

AIRPORT ADVISORY BOARD MINUTES



A regular meeting of the AIRPORT ADVISORY BOARD was held on November 19, 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: Eddie Van Dyke (excused), Pat Elliott (excused), and Edwin Owens (excused)

Others Present: Lowell Ogle, Stephanie Doland, and Kim Hodde

Media Present: None

1. Call to Order:

Chairman Jon Hodde called the meeting to order at 5:41 p.m.

2. Citizen/Visitor Comments:

There were no citizen/visitor comments.

3. Reports and Announcements

Kim Hodde stated that the City of Brenham is trying to get the signage for all city-owned facilities to be uniform. She stated that the City will be replacing the entrance sign and will continue to work with Michele Bright and her committee on beautification of the entrance. The sign will be an 8'x4' sign with brick/stone columns. Ms. Hodde showed the Board two possible sign options. It was the consensus of the Board to go with the option "A" rendering. A copy of the sign options is on file with the Development Services Department.

CONSENT AGENDA

4. Review/Approval of Minutes from September 17, 2019 Meeting

A motion was made by Bryan Butler and seconded by Michele Bright to approve the minutes from the September 17, 2019 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

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

Section 1 of the draft minimum standards and revisions offered at the last Airport Advisory Board meeting was reviewed. Since City staff did not receive any feedback or comments on Sections 2-4 prior to the meeting, they were reviewed section by section. Lowell Ogle reiterated that one of the main reasons for these revised minimum standards is to clear up the difference between and FBO and a SASO.

Review of Section 2:

All Members in attendance were in agreement with the Section 2 wording as presented .

Review of Section 3:

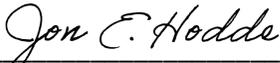
2. Remove the last line "Truck to truck fuel transfer is not permitted on the Airport".
3. (B)(2)(a). Add "In accordance with the adopted City standards" to the beginning of the first sentence. Change the word ordinance to Code. *Have the Fire Marshall review this section and provide input.*
3. (B)(2)(b). Change 500 gallons to 300 gallons.
3. (B)(3)(d). Change the wording to "The FBO shall maintain the tools and necessary supplies for the servicing of aircraft types expected to use the Airport" rather than listing exactly what items need to be provided.
3. (B)(4)(c). Reword the sentence to read " A pilot and passenger lounge with restrooms, water and/or coffee or other drinks, that may be provided complimentary or for sale.
3. (B)(4)(d). Remove this item.
3. (E)(1). Remove the).
5. (A). Remove this sentence requiring a minimum of 100 SF of office space
5. (B). Add "(If selling more than two (2) aircraft per year.)
6. (C). Remove the word only from the first sentence then add "unless the activity needs to be done outside of a hangar".
7. (A). Remove this section.
9. (C). Add "unless this activity needs to be done outside of a hangar".
10. (C). Remove this section.
12. (B). Remove this section.
13. (C). Remove this section.
14. (C). Change Material safety data sheets (MSDS) to Safety Data Sheets (SDS).
15. (B). Add "when feasible" to this section.

Lowell stated that Section 4 is still under review by the City Attorney.

The Board was asked to review Sections 5 and 6 as well as Appendix A and Appendix B, provide comments prior to the next meeting and be ready to discuss the comments at the meeting.

6. 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.



Airport Advisory Board

Jon Hodde
Chairman

May 19, 2020
Meeting Date



Attest

Kim Hodde
Staff Secretary

May 19, 2020
Meeting Date