



## AIRPORT ADVISORY BOARD MINUTES

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A special meeting of the AIRPORT ADVISORY BOARD was held on February 12, 2019, 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, Edwin Owens, Eddie Van Dyke, and Mark Whitehead

Members Absent: Brent Nedbalek

Others Present: Lori Sanguedolce, Stephanie Doland, Lowell Ogle, Kim Hodde,

Media Present: None

1. **Call to Order:** Vice Chairman Jon Hodde called the meeting to order at 5:33 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:

- Introduction of Edwin Owens as the newest Airport Advisory Board Member who replaced Jerry LeGard, who resigned in December 2018.
- Staff has received an FBO proposal that will be presented to the Board at the March meeting.

Lowell Ogle reported the following information to the Board:

- Staff is getting quotes for runway and taxiway marking.
- Staff is surveying various airports regarding leases and rates and will present the information at the March meeting for review and comments.
- Working on a draft of Minimum Standards for the Airport. A draft will be sent out to the Board Members in a couple weeks for review. A discussion will be held at the March meeting. Some of the activities currently identified as FBO activities will be proposed as aviation activities rather than as FBO.

### CONSENT AGENDA

4. **Review/Approval of Minutes from December 18, 2018 Meeting**

A motion was made by Janet Hess and seconded by Mark Whitehead to approve the minutes from the December 18, 2018 meeting, as presented. The motion carried unanimously.

## **REGULAR AGENDA**

### **5. Election of a Chair and Vice Chair for the Airport Advisory Board for 2019**

A motion was made by Mark Whitehead and seconded by Bryan Butler to elect Jon Hodde as Chairman for 2019. There were no other nominations for Chair. The motion carried unanimously.

A motion was made by Janet Hess and seconded by Pat Elliott to elect Mark Whitehead as Vice Chairman for 2019. There were no other nominations for Vice Chair. The motion carried unanimously.

### **6. Appointment of Two (2) Airport Advisory Board Members to Serve on the Consultant Selection Committee for TxDOT Grant No. 1917BRENM**

Lori Sanguedolce stated that the project implementation meeting for TxDOT Grant No. 1917 BRENM (runway bump/hump project) was held in Austin with TxDOT Aviation 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 then will be sent out to the Consultant Selection Committee who will be charged with reviewing the RFQ's, scoring them, and making a recommendation for selection of a consultant for the project. Two people from the Airport Advisory Board will serve on this consultant selection committee. Chairman Hodde asked for any volunteers. Bryan Butler and Michele Bright volunteered to serve in this capacity. There were no other volunteers.

A motion was made by Pat Elliott and seconded by Mark Whitehead to appoint Bryan Butler and Michele Bright to serve on the Consultant Selection Committee for TxDOT Grant No. 1917BRENM. The motion carried unanimously.

### **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)**

Lori Sanguedolce stated at the December 18, 2018 meeting, the Airport Advisory Board meeting approved a request from Brent Nedbalek for a 15' expansion to the rear (south) of the existing hangar located at 2901 Aviation Way. Brent would now like to do a 20' expansion and has requested a larger lease area. There were improvements that were not included in the prior lease area. This expansion will increase the lease area and include improvements that are currently not included in the existing lease agreement. Mr. Nedbalek has requested to expand the lease area to include a larger area to the rear (south) of his existing hangar. This is also the area to the east of the hangar located at 2805 Aviation Way. The new proposed lease area is 45,846 square feet (1.052 acres).

Ms. Sanguedolce stated after the packets were sent out, the City received a request from the hangar owner at 2903 Aviation Way requesting driveway access across a portion of Mr. Nedbalek's proposed lease area. Ms. Sanguedolce stated that she proposed a possible option but suggested that he contact Mr. Nedbalek and Mr. Foyt to discuss options.

The Board reviewed the request and discussed a couple potential options. Chairman Hodde suggested that the Board approve something that will not hold up Mr. Nedbalek's expansion. The Board concurred.

A motion was made by Bryan Butler and seconded by Michele Bright to approve the expanded lease area (45,846 square feet) for the hangar located at 2901 Aviation Way (Aviators Plus – Brent Nedbalek), as presented, with the understanding that the City will continue to work with the hangar owners to address the access issues. The motion carried unanimously.

**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 6:03 p.m.

*The next Airport Advisory Board meeting was tentatively scheduled for March 19, 2019.*

*Jon E. Hodde*  
Airport Advisory Board

Jon Hodde  
Chairman

May 14, 2019  
Meeting Date

*Kim Hodde*  
Attest

Kim Hodde  
Staff Secretary

May 14, 2019  
Meeting Date