



**NOTICE OF A REGULAR MEETING
AIRPORT ADVISORY BOARD
TUESDAY, MAY 14, 2019 AT 5:30 P.M.
BRENHAM MUNICIPAL AIRPORT
3001 AVIATION WAY
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 February 12, 2019 Special Airport Advisory Board Meeting

REGULAR AGENDA

- 5. Discussion regarding revisions to the Minimum Standards for the Brenham Municipal Airport.**
- 6. Discussion and possible action regarding prevailing rates for:**
 - Ground Space lease rates per square foot**
 - T-Hangar monthly rental rates**
 - Hangar lease rates**
- 7. Discussion regarding a possible location for a Jet-A fuel tank on the existing lease area at 2901 Aviation Way.**
- 8. Discussion regarding a possible location for an additional Av-gas fuel tank at the Brenham Municipal Airport.**
- 9. Discussion regarding a possible location for a proposed FBO at the Brenham Municipal Airport.**
- 10. 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)**

- Entrance project
- Airport events
- Airport operations quarterly report
- Airport Advisory Board meeting schedule

11. Adjourn

CERTIFICATION

I certify that a copy of the May 14, 2019, 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 May 10, 2019 at 1:05 am/pm.



Kim L. 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 City Council was removed by me from the City Hall bulletin board on the _____ day of _____, 2019 at _____ am/pm.

Signature

Title

AIRPORT ADVISORY BOARD MINUTES



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.

_____ Airport Advisory Board	<u>Jon Hodde</u> Vice Chairman	<u>May 14, 2019</u> Meeting Date
_____ Attest	<u>Kim Hodde</u> Staff Secretary	<u>May 14, 2019</u> Meeting Date



Minimum Standards

The current Minimum Standards for FBO Operators were adopted on September 15, 2005 based on TxDOT's template for Minimum Standards. The template does not clearly define, explain, and / or address certain items. It is recommended to review and update minimum standards periodically to make sure they are in line with current regulations or development at the airport. City staff has been working to develop a draft of the minimum standards document. Staff would like for the board to review the document and provide input and guidance into its development.

Staff will discuss the draft document and hand out copies at the meeting for your review and comments. We ask that you provide comments prior to the next Airport Advisory Board meeting.



RATE SURVEY FOR LEASE RATES, HANGAR RATES, ETC.

It is a good practice to evaluate lease rates every 3-5 years to ensure that the Airport is being competitive. Earlier this year, staff contacted several airports, similar in size and operation, to compare lease rates. Here is the information:

AIRPORT NAME/LOCATION	<u>T-hangar Rental Rate</u>	<u>Corporate Hangar rental Rate</u>	<u>Ground Space Lease Rate</u>	<u>Tie Down</u>
Brenham Municipal Airport	\$250.00	N/A	\$.08 per SF/year	
Bryan-Coulter Field Airport	\$160-\$450 depending on size/condition	\$1,500/month	\$.10 per SF/year	\$40.00/month
Caldwell Municipal Airport	\$200-\$225/month (Old open hangars-\$100/mo)	N/A	N/A	
Cleburne Regional Airport	Small - \$200/month Large - \$250/month	N/A	\$.11 per SF/year	No charge
Fayette Regional Air Center	\$192.50	N/A	non-standard	
Galveston-Scholes International Airport	\$300 - \$345/month	N/A at this time	Ranges from \$0.16 to \$0.27/SF annually	
Georgetown Municipal Airport	\$230 - \$400/month	\$800 - \$925.00/month	Ranges from \$0.15 to \$0.40/SF annually	\$5.00/night (1st free) 2nd free w/gas
Giddings - Lee County Airport (Sills Aviation Service)	\$150-\$250 depending on size/condition	(1) - \$650/month	None at this time	Not allowed
Gillespie County Airport (T82)	County - \$200/month Private - \$280/month	FBO owned & sized dependent	Tier 1 - \$.25/SF; Tier II - \$.20/SF; Tier III - \$.18/SF	
Hearne Municipal Airport	\$150.00/month	N.A	Only 1 - approx \$.47/SF/year	
Navasota Municipal Airport	N/A	N/A	\$.03/sf per year	

Staff would like to discuss these results with the Airport Advisory Board.



FUEL TANK ON EXISTING LEASE AREA – 2901 AVIATION WAY

Staff has received a request from Brent Nedbalek to install a Jet-A fuel tank on his current lease area at 2901 Aviation Way. Attached is a survey drawing showing a proposed location. Staff would like to discuss this in more detail at the meeting on Tuesday.

AV-GAS FUEL TANK

Staff has received a request from Brent Nedbalek to place an AV-Gas fuel tank at the airport. For fueling and refueling purposes as well as other reasons, a logical location is near the existing tanks owned by the City of Brenham. Below is a drawing showing a possible location. Staff would like to discuss this request and possible location further at the meeting on Tuesday.





PROPOSED FBO

Staff has received a request from Brent Nedbalek to construct and operate an FBO at the Brenham Municipal Airport. Below is a drawing showing a proposed location. Staff would like to discuss this in more detail at the meeting on Tuesday.

