.

### *Miscellaneous*

- xv. John Deere tractor has arrived and is operational.
- xvi. FT Airport technician position open

## 7. Nominate and Appoint New Airport Advisory Board Vice-Chair.

*Board Chairman, Graham Hauptman, asked to table agenda item until September meeting; Board unanimously in favor of tabling nomination and appointment until September's meeting.*

## 8. Review final draft of the Airport Minimum Standards.

*Board unanimously approved the Airport Minimum Standards to go to council.*

9. New Business
  - A. *Community Outreach Event for Spring 2023 timeframe.*
  - B. *FBO rebranding.*

10. Adjourn.

*The next meeting will be held on 21 September 2022 at 5:30 pm New Braunfels National Airport conference room. The meeting was adjourned at 6:42 pm.*

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Dr. Robert Lee, AAE  
Airport Director

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Date