



**NEW BRAUNFELS NATIONAL AIRPORT
Airport Advisory Board Meeting
21 September 2022**

MINUTES

The New Braunfels Airport Advisory Board met in regular session at 5:30 pm on the 21st day of September 2022.

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

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

Visitors Present: David Slaughter, Carl Collins (BAZ ATCT Manager)

1. Call to Order.

The 21 September 2022 Airport Advisory Board Meeting was called to order at 5:30 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 10 August 2022 Board meeting minutes.

Minutes were reviewed and approved unanimously by the Board.

5. Citizens Comments:

David Slaughter congratulated the airport staff for their efforts to provide fueling services when the self-serve system was off-line.

6. Airport Director's Report

A. Airport Financial Report

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

- i. Fuel Sales record in August with 86,960 gallons sold; forecast is over 740,000 gallons for fiscal year end. Jet sales YTD greater than total fuel sales FY2021.*
- ii. Previous daily fuel sales record was broken 2 August 2022 with 8612 gallons sold. September trending on par with September of 2021. Airport is planning on purchasing a fuel record plaque to track historical fuel sales records.*

- iii. *Account balance fiscal year to date (August 2022) shows airport operating in the black; expense increase due to cost of goods purchased and increase in airport infrastructure and old equipment repairs; new equipment (tractor, three zero-turn mowers) recently purchased will alleviate continued high equipment maintenance costs. Revenue increases a result of increased sales and higher cost of fuel. In response to question about fuel pricing compared to surrounding airfields, Airport Director responded that margins are being maintained to ensure self-sufficiency and BAZ continues to provide the best fuel prices within 50 miles for comparable size airports. Discussed collections with Airport Director providing an example of an airfield operator owing \$50K in past due fuel purchases -*
- iv. *Discussed collections with Airport Director providing an example of an airfield operator owing \$50K in past due fuel purchases (two invoices); fuel supply has been put on hold until account paid in full.*
- v. *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.*
- vi. *Hangar occupancy utilization is 100%. Discussed the reality of constructing new t-hangars in the near term unlikely due to ROI be insufficient for amount of investment required with current construction costs.*

B. Airport Operations Update

Construction Projects

- i. *Detention pond 99% complete with exception of grass.*
- ii. *North Ramp reconstruction: KSA negotiating contract with TXDOT.*
- iii. *FCT Grant: KBAZ was awarded \$1.5M for engineering and design to relocate and construct a new ATCT; waiting on the agreement from FAA for grant execution.*
- iv. *Parallel TW for RY 17-35 / new terminal aircraft parking apron in the 2025 CIP for E&D; budgeted amount \$725000.*

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 minimal for new construction.*
- 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. *New John Deere zero-turn movers have arrived and are operational.*
- xvi. *Two FT Airport technician positions open; recent tech resignation. New funded FT admin position for 2023.*
- xv. *Budget approved for FY2023; airport authorized to purchase new security gates, GPU, towbar head attachments, and a third operations truck. New admin position approved. Also will proceed with constructing new dumpster pads.*

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

Board Chairman, Graham Hauptman, nominated Al Dowling for Vice-Chair. Motion second by Kurt Andersen with a unanimous vote to install Dowling as Vice-Chair.

8. Review final draft of the Rules & Regulations.

Airport Director informed Board that the Rules & Regulations are under review by a recently contracted legal consultant to review and offer comments/revisions. Consultant also reviewing the 'new' airport minimum standards before taking to council.

9. Discuss organizing a community outreach event.

Board discussed ideas for a community outreach event; a large scale event would be logistically impractical and agreed on a small intimate event focused on EDC, Council, and business leaders. Tentative date set for April 2023. Advisory Board sees opportunity to show how airport is doing and the impact the airport is playing for local economy.

10. Discuss rebranding the FBO.

Airport Director requested input on the Board's thoughts of rebranding the FBO with the objective of setting the FBO apart from the Airport, similar to Sugarland Regional Airport and Global Select. Board discussed potential vendors and the focus of branding. Board ultimately decided that proposal warrants further discussion. Agreed to discuss ideas for rebranding at the next Airport Advisory Board meeting in November.

11. New Business

12. Adjourn.

The next meeting will be held on 16 November 2022 at 5:30 pm New Braunfels National Airport conference room. The meeting was adjourned at 7:00 pm.

Dr. Robert Lee, AAE
Airport Director

Date