



**NOTICE OF A SPECIAL WORKSHOP MEETING
AIRPORT ADVISORY BOARD
MONDAY, JULY 19, 2021 AT 4:00 P.M.
SECOND FLOOR CITY HALL BUILDING
CONFERENCE ROOM 2-A
200 W. VULCAN STREET
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 June 29, 2021 Airport Advisory Board Meeting and Workshop

WORKSHOP AGENDA

- 5. Discussion to define the goals, objectives and to establish a Mission Statement for the Airport Advisory Board and the Brenham Municipal Airport, including any current airport operational and future airport needs. No action may be taken.**
- 6. Adjourn**

CERTIFICATION

I certify that a copy of the July 19, 2021 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 July 13, 2021 at 3:00 pm.

Kim Hodde

Kim 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 Airport Advisory Board was removed by me from the City Hall bulletin board on the _____ day of _____, 2021 at _____ am/pm.

Signature

Title



AIRPORT ADVISORY BOARD MINUTES

The meeting minutes herein are a summarization of meeting procedures, not a verbatim transcription.

A special meeting and workshop of the AIRPORT ADVISORY BOARD was held on June 29, 2021, beginning at 4:00 p.m. in the 2nd Floor Conference Room of City Hall.

Members Present: Jon Hodde (Chairman), Michele Bright, Josiah Jameson, Edwin Owens, Mark Whitehead, and Brent Nedbalek (ex-officio member)

Members Absent: Lynwood Kindt and Grant Meschewitz

Others Present: J. Shane Howard (Burditt Consulting, LLC), Stephanie Doland, and Kim Hodde

Media Present: Alyssa Faykus (Brenham Banner Press)

1. Call to Order:

Chairman Jon Hodde called the meeting to order at 4:03 p.m.

2. Citizen/Visitor Comments:

There were no citizen/visitor comments.

3. Reports and Announcements

Stephanie Doland reported that the grass landing strip memo that was previously sent to the Airport Advisory Board members will be emailed to all of the airport users (the users that the City has contact information for) later this week.

CONSENT AGENDA

4. Review and Approval of Minutes

4-a. Minutes from March 16, 2021, Airport Advisory Board Meeting

4-b. Minutes from the June 14, 2021, Airport Advisory Board Workshop Meeting

Chairman Hodde asked for any corrections to the minutes as presented.

A motion was made by Ed Owens and seconded by Josiah Jameson to approve the minutes from the March 16, 2021, meeting, as presented. The motion carried unanimously.

Josiah Jameson noted that the “others present” in the June 14, 2021 meeting minutes is incorrect. Kim Hodde stated that the official minutes would be corrected to reflect J. Shane Howard as the only name listed in the “others present” section. A motion was made by Mark Whitehead and seconded by Josiah Jameson to approve the minutes from the June 14, 2021 meeting, as corrected. The motion carried unanimously.

REGULAR AGENDA

5. Discussion and update on the following:

Mr. Nedbalek submitted a conceptual drawing and requested approval of a proposed 65'x175' extension of the existing taxiway west of and adjacent to the hangar located at 2805 Aviation Way. The extension will connect to the taxiway located in front of 2901 and 2903 Aviation Way to provide better and more efficient access to Aviators Plus customers. If approved by the Airport Advisory Board, a formal lease agreement and site survey would be taken to City Council for their consideration.

In response to questions from Airport Advisory Board Members, Brent Nedbalek clarified the following:

- The proposed apron expansion is proposed to be concrete.
- The taxiway will be used for thru traffic, traffic flow and / or aircraft parking.
- Services fees are likely to be assessed for use of this apron expansion by Aviators Plus customers, including parking, tie-downs, and other service fees as previously discussed by the Board.
- This would be a private apron space rather than a public apron similar to the areas leased as apron space in front of hangars.

In response to questions from Airport Advisory Board Members, City Staff clarified the following:

- The lease rate will be the City's standard ground space lease rate of \$.10 per square foot per year.
- Aviators Plus would be responsible for the maintenance of the proposed apron expansion.
- The ability to assess any fees would need to be further evaluated based on the existing Fixed Base Operator (FBO) agreement and the standard ground space lease agreement template.

A motion was made by Josiah Jameson to table this item until additional information with regard to assessment of any service fees can be obtained by the City of Brenham and the Airport Advisory Board. The motion died for lack of a second.

A motion was made by Michele Bright and seconded by Mark Whitehead to approve the proposed area for the conceptual private apron expansion and to direct staff to work with Aviators Plus / Brent Nedbalek to finalize the details. The motion was approved with a 4-1 vote with Mr. Jameson casting the vote against the motion.

WORKSHOP AGENDA

6. Discussion to define the goals, objectives and to establish a Mission Statement for the Airport Advisory Board and the Brenham Municipal Airport, including any current airport operational and future airport needs. No action may be taken.

Shane Howard reviewed the comments and discussion held at the last meeting. Mr. Howard further discussed the Customer Segments and Gain/Pain Points, and Customer Relationships including the following:

CUSTOMER SEGEMENTS AND GAIN/PAIN POINTS:

- General Aviation
 - Aircraft Storage
 - Good Hangars
 - Good, competitive rent
 - Service & Infrastructure
 - Fuel
 - Maintenance
 - Avionics (lacking)
- Corporate
 - Same as GA
 - Ease of Access
 - Developable Land
 - Support
- FBO
 - More Landings
 - More Pilots
 - Fuel Sales
 - Restaurant Sales
- Public
 - Entertainment
 - Economic Perception
 - Restaurant
- City
 - Sound Information
 - Education
 - Confidence

CUSTOMER RELATIONSHIPS

- General Aviation
 - Self-Serve
 - FBO
 - Support Services
- Corporate
 - FBO
 - Ramp Presence
 - Support Services
 - Development Support
- FBO
 - Mutual Communication
 - Perception of Support
 - Responsiveness
- Public
 - Entertainment
 - Restaurant
- City
 - Communication
 - Coherence and Clarity
 - Confidence in Airport Partners

Mr. Howard and the Board also discussed the Key Resources for the Brenham Municipal Airport such as land, ramp space, location, City-downtown, on-field maintenance, Aviation Community, Radar, AWOS, Airport Advisory Board as well as the Key Partnerships such as FBO, Restaurant, FAA, City, and TxDOT.

Value Propositions for the Airport were discussed including the following:

- General Aviation
 - Ample, clean, affordable hangar space
 - Accessible, easy to use self service facilities
 - First Class FBO service
- Corporate
 - First Class FBO service
 - Responsive and efficient support
- FBO
 - Promotion and Branding of the Airport
 - Transparent and mutual communication with the City
 - Support and mutual communication with the Airport Advisory Board
 - Development of a more active and vibrant aviation community
- Public
 - Reasons to visit the Airport
 - Reasons to support the Airport
- City
 - Accountability and mutual communication with the Airport Advisory Board

Mr. Howard and the Board discussed Key Activities such as What should we be doing?

- Identify what we need to do to fulfill the value proposition.
- These are the things we need to do. These are the things our partners need to do.

Prior to the next workshop meeting, the Board was asked to do the following:

- Identify five (5) Goals within the context of all that has been discussed with the focus on Key Activities.

Key Activities + Goals = Mission Statement.

The next workshop is scheduled for July 19, 2021, at 4:00 pm to revisit the findings from today's workshop and to draft and refine a Mission Statement for the Airport Advisory Board.

6. Adjourn

A motion was made by Ed Owens and seconded by Michele Bright to adjourn the meeting at 6:13 pm.

Airport Advisory Board

Jon Hodde
Chairman

July 19, 2021
Meeting Date

Attest

Kim Hodde
Staff Secretary

July 19, 2021
Meeting Date