

Brenham City Council Minutes

A special meeting of the Brenham City Council was held on October 3, 2022 beginning at 8:30 a.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members Present:

Mayor Pro Tem Clint Kolby
Councilmember Shannan Canales
Councilmember Leah Cook
Councilmember Atwood Kenjura
Councilmember Albert Wright

Members Absent:

Mayor Milton Y. Tate, Jr.
Councilmember Adonna Saunders

City of Brenham Staff present:

City Manager Carolyn Miller, City Secretary Jeana Bellinger, General Manager of Public Utilities Debbie Gaffey, Director of Development Services Stephanie Doland, Human Resources Director Susan Nienstedt, and Cherry Prewitt

Citizens/Others Present:

Jeff Parham

Media Present:

Jason May, Brenham Banner-Press; and Josh Blaschke, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – City Manager Carolyn Miller**
- 3. Citizens Comments**

No citizen comments were heard.

REGULAR SESSION

4. Discuss and Possibly Act Upon Resolution No. R-22-031 Determining that Soliciting Competitive Sealed Proposals for Aviation Fuel Supply and Associated Services at the Brenham Municipal Airport Is the Method of Procurement that Provides the Best Value for the City of Brenham

Director of Development Services Stephanie Doland presented this item. Doland explained that on January 24, 2022 the City Council authorized staff to proceed with the purchase, delivery and installation of the former Marathon Oil fuel farm and associated equipment (pumping, filtration, motors, etc.) from Alberth Aviation. Doland stated that in May 2022 the City Council also approved a Professional Services Agreement with BASSCO Services, Inc for the rebuild of the Brenham Fuel Farm with an initial contract in the amount of \$232,012.38, which included three phases of the project: design, construction, and installation. Doland stated that in September, 2022 the Council approved a change order in the amount of \$43,070 for additional fuel farm equipment and for the installation of three canopies to provide shade and additional lighting on the RAMP while customers are fueling.

Doland stated that in anticipation of the new fuel system being operational in November of 2022, staff is preparing to conduct a competitive sealed proposal process for a branded Aviation Fuel Provider. The fuel provider will be expected to furnish and deliver 100 Low Lead (100LL) Av Gas and Jet-A Fuel with additive. Doland advised that annual quantities are not known at this time and will vary from year to year; however, the fuel provider will also be asked to provide the following:

- Credit Card and point of sale (“POS”) equipment to be used by the City of Brenham
- FBO Software
- Lease to Purchase equipment – QTPod M4000
- Fuel cost guarantee
- Fuel Quality Control
- Liability Insurance
- Refueler Trucks – one (1) 3,000-gallon truck for Jet-A, and one (1) minimum capacity 750-gallon truck (or as available) for 100LL Av Gas
- Branding Partnership, other marketing, sales aids, or assistance
- Co-Op Programs
- Signage

Doland stated that Section 252.021(c) of the Texas Local Government Code provides that the governing body of a municipality that is considering using a method other than competitive sealed bidding must determine before notice is given the method of purchase that provides the best value for the municipality. City staff has evaluated its available options with regard to the procurement of aviation fuel and associated services at the Airport and has determined that soliciting competitive sealed proposals from interested parties provides the best value for the City.

Doland explained that City staff recommends that the City Council approve Resolution No. R-22-031 determining that that soliciting competitive sealed proposals for aviation fuel supply and associated services at the Brenham Municipal Airport is the method of procurement that provides the best value for the City and upon approval of the Resolution, the RFP will be published on Tuesday, October 4, 2022 and all RFP Submittals to be received by the City on October 18, 2022.

A motion was made by Councilmember Canales and seconded by Councilmember Wright to approve Resolution No. R-22-031 determining that soliciting Competitive Sealed Proposals for aviation fuel supply and associated services at the Brenham Municipal Airport is the method of procurement that provides the best value for the City of Brenham.

Mayor Pro Tem Kolby called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	ABSENT
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	ABSENT
Councilmember Albert Wright	Yes

Council adjourned into Executive Session at 8:43 a.m.

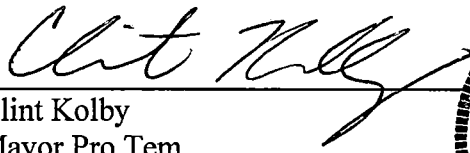
EXECUTIVE SESSION

5. **Section 551.071 Texas Government Code - Consultation with Attorney - Consultation with City Attorney Regarding Legal Issues Concerning the City of Brenham Lake Somerville Raw Water Lake Intake Structure, the Federal Emergency Management Agency, and Associated Matters**
6. **Section 551.086 - Texas Government Code - Utility Competitive Matters - City of Brenham Gas Utility System - Gas Supply and Transportation Arrangements and Agreements, and Associated Matters**
7. **Section 551.071 Texas Government Code - Consultation with Attorney - Consultation with City Attorney Regarding Aviators Plus, LLC v. City of Brenham, Texas; Cause No. 37896; 21st Judicial District Court, Washington County, Texas**

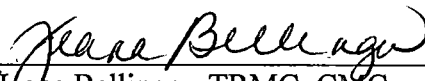
Executive Session adjourned at 9:54 a.m.

RE-OPEN REGULAR SESSION

The meeting was adjourned.


Clint Kolby
Mayor Pro Tem




Jeana Bellinger, TRMC, CMC
City Secretary

