

AIRPORT ADVISORY BOARD MINUTES



A regular meeting of the AIRPORT ADVISORY BOARD was held on July 18, 2019, beginning at 5:30 p.m. at the Brenham Municipal Airport, 3001 Aviation Way, Brenham, Texas.

Members Present: Michele Bright, Bryan Butler, Janet Hess, Jon Hodde, Brent Nedbalek, Edwin Owens, Eddie Van Dyke and Mark Whitehead

Members Absent: Pat Elliott (excused absence)

Others Present: Lowell Ogle, Stephanie Doland, Kim Hodde, and Grant Meschewitz

Media Present: None

1. Call to Order: Chairman Jon Hodde called the meeting to order at 5:40 p.m.

2. Citizen/Visitor Comments:
There were no citizen/visitor comments.

3. Reports and Announcements
There were no reports or announcements.

CONSENT AGENDA

4. Review/Approval of Minutes from May 14, 2019 Meeting

A motion was made by Mark Whitehead and seconded by Michele Bright to approve the minutes from the May 14, 2019 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

Lowell Ogle asked that Item Number 5 be moved to the end of the meeting agenda. Therefore, Item number 6 was considered at this time.

- 6. Discussion and update on the following:**
- **Status of the Runway Hump/Bump Project**
 - **Status of possible location for additional Av-gas fuel tank (Aviators Plus)**
 - **Status of proposed FBO location/agreement (Aviators Plus)**

Runway Hump/Bump - Lowell Ogle has been in contact with Strand Associates. They have an agreement in place with TxDOT and they are moving ahead with the design. After talking with airport personnel and users, it has been determined that the winter months are probably the best time to make these repairs. Thanksgiving and Christmas may still be busy so the repair will likely be scheduled right after the first of the New Year. During construction, approximately 4,300 square feet of runway will remain open. The estimated construction time is 60 days. Even with bad weather days, this should ensure the project completion before spring.

Av-gas location/FBO location – The new drawing was just received this week; therefore, staff nor the Fire Department have reviewed it yet. Janet Hess asked if the proposed Av-gas location is where the wash rack/drain for airplane washing is located. Nobody knew for sure but Lowell stated that he would look at it and find out. Mark Whitehead stated that he would like a buffer between the lease area and fuel tanks, even if it were only 4 or 5 feet. Bryan Butler stated that he liked the idea of a buffer zone but he also likes someone paying for the ground space. There needs to be a call-out area for unobstructed access to ensure access to fuel tanks. The Av-gas tank layout has been designed and re-designed several times but this layout seems to fit the space and also provide separation from the existing fuel tanks.

Hangars at S End of Runway – One idea that has resurfaced is a layout for hangars at the south end of the runway. The layout from Strand Associates previously showed 60x80 hangars on the south end. The Board was amenable to having hangars located on the S end of the runway; however, due to its close proximity to the Airport entrance, several Board members commented that they need to be of like or similar colors to the existing airport hangars. Grant Meschewitz commented that 60x60 common-wall hangars with a 100' opening to the ramp space would be good.

7. **Discussion regarding any current issues regarding airport operations and future airport needs including, but not limited to, possible improvements or other development at the Brenham Municipal Airport (no action may be taken)**
- **Entrance project**
 - **Airport events**
 - **Quarterly reports**
 - **Airport Maintenance**

Discussions were held on the following:

- Entrance Project – Lowell Ogle stated that staff is working with Michele Bright to get this project underway. Michele said that this project will probably be done in stages such as putting up brick and signs, then adding the sprinkler system and landscaping. She said that she has some interested donors but that the plans have not yet been finalized for the project.

Lowell stated that the City and City Council is very proud and supportive of the Brenham Municipal Airport.

- **Airport Events** – Michele Bright stated that airport events will take volunteers to make them happen. She requested an email list of hangar operators/owners so that a questionnaire can be sent out asking what types of events we want at the Airport. Once this is known, we can proceed with looking for volunteers and getting some events scheduled. [Kim will email the hangar owner/operator email information to Michele B]

Possible events suggested to promote the Brenham Municipal Airport suggested were:

- Career Day
- Field trips
- B-17 (scheduled for the Fall)
- Pancake breakfasts/fly-ins
- Hangar gatherings – coffee and donuts/pizza and beer (just for socializing)
- Flour bombing
- Young Eagle EAA
- EAA/AOPA program for High Schools where the students assemble a plane

Lowell Ogle asked that Board members provide suggestions for events at the next couple of meetings.

- **Quarterly reports** – Board comments were that they would like to see quarterly income versus expense reports, operation counts – something with criteria that is measurable to compare over time. Currently we do not track operations. Lowell said that when this was brought up, he was thinking more along the lines of the Board and staff receiving reports such as the number of airport operations, types of aircraft, and fuel sale information for the quarter. Staff will try to see what can be done and bring this item back later.
- **Airport Maintenance** – Lowell Ogle stated that after October 1st, the City could start working on the drainage project(s) to try to get it fixed and maintainable as well as working on pavement maintenance.

Lowell Ogle reported that a mower and weed-eater has been purchased and placed at the Airport for City and volunteers to use. The equipment is stored in the east side of the storage area of the newer T-hangars. It was requested that the City provide a “Mowing Map” indicating the areas that need to be mowed. Perhaps, people can “adopt a spot” to mow if they desire.

Lowell said that the City has been trimming trees, filling in holes, etc. at the Airport to try to enhance the appearance. The unofficial “grass strip” is very rough. Some pilots are trying to smooth it out. The City’s standpoint is not to encourage the “grass-strip” as an official “strip”.

- The City is talking with TxDOT about possibly re-striping the runway when the bump/hump project is completed since they already have to re-stripe a portion of the runway. This funding will be 90/10, if approved. The ramp also needs to be slurried again.

- Lowell asked if the REIL lights were important to the pilots since he had been told that TxDOT has not been in favor of funding new REIL's. Board members commented that REIL lights are very helpful when shooting low instrument approaches and they would like to see the airport keep them. Lowell said that staff is looking into options to replace them with LED lighting.

5. Discussion and possible action regarding revisions to the Minimum Standards for the Brenham Municipal Airport

Lowell Ogle stated that a "draft" copy of the revised Airport Minimum Standards as well as the current minimum standards for FBO operators were emailed to all board members as well as included in this paper meeting packet. He told the Board that the current minimum standards for FBO Operators were adopted in 2005 and were based on a template of the minimums that TxDOT and the FAA would allow. They did not clearly define, explain, and/or address various items. It is recommended that they be reviewed and updated periodically to ensure that they are in line with current regulations and/or development at the airport.

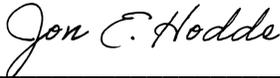
City staff has been working to develop a draft document for the board to review and provide input that protects the City, the Airport and all operators. The proposed document defines that an FBO will sell fuel and do line service and any of the other identified activities. An FBO will have a contract.

Other businesses and activities will fall into other categories and will be done by "permit" or authorization by the City of Brenham. Lowell reiterated that this is just a starting point for discussion, comments, and revisions. Several Board members stated that they have not had time to adequately review them yet. Mr. Ogle asked that the Board review the minimum standards document provide comments by email prior to the September AAB meeting. Edwin Owens stated that we need to make sure that we do not exclude home-built aircraft.

8. Adjourn

With no further business to discuss, a motion was made by Janet Hess and seconded by Bryan Butler to adjourn the meeting at 6:55 p.m.

The next Airport Advisory Board meeting will be tentatively scheduled for September 17, 2019.



 Airport Advisory Board

Jon Hodde
 Chairman

September 17, 2019
 Meeting Date



 Attest

Kim Hodde
 Staff Secretary

September 17, 2019
 Meeting Date