



**NOTICE OF A SPECIAL MEETING
AIRPORT ADVISORY BOARD
TUESDAY, FEBRUARY 12 AT 5:30 P.M.
BRENHAM MUNICIPAL AIRPORT
3001 AVIATION WAY
BRENHAM, TEXAS**

- 1. Call Meeting to Order**
- 2. Citizen/Visitor Comments**
- 3. Reports and Announcements**

CONSENT AGENDA

4. Statutory Consent Agenda

The Statutory Consent Agenda includes non-controversial and routine items that the Commission may act on with one single vote. A Commissioner may pull any item from the Consent Agenda in order that the Commission discuss and act upon it individually as part of the Regular Agenda.

4-a Minutes from the December 18, 2018 Airport Advisory Board Meeting

REGULAR AGENDA

- 5. Election of a Chair and Vice Chair for Airport Advisory Board for 2019**
- 6. Appointment of Two (2) Airport Advisory Board Members to Serve on the Consultant Selection Committee for TxDOT Grant No. 1917BRENM**
- 7. Discuss and Possibly Act upon a request to increase the lease area for the existing hangar located at 2901 Aviation Way to 45,846 square feet (Nedbalek)**
- 8. Adjourn**

CERTIFICATION

I certify that a copy of the February 12, 2019, agenda of items to be considered by the Airport Advisory Board was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on February 6, 2019, at _____am/ pm.

Kim L. Hodde
Planning Technician/Airport Coordinator

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that the attached notice and agenda of items to be considered by the City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 2019 at _____ am/pm.

Signature

Title



AIRPORT ADVISORY BOARD MINUTES

A meeting of the AIRPORT ADVISORY BOARD was held on December 18, 2018, beginning at 5:30 p.m. at the Brenham Municipal Airport, 3001 Aviation Way, Brenham, Texas.

Members Present: Michele Bright, Bryan Butler, Pat Elliott, Janet Hess, Jon Hodde, Brent Nedbalek, Mark Whitehead

Members Absent: Jerry LeGard and Eddie Van Dyke

Others Present: Lori Sanguedolce, Lowell Ogle, Kim Hodde, Ed Addicks, Molly Goff, Jerry Webb, John Startz, Al Miller, Glen Miller, and Mark Denson

Media Present: None

1. Call to Order: Vice Chairman Jon Hodde called the meeting to order at 5:32 p.m.

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

3. Reports and Announcements

Lori Sanguedolce reported the following information to the Board:

- The new generator has been installed, tested and is operational.
- The 1st meeting of the CPAC (Comprehensive Plan Advisory Committee) was held on December 6, 2018. Michele Bright represented the Airport Advisory Board.
- Lots of in hangar construction – (1) wants to build a 100'x120' on the north end (will be on a future agenda), a 60'x60' hangar (Mr. Doak who – on tonight's agenda) next to John Schaer's hangar, and a 60'x80' hangar next to the Doak Hangar location.
- The Reil lights were repaired in November
- Leases and rates will be discussed at a future meeting.

CONSENT AGENDA

4. Review/Approval of Minutes from June 25, 2018 Meeting

A motion was made by Janet Hess and seconded by Michele Bright to approve the minutes from the June 25, 2018 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

5. Discuss and Update on Aviation Grants

a. FAA Supplemental Discretionary Grant Funding

Lori Sanguedolce reported that the FAA announced supplemental discretionary grant funding was available in July 2018. The City contacted TxDOT Aviation to discuss the various grant opportunities for the Brenham Municipal Airport. TxDOT advised that even though Brenham is not a priority candidate, we should apply for consideration. On August 7, 2018, the City of Brenham submitted the initial request for the following projects:

- North Hangar Access Taxiway Drainage Correction
- New Medium Intensity Runway Light (MIRL)/Wind Cone Lighting System
- Water/Fire Suppression System.

On October 29, 2018, the City submitted additional grant forms/information as requested by TxDOT Aviation. The City is waiting on a response regarding the grant submission.

b. Runway Bump/Hump Repair Project

Lori Sanguedolce stated that a letter of interest (LOI) was submitted to TxDOT on April 20, 2018 requesting funding for the runway bump/hump repair and preparation of an Airport Master Plan. TxDOT has drafted the FY 2019 Airport Capital Improvement Plan (ACIP) and has included this project for funding. Non-Primary Entitlement (NPE) funds for fiscal years 2016, 2017, and 2018 will be utilized for the runway repair project. The estimated cost for this project is \$435,000 with the City of Brenham's share being approximately \$43,500.

A resolution in support of the design, partial reconstruction/rehabilitation, contingency, and construction administration was approved by City Council on December 13, 2018. The project will be considered by the Transportation Commission at their February 2019 meeting.

c. Airport Master Plan Project

Lori Sanguedolce stated that A letter of interest (LOI) was submitted to TxDOT on April 20, 2018 requesting funding for the runway bump/hump repair and preparation of an Airport Master Plan. TxDOT has drafted the FY 2019 Airport Capital Improvement Plan (ACIP) and has included this project for funding.

Whatever 2018 Non-Primary Entitlement (NPE) funds are remaining after the runway repair project has been completed will be applied to the Airport Master Plan project. The remaining funds will come from the 2019 NPE funds. We are awaiting TxDOT Aviation's recommendation to be taken to the Transportation Commission. The estimated cost for the Airport Master Plan is \$225,000.

TxDOT will go through the actual procurement process including issuance of Request for Qualifications (RFQ's).

6. Discuss and Possibly Act Upon a request to lease land located at 3405 Aviation Way for construction of a 60x60 hangar (Riga Aviation/Rick Doak)

Lori Sanguedolce stated that the City of Brenham received a request for construction of a 60'x60' hangar at 3405 Aviation Way (next to the Schaer hangar located at 3407 Aviation Way) from Riga Aviation/Rick Doak. Mr. Doak has sign a ground-space lease agreement but needs to get a metes and bounds survey of the proposed lease area to go along with the hangar lease agreement; however, he wanted to get the Airport Advisory Board's approval before proceeding. Staff has no issue with the proposed hangar location since this area was proposed for 60'x60' hangars.

Brent Nedbalek asked if the drainage is going to be looked at since the new hangar is adding more rainwater to the drainage behind it. Ms. Sanguedolce replied that the drainage swale that Mr. Schaer installed would remain. Any new hangar construction would have to maintain positive drainage.

A motion was made by Bryan Butler and seconded by Brent Nedbalek to approve the request from Riga Aviation/Rick Doak for construction of a 60'x60' hangar at 3405 Aviation Way. The motion carried unanimously.

7. Discuss and Possibly Act Upon a request for a 15' expansion of the existing hangar located at 2901 Aviation Way (Foyt/Nedbalek)

Lori Sanguedolce stated that the City received a request from Brent Nedbalek for a 15' expansion to the rear (south) of the existing hangar located at 2901 Aviation Way. This expansion will increase the lease area and include improvements that are currently not included in the existing lease agreement.

Currently, the existing lease is with Mr. A.J. Foyt; however, Brent Nedbalek has purchased this hangar from Mr. Foyt so the City will be issuing a new lease agreement with Mr. Nedbalek once the revised lease area has been determined. There are drainage and utilities in the area, but this expansion should not negatively impact the drainage or the utilities.

Janet Hess asked how this will impact the driveway for the hangar to the west of this hangar. The hangar at 2903 Aviation Way had indicated that they might like to put in a driveway to access their hangar. This expansion should not have an impact on their ability to access their hangar.

A motion was made by Bryan Butler and seconded by Mark Whitehead to approve a 15' expansion to the south side of the hangar located at 2901 Aviation Way, as presented. The motion carried unanimously.

8. Discuss and Possibly Act Upon a Request to lease land located between the apron-plane parking/former terminal building/fuel farm and Aviation Way (entrance road) for construction of a hangar, office space, and related parking (Brent Nedbalek)

Lori Sanguedolce stated that the City received a request from Brent Nedbalek for construction of a 125'x100' hangar with additional office space and related parking, approximately 350'x150' area. The proposed location for this new hangar is between the apron-plane parking/former terminal building (Ron's mechanic shop/fuel farm and Aviation Way (the entrance road).

Staff expressed the following concerns regarding the proposed location for hangar/office construction:

1. The location of the hangar and office would eliminate or restrict the City's ability to expand the apron area. Currently, the only direction to expand the apron is to the east. This area was called out on the 2005 Airport Master Plan as "apron expansion".
2. The proposed hangar is designed for larger aircraft and this would eliminate at least 10 existing tie-down locations on the apron.
3. The location of the building also cuts off the access for the fueling trucks to refuel the existing and potential fuel storage tanks.

The City is in the process of getting an updated Airport Master Plan prepared which will help determine the best and highest use of the airport property. It will also help identify the location for future FBO's and other potential companies that could operate at the airport, including the best locations for hangars.

Brent Nedbalek introduced Jerry Webb, who is an architect and a pilot, and stated that they want to work with the City to provide services to the corporate and general aviation. He stated that he has been working on this project for over a year. The first proposed location did not work so he studied the airport and came up with this new proposed location. Mr. Webb stated that this is a great opportunity that many airports would love to have since corporate aviation brings so much into a community.

Brent Nedbalek stated that he is very serious about this proposal. He owns a charter service and wants to bring more charters to be able to provide more flight opportunities. He stated that he currently has charter locations at Austin Executive and Easterwood. He is very passionate about aviation and wants to spend his money at this airport to enhance it. This would benefit corporate aviation, the airport, the community as well as general aviation. He stated that he understands that the funds are not currently available for the Master Plan but that should not hold him up another 2 years. He asked the City to help him figure out a way to make this work.

A discussion was held and the following comments were given:

- Mark Whitehead stated that this is a big investment. He asked Brent Nedbalek if he saw the growth of the Brenham Municipal Airport as being able to sustain it. Mr. Nedbalek replied that he was willing to take the risk.
- Bryan Butler stated according to the drawing from the 2005 Master Plan, it does not appear that we have followed it one hundred percent. Lori Sanguedolce stated that we follow the plan as closely as possible; however, some deviations are necessary.
- Michele Bright asked if the consultant working with the Comprehensive Plan, Kendig Keast Collaborative (KKC) is involved in Airport Planning. Lori Sanguedolce replied that KKC does planning but not aviation planning.
- Brent Nedbalek presented renderings of his proposed project, including an alternate layout for his proposed new hangar that was not previously submitted to the City.
- Brent Nedbalek suggested that the fuel tanks could be moved for additional apron expansion.

- Molly Goff, from Strand Associates, stated that Strand Associates (formerly O’Malley Engineers) has worked with the Brenham Municipal Airport for many years and they agree that this proposed location is in conflict with the future apron growth.
- Bryan Butler suggested that the pond could be filled-in to provide additional apron area.
- Brent Nedbalek stated that he is an aviation business not a business owner that owns an aircraft. He stated the he has invested lots of money and that he is getting very frustrated.
- Lori Sanguedolce stated that the City is willing to work with Brent Nedbalek to see what options are available.
- Lowell Ogle stated that the City is in favor of growth but also has the obligation to voice concerns due to the Master Plan. He stated that the City is willing to sit down and talk about this and that the engineers need to look into this further to see what options/scenarios are available. He further stated that we don’t have to wait 3 months to have another meeting. A meeting can be called when there is information to discuss and act upon.
- Jon Hodde recommended that the City look for options and work with Brent Nedbalek to find an amenable location.
- Ed Addicks stated that we have an awesome opportunity that we want to jump on; however, we have to make sure that step “A” does not negatively impact steps “B-Z”. It is not prudent to make a decision tonight since there are too many questions that need answers.

A motion was made by Michele Bright and seconded by Mark Whitehead to table this item while Brent Nedbalek and the City of Brenham work together to find an amenable location. The motion carried unanimously.

Brent Nedbalek thanked Lowell Ogle for his interest in the airport and for wanting to see it grow.

9. Adjourn

With no further business to discuss, Vice Chairman Hodde adjourned the meeting at 6:45 p.m.

The next Airport Advisory Board meeting has been tentatively scheduled for March 19, 2019.

Airport Advisory Board

Jon Hodde
Vice Chairman

February 12, 2019
Meeting Date

Attest

Kim Hodde
Staff Secretary

February 12, 2019
Meeting Date



CONSULTANT SELECTION COMMITTEE

The project implementation meeting for TxDOT Grant Number 1917BRENM (Runway bump/hump project) was held in Austin with TxDOT Aviation Division staff on January 24, 2019. TxDOT will submit the request for qualifications (RFQ's) in March 2019. These RFQ's will be due back to TxDOT in May 2019 and will then be sent out to the Consultant Selection Committee who will be charged with reviewing the RFQ's, scoring them, and making a selection of a consultant for the project.

Two people from the Airport Advisory Board will serve on this committee.

HANGAR EXPANSION/LEASE AREA – BRENT NEDBALEK – 2901 AVIATION WAY

At the December 18, 2018 meeting, the Airport Advisory Board approved a request from Brent Nedbalek for a 15' expansion to the rear (south) of the existing hangar located at 2901 Aviation Way. This expansion would increase the lease area and include improvements that are currently not included in the existing lease agreement. There are drainage and utilities within the area, but this expansion should not negatively impact the drainage or the utilities.

Mr. Nedbalek has requested to expand the lease area to include a larger area to the rear (south) of his existing hangar and the hangar located at 2805 Aviation Way, see attached Survey for proposed lease area.

Aerial View:



Proposed New Lease Area:

