

AIRPORT ADVISORY BOARD MINUTES



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

A regular meeting of the AIRPORT ADVISORY BOARD was held on September 29, 2020, beginning at 5:30 p.m. at the Brenham Municipal Airport.

Members Present: Jon Hodde (Chairman), Michele Bright, Lynwood Kindt, Brent Nedbalek, Edwin Owens, and Mark Whitehead

Members Absent: Bryan Butler, Janet Hess (excused), Eddie Van Dyke (excused)

Others Present: Donald Reese, Stephanie Doland, Kim Hodde, Tom Hart (Strand Associates) Josiah Jameson, and Brent Nedbalek

Media Present: Alyssa Faykus (Brenham Banner Press)

1. Call to Order:

Chairman Jon Hodde called the meeting to order at 5:35 p.m.

2. Citizen/Visitor Comments:

There were no citizen/visitor comments.

3. Reports and Announcements

There were no reports or announcements.

CONSENT AGENDA

4. Review/Approval of Minutes from July 21, 2020 Meeting

A motion was made by Edwin Owens and seconded by Mark Whitehead to approve the minutes from the July 21, 2020 meeting, as presented. The motion carried unanimously.

REGULAR AGENDA

5. Discussion and update on the following:

a. Runway Bump/Hump Project – Stephanie Doland stated that a detailed memo and updated schedule was provided in the packet. This project is obviously well past its original completion date. There has been an issue with the fill dirt passing the proof rolls. In accordance with TxDOT specifications for material densities, lifts were installed, and the densities were approved. The second test, the proof roll, is done after the lifts have been installed. During the initial proof roll tests, a majority of the project passed and proved ready to move on to completion; however, an area approximately 30'x300' located on the southwestern side of the repair failed the proof roll. Initially, it was thought that additional drying time would likely allow the material to pass the proof roll; however, after several additional failed proof rolls it was decided that the contractor could scarify the material (remove top lifts, allowing for a quicker drying time, and replace the material). The contractor is moving forward with the scarify process in anticipation of providing a passing proof roll. TexCon will do everything possible to meet the updated schedule; however, the updated schedule was prepared prior to the recent rains. Tom Hart, Project Engineer, stated that the cure time also cannot be rushed. An update will be sent to all airport users in the next couple days.

Tom Hart confirmed that the problem area is not where the hump/bump issue started. It is believed that water from rains during construction soaked in and it just never dried out.

b. Airport Lighting Project – Kim Hodde reported that the REIL lights have been replaced. The PAPI lights have been ordered; however, there is a delay in getting them from the vendor. They are anticipated to be here in November then the contractor will get them installed. The MIRL's and wind cone lighting will be replaced as part of a TxDOT Capital Improvement Grant in the next couple years.

c. FBO/Airport Operations – Stephanie Doland reported that Jack and Janet Hess are no longer acting as Fixed Base Operators at the airport. A walk-through is scheduled for later this week. Stephanie is working on drafting updated documents for Aviators Plus for FBO operations. The City's IT Department is working with Jack and Janet regarding the Brenham Municipal Airport Domain. The City is trying to assume responsibility for the domain. Aviators Plus has been linked to the City of Brenham website. Aviators Plus can be reached at 979-307-4117. They will be issuing the NOTAM's.

d. Board Reappointments – Kim Hodde stated that board reappointment requests have been received by Jon Hodde, Bryan Butler and Mark Whitehead. She stated that Janet Hess and Eddie Van Dyke would not be seeking re-appointment. She further reported that Brent Nedbalek had resigned from the Board effective immediately. Ms. Hodde stated that City staff was considering lowering the number of board members from 9 to 7; however, this change has not been approved yet so up to 3 board member positions will need to be filled.

e. Hangar Development – Stephanie Doland stated that the contractor has submitted plans for the Dianna Stanger hangar; however, the plans are still in the review process. Discussions are also being held regarding the taxiway extension requirements. This project is moving forward but is still awaiting approval of the FAA form 7460-1.

The hangar lease with Aviators Plus for 2195 Aviation Way was approved by City Council but is awaiting submission and approval of the FAA form 7460-1 before it can move forward.

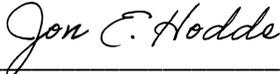
6. Discussion on any current issues regarding Airport operations and future Airport needs including, but not limited to, possible improvements or other development at the Brenham Municipal Airport (no action may be taken).

Previously, the City requested an update to the Airport Master Plan; however, TxDOT initially approved an Airport Layout Plan with a narrative. City staff contacted TxDOT and explained that the current Master Plan is from 1986 and an updated plan is needed for future development of the Airport. TxDOT agreed and has approved an update to the Master Plan for FY 2021. This process should be kicking off soon and will require Board and citizen feedback. The Board will be kept informed.

Josiah Jameson informed City staff that they are still having intermittent trouble with their hangar door not opening or closing. Staff is aware of the issue and will continue to work with tenants to remedy the issue.

7. Adjourn

With no further business to discuss, a motion was made by Mark Whitehead and seconded by Lynwood Kindt to adjourn the meeting at 5:55 p.m.



Airport Advisory Board

Jon Hodde
Chairman

November 17, 2020
Meeting Date



Attest

Kim Hodde
Staff Secretary

November 17, 2020
Meeting Date