



AIRPORT ADVISORY BOARD MINUTES

A regular meeting of the AIRPORT ADVISORY BOARD was held on May 14, 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, and Mark Whitehead

Members Absent: Pat Elliott, Edwin Owens, and Eddie Van Dyke (excused absences)

Others Present: Lori Sanguedolce, Lowell Ogle, Kim Hodde, Jerry Webb, Al Miller, Glenn Miller, Glen Meschewitz, and Mark Denson

Media Present: None

1. Call to Order: Chairman Jon Hodde called the meeting to order at 5:35 p.m.

Chairman Hodde clarified to the Board and all those in attendance that citizen/visitor comments portion at the beginning of the meeting is for comments on any items NOT on the agenda. If a citizen has a comment about an item on the agenda, then the Chairman may recognize them and then they can speak for 2-3 minutes. No debating will be done but the comments will be heard.

2. Citizen/Visitor Comments:

Glen Miller asked about the rate survey that was done by staff. Lowell Ogle stated that the item is on the agenda so any questions can be addressed as that time.

3. Reports and Announcements

Lori Sanguedolce reported the following information to the Board:

- RFQ's for the Runway Bump/Hump project design phase have been received. The Consultant Selection Committee will be making a recommendation to TxDOT by the end of the week.

CONSENT AGENDA

4. Review/Approval of Minutes from February 12, 2019 Meeting

A motion was made by Michele Bright and seconded by Bryan Butler to approve the minutes from the February 12, 2019 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

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

Lowell Ogle distributed a “draft” copy of some Minimum Standards. 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. He asked that the Board review the minimum standards document provide comments either before or at the next AAB meeting in July.

6. Discussion and possible action regarding prevailing rates for:

- **Ground Space lease rates per square foot**
- **T-hangar monthly rental rates**
- **Hangar lease rates**

Lori Sanguedolce stated that staff contacted several airports, similar in size and operations to Brenham, to compare lease rates. The information was presented to the Board and a discussion was held. Michele Bright stated that she would rather have steady increases so that people can anticipate the increases rather than have a large jump at one time. Bryan Butler suggested that any increases be stipulated that it would be reviewed in a certain time frame and that increases would have a cap.

Glen Meschewitz stated that although Navasota’s rate says \$.03 per square foot per year, it is actually \$.03 per square foot per month or \$.36 per square foot per year. Kim Hodde noted the change. Several board members commented that although rates have never been raised and we do need to raise them, it should be something that is palatable. Janet Hess stated that the hangars with the “push” doors might need to be slightly cheaper than the ones with the electric doors. The Board suggested a \$.02 increase in the ground space lease rates with all rates being reviewed by the Board next year.

Lowell Ogle suggested that any rate changes not go into effect until January 1, 2020 to allow everyone time to be properly noticed of the increase.

A motion was made by Bryan Butler and seconded by Michele Bright to increase the T-hangar rental rates from \$250.00 per month to \$265.00 per month for the “push” doors and \$280.00 per month for the electric doors and to increase the ground space lease rate from \$.08 cents per square foot per year to \$.10 per square foot per year with the Board to review this rates next year. The motion carried unanimously.

Lori Sanguedolce stated that the last column for review is for tie-downs; however, the City does not collect the tie-down fees. The FBO collects the tie-downs. Currently, the tie-down rate is \$40.00 per month. Overnight stays are currently not charged. Mr. Butler suggested that at some point in the future, we may want to look at charging for overnight parking but waiving fee if fuel is purchased. A discussion was held regarding whether or not the City should collect those fees.

Lowell Ogle asked Chairman Hodde to move items 7, 8 and 9 to the end of the agenda; therefore, item number 10 was presented at this time.

10. Discuss 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**
- **Airport operations quarterly report**
- **Airport Advisory Board meeting schedule**

Discussions were held on the following:

- **Entrance Project** – Lowell Ogle stated that the Airport entrance needs to be updated. He thanked Michele Bright for volunteering to look at various options for updating the entrance as well as look at funding options. Michele Bright stated that she has gotten some drawings and ideas for cleaning up the entry area and adding landscaping, as well as updating the existing signage. She is working with a sign company and looking at various options. She stated that several people have offered to donate towards the project once we have some options. It was the consensus of the Board to move forward and they thanked Michele Bright for spearheading this project.
- **Airport Events** – 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)

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

- **Airport operations quarterly report** – Lowell Ogle asked the Board if they would like to get a quarterly report and, if so, what information should be included, i.e. airport operations for the period, etc. Some suggestions were made for fuel flowage information, financials for airport fund – income and expenses. Lowell asked the Board to think about what information they would like to see and it will be discussed at the next meeting.
- **Airport Advisory Board meeting schedule** – A suggestion was made to meet every other month instead of quarterly. Lowell reminded the Board that special meetings can be called if there is a need instead of waiting for the next regular meeting. Michele Bright suggested that the Board meet on the 3rd Tuesday of every odd month, beginning in July. The Board was in agreement.

- Bryan Butler stated that more people may volunteer to mow around the airport if there was a mower/lawn equipment available. Lowell Ogle stated that he would look into it.

Since items 7, 8 and pertain to Aviators Plus, Brent Nedbalek recused himself. He stated that Jerry Webb would be representing Aviators Plus for the remainder of the meeting. Janet Hess also recused herself for items 7, 8 and 9 due to a potential conflict of interest since S. Flyer is an FBO that sells fuel.

7. Discussion regarding a possible location for a Jet-A fuel tank on the existing lease area at 2901 Aviation Way

Brent Nedbalek stated that Aviators Plus would like to install a Jet-A fuel tank on the existing lease area at 2901 Aviation Way. He presented the location that he would like to install the Jet-A fuel tank. He stated that various options have been looked at that will provide area for an 18-wheeler to pull off the road so as not to impede the entrance road traffic. Brent further stated that for the past few years, he has wanted to put in a new FBO and provide other services for General Aviation and Corporate Aviation. In order to optimize the airport property, multiple locations have been looked at as possible locations for an additional Av-Gas fuel tank and an FBO building at the airport. Mr. Nedbalek stated that this is just a general concept and that Aviators Plus is working with the City of Brenham to make sure that the apron area is maximized to benefit both S. Flyer and Aviators Plus. He stated that his proposal is to have the Jet-A located down near his maintenance shop and have the AvGas and FBO building located near the existing fuel tank and terminal building.

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Chairman Hodde stated all required specifications would have to be met including barriers and screening, drainage, etc. Lowell stated that he is working with Aviators Plus on an FBO agreement as well. Approval of this item would allow Brent Nedbalek to install the fuel tanks but he would not be able to sell fuel to others until an FBO agreement is in place.

The Board indicated that they are amenable to the proposed location for Aviators Plus to install a Jet-A tank on the existing land lease at 2901 Aviation Way.

8. Discussion regarding a possible location for an additional Av-Gas fuel tank at the Brenham Municipal Airport

The City proposed a 15' separation from the existing fuel island since one tie down will be affected regardless. Bryan Butler suggested that the separation be maximized without losing another space. Bryan Butler stated that he would think hard about putting the fuel at this location. He feels that ultimately, fuel should not be located on the main ramp. Michele Bright concurred. Hopefully, the Airport Master Plan/Development Plan will provide some direction in the future for items such as this. The Board consensus was that this location is okay as long as the City is okay with it as well.

9. Discussion regarding a possible location for a proposed FBO at the Brenham Municipal Airport

With regards to the proposed location for the FBO building, it was noted that the access road has to remain available for the fuel trucks to be able to service the tanks and pull back out onto the entrance road. The City is still working with Aviators Plus regarding the exact location, parking, traffic-flow and ramp space. Lowell stated that everyone is working together to try and make it work for everyone so as not to negatively impact the current businesses and operations. However, a conceptual location is needed in order to proceed.

Glen Meschewitz stated that, as an outsider, he see possible congestion problems. He said that at other airports a lot of FBO's seem to position themselves so as not be in close vicinity to other FBO's. Michel Bright stated that in her experience, general aviation tend to taxi to the middle of the airport and buy fuel from the FBO located closest to the middle of the airport. Congestion will have to be managed with line service.

It was the consensus of the Board that the proposed location is doable.

11. Adjourn

With no further business to discuss, a motion was made by Bryan Butler and seconded by Michele Bright to adjourn the meeting at 7:21 p.m.

The next Airport Advisory Board meeting will be tentatively scheduled for July 16, 2019.

Jon Hodde
Airport Advisory Board

Jon Hodde
Chairman

July 18, 2019
Meeting Date

Kim Hodde
Attest

Kim Hodde
Staff Secretary

July 18, 2019
Meeting Date