

AIRPORT ADVISORY BOARD MINUTES



A regular meeting of the AIRPORT ADVISORY BOARD was held on September 17, 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, and Mark Whitehead

Members Absent: Eddie Van Dyke (excused absence), Pat Elliott

Others Present: Lowell Ogle, Kim Hodde, Ed Addicks and Molly Goff

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

Lowell Ogle told the Board that he is retiring from the City of Brenham. His last day will be October 4, 2019; however, he will be staying on in a consulting capacity for a while to continue maintaining the Airport.

CONSENT AGENDA

4. Review/Approval of Minutes from July 18, 2019 Meeting

A motion was made by Bryan Butler and seconded by Mark Whitehead to approve the minutes from the July 18, 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 proposed FBO location/agreement (Aviators Plus)**
 - **Additional hangar space at the south end of the runway**

Runway Hump/Bump - Lowell Ogle stated this project is on-track. The Preliminary Engineering Report (PER) has been submitted to TxDOT and is under review. Construction should start after the first of the year to minimize impact to the airport patrons/users. 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.

Proposed FBO Agreement (Aviators Plus) – A proposed FBO agreement with Aviators Plus (Brent Nedbalek) is scheduled to be considered by City Council at their regular meeting on September 19, 2019 at 1:00 pm.

Additional hangar space at the south end of the runway – The layout from Strand Associates previously showed 60x80 hangars on the south end; however, the departure surface went into effect about a year ago so there is not as much usable space. It appears that one (1) 100x100 hangar and possibly one (1) 60x60 hangar will fit. Interest has been shown for two (2) 100x100 hangars so Ed Addicks suggested that the City requested permission (via Form 7460) and see if the FAA will approve the request or possibly just require an obstruction light. Strand Associates will prepare the form 7460 and get it submitted on behalf of the City of Brenham.

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 Maintenance**
 - **LOI – Lighting Project**
 - **Based Aircraft Inventory**
 - **Expanded ramp space on the south end**

Discussions were held on the following:

- **Entrance Project** – Email addresses of the airport tenants have been provided to Michele Bright. After October 1, 2019, efforts for the entrance beautification will be ramped up. This will be a public/private partnership. Lowell Ogle will get with Michele Bright regarding some of the options.
- **Airport Maintenance** – After October 1, 2019, the City can start some of the maintenance items that have been identified:
 1. **Pavement maintenance** – Lowell Ogle has a map of areas that need attention:
 - North end area

- South end area
- Taxi-lane between the corporate/box hangars
- Main ramp area
- Area between Brent and A.J.'s hangars
- Area by the blue hangars

2. Drainage

- North end
- Finish rip-rap at south end
- Drainage behind Brent's hangar (possibly move it across the road)

- **LOI – Lighting Project** – Staff is in the process of sending a Letter of Interest to TxDOT to get on the Capital Improvement Project (CIP) list for a lighting project to replace/upgrade the PAPI's, REIL's, and MIRL's.
- **Based Aircraft Inventory** – The City received notice that our based aircraft inventory needs to be update annually. It is imperative that it be done before the November deadline since the FAA will be using the based aircraft information this year to classify/reclassify the “role” of each airport. The role is used to determine eligibility for funding. Kim Hodde will be sending all hangar owners/tenants a form to be completed and sent back to get an inventory of based aircraft for Brenham. You can also update your phone and/or email on the form. Please pay urgent attention to this matter.
- **Expanded ramp space on the south end** – Lowell Ogle stated that Brent Nedbalek has offered to pay to have an additional 25' long x 50' wide ramp space constructed on the south end as an extension of the existing ramp. The Board was in favor of this proposal.
- A comment was made that the City needs to start looking at an access road to the N end, especially if development starts occurring on the north end.
- A comment was made that the AWOS might have to be moved to the other side of the runway. Ed Addicks commented that relocation of the AWOS would be probably cost about \$125,000 but there would be minimal cost to raise it to 40'. The City is beginning to look at options.

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

Since City staff have not received any feedback or comments on the “draft” copy of the revised Airport Minimum Standards what was emailed to all board members as well as included in this paper meeting packet, we will start discussing them section by section. Lowell Ogle stated that one of the main reasons for these revised minimum standards is to clear up the difference between and FBO and a SASO, etc.

Review of Section 1:

All Members in attendance were okay with the wording for Section 1, Items 1 through 9.

10. Discussed and wording is okay as listed.
11. Lowell explained that complaints will go to the City Manager and he can forward to the appropriate person. The Board is okay with this.
12. Okay as written.
13. The key word is no permanent living quarters.
14. Correct spelling error in 15 (B) to may instead of many; otherwise, wording okay.

The Board had no objection or changes to item numbers 15 through 17 of Section 1.

Lowell stated that Section 4 is still under review by the City Attorney. Kim Hodde suggested that the Board review and discuss a couple of the sections as the next meeting as well. Bryan Butler stated that the sections are not long so he asked that the Board members review all sections, except section 4, (Sections 1, 2, 3, 5 & 6) prior to the next meeting, email any comments to Kim Hodde and be ready to discuss at the November meeting.

Bryan Butler stated that he would draft some revised wording for Section 5, item number 3 and email it.

8. Adjourn

With no further business to discuss, a motion was made by Bryan Butler and seconded by Michele Bright to adjourn the meeting at 6:50 p.m.

The next Airport Advisory Board meeting will be tentatively scheduled for November 19, 2019.



Airport Advisory Board

Jon Hodde
Chairman

November 19, 2019
Meeting Date



Attest

Kim Hodde
Staff Secretary

November 19, 2019
Meeting Date