

AIRPORT ADVISORY BOARD MINUTES



A regular meeting of the AIRPORT ADVISORY BOARD was held on May 19, 2020, beginning at 5:30 p.m. at the Brenham Municipal Airport, 3001 Aviation Way, Brenham, Texas.

Members Present: Jon Hodde (Chairman), Michele Bright, Bryan Butler, Janet Hess, Lynwood Kindt, Brent Nedbalek, and Mark Whitehead

Members Absent: Eddie Van Dyke and Edwin Owens (excused)

Others Present: Donald Reese, Stephanie Doland, Kim Hodde, Molly Goff (Strand Associates), Kelly Jameson, and Josiah Jameson

Media Present: Alyssa Faykus (Brenham Banner Press)

1. Call to Order:

Chairman Jon Hodde called the meeting to order at 5:32 p.m.

2. Citizen/Visitor Comments:

There were no citizen/visitor comments.

3. Reports and Announcements

Donald Reese was introduced to the Board. He is the Assistant City Manager – Public Services / Utilities for the City of Brenham. The Airport falls under his leadership. Lynwood Kindt was introduced as the newest member of the Airport Advisory Board. He replaces Pat Elliott.

CONSENT AGENDA

4. Review/Approval of Minutes from November 19, 2019 Meeting

A motion was made by Bryan Butler and seconded by Michele Bright to approve the minutes from the November 19, 2019 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

5. Election of a Chair and Vice Chair for the Airport Advisory Board for 2020

A motion was made by Bryan Butler and seconded by Michele Bright to elect Jon Hodde as Chair of the Airport Advisory Board for 2020. The motion carried unanimously.

A motion was made by Janet Hess and seconded by Bryan Butler to elect Mark Whitehead as Vice Chair of the Airport Advisory Board for 2020. The motion carried unanimously.

6. **Discussion and status update on the following: (See agenda packet for staff memorandum concerning each item below.)**
- a) **Runway Lighting Project**
 - b) **Proposed FBO location for Aviators Plus**
 - c) **Ground space lease agreement with Aviators Plus for an AvGas Fuel Farm**
 - d) **Form FAA 7460-1 (Notice of Proposed Construction or Alteration) submitted for additional hangar space at the south end of the runway**
 - e) **Runway Hump/Bump Project**
 - f) **Airport Pavement Maintenance**
 - g) **Development procedures**

6-b. Lynwood Kindt asked how the proposed building would affect accessibility to the fuel pumps. Brent Nedbalek stated that the building stops at the pavement. He further stated that this site has been previously approved, the site has been surveyed and previous staff was okay with it. Donald Reese clarified that this location has been discussed with the Airport Advisory Board but there was no formal approval, nor has it been approved by City Council. He stated that he is not trying to stall this project, but he would prefer to meet with Brent to discuss the exact layout. Donald stated that since he is ultimately responsible for the Airport, he wants to make sure that everything makes sense. Kim Hodde further clarified that the Airport Advisory Board was okay with this location and for staff to work with Brent to finalize the details. Lowell Ogle was working on several issues including the driveway placement.

Brent stated that he has been working on this project for several years. He has looked at every inch of the airport for the best location. He stated that this building has evolved into a 2-story building due to lack of available space. He further stated that the City and/or the Airport Advisory Board cannot prolong a business from coming here or expanding if you want the Airport to grow and be successful.

6-e. Michele Bright stated that she thought that the Runway Bump/Hump Project was supposed to be done in the winter months. Kim Hodde stated that it was planned for early 2020; however, due to issues with TxDOT, procedures and COVID-19 it was delayed. Several Board members asked if the project could be pushed back since the summer is the busy time for an airport.

Molly Goff from Strand Associates stated that Tom Hart is the PE for this project, but he could not be at the meeting tonight. She stated that a pre-construction meeting is scheduled for next week. Typically, a notice to proceed is issued 10-14 days after the pre-con meeting. Although, the contract with TexCon has not been finalized yet, they found that the threshold lighting required for the partially closed runway has a 6-8 week lead time. Ms. Goff stated that the pre-construction meeting can be held, the notice to proceed issued then the project could be suspended until the lighting can be acquired. A second option would be to just award the base bid which would entail closure of the runway for the duration of the project then the lighting is not an issue. The project is 60 calendar days. The third option is to not complete the project at all. Several Board members stated not doing the project is not an option and that the runway cannot be totally closed for 60 calendar days. Brent asked if the project could be pushed back. Donald Reese replied that staff or Strand Associates would consult with TxDOT but that the funding is scheduled for this fiscal year (ending August 30, 2020) and if it is not used, the funding will be lost and the process will have to be started over. An Airport Advisory Board meeting can be scheduled after more details have been obtained, if needed. Brent stated that the runway definitely needs to be re-stripped.

7. Discuss, review and possibly act upon a request for construction of a hangar at the Brenham Municipal Airport (Dianna Stanger).

Dianna Stanger is purchasing Rick Doak's existing hangar at 3405 Aviation Way and is proposing to construct a 100x70 hangar next to it. Michele Bright stated that drainage needs to be looked at very closely since the footprint of a 100' x 70' affect the drainage greater than two 60' x 60' hangars and there is already a drainage issue there. Kim Hodde stated that if the Board is okay with this location, Staff will continue working with Ms. Stanger to get a lease agreement approved. Staff is currently evaluating several potential items that need to be resolved such as fire protection requirements, drainage impacts and what will be done to negate any negative drainage impacts and extension of the existing asphalt taxilane. Ms. Stanger would be required to do this extension. Engineering plans will need to be submitted for review and approval.

A motion was made by Michele Bright and seconded by Bryan Butler to approve the proposed location for the Dianna Stanger lease area, as presented, with the condition that drainage is addressed. The motion carried unanimously.

8. Discuss, review and possibly act upon revisions to the Minimum Standards for the Brenham Municipal Airport.

Donald Reese stated that the revised Minimum Standards were brought before the Airport Advisory Board back in May 2019. The Board previously approved revisions to Sections 1, 2, and 3. Most recently, Sections 5 and 6 were emailed to the Board members for review and feedback. No comments were received so Staff assumed that these sections are okay. Section 4 is Insurance and has been reviewed by the City's legal team. City Staff is requesting approval of these Minimum Standards as presented so that they can be taken to City Council in June for consideration and possible approval.

Lynwood Kindt stated that in Section 1, there is a section about compliance with laws, etc.; however, the Airport Ordinance appears to be out of date and needs to be reviewed to make sure that it complies with the Minimum Standards. Kim Hodde stated that the Airport Ordinance is outdated and has not been reviewed in quite a while. Donald stated that after the Minimum Standards have been approved, the Airport Ordinance will be reviewed and updated.

Several Board members stated that they would like to see all of the red-lined changes and a clean copy before making a recommendation to City Council on the Minimum Standards. A red-lined version of the changes requested to Sections 1,2, and 3 was emailed to the Board members when review of Section 5 and 6 were requested; however, Donald stated that Staff would again email a complete red-lined version to Board members. The Board members are asked to provide comments by a specific date so that Staff can proceed with taking the Minimum Standards to Council in June.

A motion was made by Bryan Butler and seconded by Michele Bright to table this item until the red-lined version is emailed and off-site review can be done by the Board. The motion carried unanimously.

9. Discuss 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)

- Bryan Butler asked the City to take a look at the crack-sealing done by the City Staff. He stated that it didn't "take", and it is not sealed at all.
- Michele Bright asked that communication be improved. Email blasts keeping everyone in the loop as to the status of projects, issues, etc. would be very beneficial.
- Brent Nedbalek asked when the drainage issues that were previously identified would move forward.
- Donald Reese stated that he has been talking with Corix because there is a water supply issue at the Airport. There may be a larger line that can be tapped into. Alternative water sources such as a water well or above-ground storage tanks are also being discussed.
- The projects need to be prioritized and completed as funding is available.
- A meeting will be tentatively set for June 23, 2020 at 5:30 pm, if needed. If updates can be provided by email and a meeting not required, Staff will advise the Board.
- Board members requested a breakdown of expenses and income for the Airport. Mr. Reese stated that he would see what could be provided.
- A conference call is planned for next week to discuss the CARES Act funding and what the City may be entitled to.
- Form 7460-1 for Brent Nedbalek's proposed hangar on the south end of the runway – Molly Goff with Strand Associates stated that although Todd Hebert with the FAA has verbally told her that there were no issues, a formal approval letter has not been received. Donald Reese suggested sending an email to the FAA requesting a determination letter. If no response, try sending a letter stating that if no determination letter is received within 14-days, the City will assume that it is approved.

10. Adjourn

With no further business to discuss, a motion was made by Bryan Butler and seconded by Michele Bright to adjourn the meeting at 6:45 p.m.

Jon E. Hodde
 Airport Advisory Board

Jon Hodde
 Chairman

July 21, 2020
 Meeting Date

Kim Hodde
 Attest

Kim Hodde
 Staff Secretary

July 21, 2020
 Meeting Date