

ACTION FORM BRYAN CITY COUNCIL

DATE OF COUNCIL MEETING: December 2, 2014		DATE SUBMITTED: November 13, 2014	
DEPARTMENT OF ORIGIN: Coulter Field		SUBMITTED BY: James Brown	
MEETING TYPE:	CLASSIFICATION:	ORDINANCE:	STRATEGIC INITIATIVE:
<input type="checkbox"/> BCD	<input type="checkbox"/> PUBLIC HEARING	<input type="checkbox"/> 1ST READING	<input checked="" type="checkbox"/> PUBLIC SAFETY
<input type="checkbox"/> SPECIAL	<input checked="" type="checkbox"/> CONSENT	<input type="checkbox"/> 2ND READING	<input checked="" type="checkbox"/> SERVICE
<input checked="" type="checkbox"/> REGULAR	<input type="checkbox"/> STATUTORY		<input checked="" type="checkbox"/> ECONOMIC DEVELOP.
<input type="checkbox"/> WORKSHOP	<input type="checkbox"/> REGULAR		<input checked="" type="checkbox"/> INFRASTRUCTURE
			<input type="checkbox"/> QUALITY OF LIFE
AGENDA ITEM DESCRIPTION: Authorize the Mayor to execute a resolution adopting and supporting the Coulter Field Business Plan developed by R. A. Wiedemann and Associates, Inc. in conjunction with the Aviation Division of the Texas Department of Transportation (TxDOT Aviation).			
SUMMARY STATEMENT: Upon assuming the day-to-day management of Coulter Field on April 1, 2010, one priority identified by the City of Bryan was to achieve growth and a more revenue neutral fiscal position. This priority included creating an airport business plan. The Bryan Business Council (BBC) showed tremendous support for the creation of a business plan and subsequently partnered with staff on this project. Additionally, the BBC funded the 10% match to TxDOT Aviation in the amount of \$10,000 with the total project cost of \$100,000.			
<p>On May 14, 2013, the Bryan City Council directed staff to move forward with creating an airport business plan by adopting Resolution 3484 and entering in to an Airport Project Participation Agreement with TxDOT Aviation. A series of meetings were held with the Bryan Business Council's Airport Subcommittee and the consultant, R.A. Wiedemann & Associates, Inc. (Consultant), which was selected jointly by staff and TxDOT Aviation. Airport tenants and customers were encouraged to participate in crafting the business plan during a public meeting where a "strengths, weaknesses, opportunities, and threats (SWOT)" analysis was conducted. Comprised of Coulter Field hangar tenants, airport users, members of the Bryan Business Council and various City staff members, this meeting established a base line for the consultant to begin analyzing the direction of Coulter Field. During a 12-month period, members of the BBC Airport Subcommittee worked closely with the Consultant and City staff to put together a comprehensive plan that will be the basis of future growth for Coulter Field.</p>			
The following is the history of this project:			
<ul style="list-style-type: none"> a) March 25, 2013: BBC granted \$10,000 to fund matching 10% of the \$100,000 TxDOT Aviation grant for the Airport Business Plan. b) May 14, 2013: City Council adopted Resolution 3484 executing the Airport Project Participation Agreement between TxDOT Aviation and the City of Bryan. c) December 9, 2013: Consultant conducted SWOT analysis with Airport users, hangar tenants, BBC Airport Subcommittee and staff. d) October 20, 2014: BBC Airport Subcommittee presented draft business plan to the full BBC. A motion to support and recommend adoption to the Bryan City Council was approved unanimously. e) November 11, 2014: Mr. Randall Wiedemann of R. A. Wiedemann and Associates, Inc. presented draft business plan at City Council Workshop. 			
STAFF ANALYSIS AND RECOMMENDATION: This business plan will be a useful tool to help grow and enhance Coulter Field to its fullest potential; thus, establishing Coulter Field as a community asset and economic tool that will aid in development and growth throughout the City of Bryan.			

Staff recommends that the City Council approve this resolution to encourage future growth at Coulter Field. Moreover, this growth will encourage overall economic growth in the City of Bryan.

OPTIONS (In Suggested Order of Staff Preference):

1. Approve the resolution to adopt Coulter Field Business Plan
2. Modify the resolution and/or Plan for adoption at a future City Council meeting
3. Do not approve the resolution to adopt Coulter Field Business Plan and provide direction to staff

ATTACHMENTS:

1. Proposed resolution
2. Resolution 3484, adopted by City Council on May 14, 2013
3. Draft BBC minutes from October 20, 2014
4. BBC minutes from March 25, 2013
5. Executive Summary Presentation (separate pdf)

FUNDING SOURCE: Funding for this project was previously approved. BBC provided \$10,000 in local match, with TxDOT Aviation providing the remaining \$90,000 for a total cost of \$100,000. No additional funding is needed at this time to adopt the Plan. However, certain implementation steps within the Plan may require funding at a future date.

APPROVALS: Kevin Russell, 11-13-14; Joey Dunn, 11-13-14; Hugh R. Walker, 11/18/2014

APPROVED FOR SUBMITTAL: CITY MANAGER Kean Register, 11-17-2014

APPROVED FOR SUBMITTAL: CITY ATTORNEY Janis K. Hampton, 11-24-2014

RESOLUTION NO. _____

A RESOLUTION APPROVING AND ADOPTING THE COULTER AIRFIELD BUSINESS PLAN CREATED BY R. A. WIEDEMANN & ASSOCIATES, INC. AS THE OFFICIAL BUSINESS PLAN FOR COULTER AIRFIELD; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Coulter Airfield, also known as Coulter Field Airport (the “Airport”), is the City of Bryan’s municipally owned airport; and

WHEREAS, the City of Bryan has identified a need to plan for orderly growth and development of the Airport consistent with local needs and evolving aviation standards; and

WHEREAS, the City of Bryan, in conjunction with the Aviation Division of the Texas Department of Transportation, entered into a contract with R. A. Wiedemann & Associates, Inc. for the purpose of creating an Airport Business Plan intended to address future growth and development of the Airport; and

WHEREAS, such Airport Business Plan was presented to the Bryan Business Council which, on October 20, 2014, voted unanimously to recommend that the Plan be approved and adopted by the Bryan City Council; and

WHEREAS, approval and adoption of the Airport Business Plan is in the best interests of the City of Bryan and will promote the general welfare of its residents by providing for Airport development in an orderly fashion consistent with local needs and evolving aviation standards with direct and indirect positive economic impact.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS:

SECTION 1

The matters set forth in the preamble are true and correct.

SECTION 2

The Airport Business Plan created by R. A. Wiedemann & Associates, Inc. for the City of Bryan is hereby approved and adopted as the official plan for future growth and development for the Airport.

SECTION 3

That this resolution shall become effective immediately upon adoption.

APPROVED AND ADOPTED this _____ day of _____, 2014.

ATTEST:

CITY OF BRYAN:

Mary Lynne Stratta, City Secretary

Jason P. Bienski, Mayor

APPROVED AS TO FORM:

Janis K. Hampton, City Attorney

RESOLUTION NO. 3484

A RESOLUTION OF THE CITY OF BRYAN AUTHORIZING THE MAYOR TO EXECUTE AN AIRPORT PROJECT PARTICIPATION AGREEMENT WITH THE TEXAS DEPARTMENT OF TRANSPORTATION FOR A BUSINESS PLAN FOR COULTER AIRFIELD AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the general description of the project is for a Business Plan; and

WHEREAS, the City of Bryan intends to request financial assistance from the Texas Department of Transportation for this Business Plan; and

WHEREAS, total project costs are estimated to be \$100,000.00, and the City of Bryan will be responsible for 10% of the total project costs, currently estimated to be \$10,000.00; and

WHEREAS, the City of Bryan names the Texas Department of Transportation as its agent for the purposes of applying for, receiving, and disbursing all funds for these improvements and for the administration of contracts necessary for the implementation of these improvements.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRYAN, TEXAS:

Section 1.

That the Bryan City Council hereby authorizes the Mayor to execute, on behalf of the City, at the appropriate time, and with the appropriate authorizations from this governing body, all contracts and agreements with the State of Texas, represented by the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for these improvements at Coulter Airfield, with a total cost of \$100,000.00 to be funded by the City of Bryan in the amount of \$10,000.00, and by the Texas Department of Transportation in the amount of \$90,000.00.

Section 2.

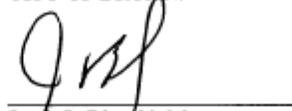
That this Resolution shall become effective immediately upon adoption.

APPROVED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF BRYAN ON THIS 14th DAY OF MAY, 2013.

ATTEST:


Mary Lynne Stratta, City Secretary

CITY OF BRYAN:


Jason P. Bienski, Mayor

APPROVED AS TO FORM:


James K. Hampton, City Attorney

Bryan Business Council
DRAFT Minutes of Board of Directors Meeting
October 20, 2014

A regular meeting of the Bryan Business Council was held on Monday, October 20, 2014, in conference room 305 of the Bryan Municipal Building. A notice of this meeting was posted at least 72 hours in advance in accordance with Section 551, Texas Government Code.

Members Present:

Ben Hardeman, President
Andrew Nelson, Vice President
Ron Schmidt, Secretary-Treasurer
Stephen Holditch
George Nelson
Mike Beal
Cathy Conlee
Michael Beckendorf
Russell Bradley
Steve Mobley
Non-Voting Council Liaison, Art Hughes

Members Absent:

Sam Harrison
Non-Voting BISD Member, Tommy Wallis

Bryan Business Council Volunteer, Dennis Goehring

Staff Present:

Deputy City Manager, Joey Dunn
Economic Development Director, Kevin Russell
Assistant City Attorney, Jonathan Koury
Business Liaison, Frank Clark
Airport Manager, James Brown
BTU, David Werley
Community Services Project Assistant, Carmen Mulvaney

1. **CALL TO ORDER**

President Hardeman called the meeting to order at 12:02 p.m.

2. **PRESENTATION**

- Presentation by Jason Coke, Regional Sales Manager for Suddenlink Business Services, concerning Suddenlink projects.

Mr. Jason Coke spoke on the future expansion of gigabit speed internet service to the Bryan-College Station area and Suddenlink's ability to adapt the service to meet their customers' needs.

- Update on Blinn Jr. College campus locations, BBC finances, sales tax, project updates and building permits for September 2014.

These items were shared with the Board.

3. **EXECUTIVE SESSION**

- Under the authority of Section 551.072 real estate negotiations – Deliberate the possible sale, lease, exchange, or value of real property in the Bryan Business Park. Deliberate the possible purchase and value of real property in north Bryan.

The meeting went into closed session at 12:21 p.m. and exited closed session at 12:42 p.m.

4. **OPEN SESSION FOR ACTION FOLLOWING EXECUTIVE SESSION**

No action was taken.

5. **DISCUSSION AND POSSIBLE ACTION**

- Consider hiring a third party for BBC bookkeeping services.

Kevin Russell spoke on the need for a third party to handle the BBC's bookkeeping requirements. There was consensus from the Board, as spoken by President Hardeman, for the BBC to retain control of the bookkeeping. This item will be brought back to a future meeting.

- Consider recommending the Airport Business Plan for Coulter to the City Council.

Kevin Russell explained that the BBC subcommittee for Coulter has met over the last year concerning the business plan. George Nelson stated that the business plan outlines a good plan for future growth. Mike Beal gave kudos to staff for the finished product. Some members of the board expressed a desire for more information as contained in the business plan. Councilmember Hughes echoed previous comments. Staff will provide the presentation to the City Council at the next regular BBC meeting. Mike Beal moved to recommend the Airport Business Plan for Coulter to the Bryan City Council. Russell Bradley seconded with all present voting aye.

- Consider quotes for BBC hangar door repair.

James Brown, Airport Manager, explained that the hangar door on the BBC hangar needs repair and provided the quote. President Hardeman moved to approve the repair, up to \$10,000, for the hangar door. Steve Holditch seconded with all present voting aye.

- Report by Texas Avenue/South College subcommittee.

*Steve Holditch left the meeting at 1:05 p.m. with a quorum still present *

Andrew Nelson spoke on the need for overall property appearance improvements to foster development and redevelopment. George Nelson expounded on this by including safety as a factor and looking at these concerns Citywide. President Hardeman requested that staff assist in creating a resolution from the BBC to the City Council to address code enforcement concerns.

6. **CONSENT (AUTOMATIC APPROVAL) AGENDA**

- **Approval of Minutes** – Regular Meeting of September 15, 2014

George Nelson moved to approve the Minutes from the regular as presented. Russell Bradley seconded with all present voting aye.

7. **FUTURE AGENDA**

No items were presented

8. **ADJOURN**

The meeting was adjourned at 1:15 p.m.

Ron Schmidt, Secretary-Treasurer

Ben Hardeman, President

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

I, Jason P. Bienski, Mayor,
(Name) (Title)

with the City of Bryan designates Kevin Russell, Airport Director

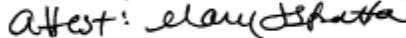
as the City of Bryan authorized representative for the 13BPBRYAN project,

who shall have the authority to make approvals and disapprovals as required on behalf of
the City of Bryan.

City of Bryan, Texas
(Sponsor)

By: 
(Signature)

Title: Mayor

Attest: 
Date: May 16, 2013

DESIGNATED REPRESENTATIVE

Mailing Address: P.O Box 1000
Bryan, TX 77805

*Physical/Overnight Address: 300 S. Texas Ave.
Bryan, TX 77803

Telephone Number: 979-209-5030

Fax Number: 979209-5035

E-Mail Address: krussell@bryantx.gov

* ALL GRANT AGREEMENTS ARE SENT BY OVERNIGHT MAIL

**Bryan Business Council
Minutes of Board of Directors Meeting
March 25, 2013**

A regular meeting of the Bryan Business Council was held on Monday, March 25, 2013, in Room 305 of the Bryan Municipal Building. A notice of this meeting was posted at least 72 hours in advance in accordance with Section 551, Texas Government Code.

Members Present:

Cathy Conlee, President
Russell Bradley, Secretary-Treasurer
Art Hughes
Dr. Sam Harrison
Ben Hardeman
Mike Beal
Michael Beckendorf
Ron Schmidt
Andrew Nelson
George Nelson
Steve Holditch
Steve Mobley
Dr. Thomas Wallis

Staff Present:

Bryan Business Council Executive Director, Dennis Goehring
Economic Development Director, Kevin Russell
City Attorney, Janis Hampton
Executive Services Assistant, Irma Gomez

1. CALL TO ORDER

President Cathy Conlee called the meeting to order at 12:05 pm

2. PRESENTATION, DISCUSSION AND POSSIBLE ACTION

The Board welcomed Mr. Gary Moore and Mr. Joel Davis representatives of Premiere Companies. A photo presentation of IMAX theatres in other markets was shown. Discussion followed with a proposal to allow Premiere to bring IMAX to Bryan and that it would be the only one in a 90 mile radius between Austin and Houston.

The Board confirmed the Bryan Industrial Park Phase II Proposal of 200 acres off of Mumford Road for \$8,500. Steve Mobley moved to accept the proposal. Sam Harrison seconded. Motion passed with all present voting aye.

Sam Harrison moved to approve payment of \$12,500 for environmental survey work being performed on the Diebel Tract. Ben Hardeman seconded. Motion passed with all present voting aye.

The Board discussed proposed City of Bryan requirements for tax abatements. An example of Resolution No. 3462 hand-out was distributed. No action was taken but agreed further discussion was necessary in the near future.

Russell Bradley moved to approve granting Coulter Field \$10,000 to match TxDOT's \$90,000 for a Business Plan for Coulter Field. Michael Beckendorf seconded. Motion passed with all present voting aye.

3. EXECUTIVE SESSION

The meeting was called into executive session at 1:18pm under the provisions of Section 551, Texas Government Code, to discuss under the authority of Section 551.087, economic development negotiations-discussion regarding economic development incentives to prospects in the Texas Triangle Park, Bryan Business Park, East Bryan, North Bryan, and West Bryan.

4. OPEN SESSION FOR ACTION FOLLOWING EXECUTIVE SESSION

The meeting was called into open session at 1:45p.m.

Russell Bradley moved to approve a \$500,000 loan request for the IMAX expansion repayable over five (5) years at 5% interest annualized. Bryan Business Council will fund \$250,000 cash and Extraco Bank has agreed to loan BBC \$250,000. The BBC President will have authorization to sign for the loan between the BBC and Extraco Bank. Ron Schmidt seconded. Motion passed with all present voting aye.

Russell Bradley moved to approve the Petromax oil lease for approximately \$40,000. Michael Beckendorf seconded. Motion passed with all present voting aye.

A motion by Ron Schmidt directed staff not to sell BBC property as was proposed by the developer. The Board directed the staff to assist developer to a different location if possible in the City of Bryan. Michael Beckendorf seconded. Motion passed with all present voting aye.

5. CONSENT (AUTOMATIC APPROVAL) AGENDA

Ben Hardeman moved to approve the Minutes as presented. Russell Bradley seconded. Motion passed with all present voting aye.

- **Approval of Minutes** –Regular Meeting of February 18, 2013

6. EXECUTIVE DIRECTOR REPORT

Executive Director Dennis Goehring provided a brief update on BBC finances, sales tax, hotel/motel taxes, and building reports for January 2013.

New CNG gas station dedication on Wednesday, March 27th at 2890 Harvey Mitchell Parkway.

7. FUTURE AGENDA

- City of Bryan tax abatement strategies and guidelines.
- Next BBC Board of Directors Meeting: April 15, 2013 at 12 Noon, Room 305

8. ADJOURN

Without objection, the meeting was adjourned at 1:52 p.m.



Russell Bradley, Secretary



Cathy Conlee, President