

AIRPORT DEVELOPMENT BOARD

April 11, 2007

MINUTES

MEMBERS PRESENT: Larry Gill, Chairman, Stan Egger, David Lynn, Kirk Thaxton, Joe Crowder, Steve Fehr, Woody Gilliland, Lori Dodd

MEMBERS ABSENT: Vince Swinney, Cindy Haley, Vic Corley

AIRPORT STAFF: Don Green, Chris Proctor-Cleveland, Alex Cargile

CITY EMPLOYEES: Larry Gilley, Lenka Wright, Dan Santee, Cassie Hughes, Ronnie Kidd, Richard Burdine

VISITORS: Lacie Lowry, Joe Fry, KTXS-TV, Darcy Deupree, KRBC/KTAB-TV, Sarah Varble, Abilene Reporter News, Paige Gollihar, Tittle Luther Partnership

REGULAR SESSION

1. Call to Order. Chairman's comments and discussion.

At 3:35 a press conference convened with Richard Burdine announcing Don Green as the newly chosen Director of Aviation.

Mr. Gill called the meeting to order at 3:45 p.m. Mr. Gill discussed his meeting in Washington D.C. with the American Association of Airport Executives. He also discussed potential policy changes regarding passenger facility charges and AIP grants.

2. Consideration and action approving minutes of the March 21st 2007 meeting.

Mr. Gill asked if there were any corrections to the minutes of the March 2007 meeting. Hearing none, the March 2007 meeting minutes stood approved as distributed.

3. Economic Development Department Report

Mr. Burdine had no airport-related economic development information to present.

4. Airport Management Report:

a. Review and acknowledgement of the March 2007 Statistical Report;

Mr. Green reported that enplanement growth is flat compared to March 2006. It was also noted that there were five cancellations due to thunderstorm activity on the 29th and 30th.

b. Update on Current Projects

Mr. Green updated the board on the following projects:

- Terminal Phase IV – Completion date has been pushed back to October due to weather related delays.
- Air Carrier and GA Ramps Reconstruction – Air carrier ramp is on schedule with installation of the covered walkway planned for April 11th. GA Ramp project is at 90% completion with minor details required to finish the project.

- Taxiway D Extension – Delays primarily due to weather. The change order on item 8 of the minutes seeks to account for this delay.
- Runway Lighting Rehabilitation and Air Carrier Ramp Area B – Bid opening in approximately 30 days.
- T-Hangar Taxilane Reconstruction – Continuing on schedule. Setbacks with Taxiway D Extension may generate delays.
- Parking Lot – Plans and designs are approximately 90% complete. Mr. Green is working with Richard Burdine and David Wright in Finance to develop a plan that will be presented to the Board.
- Terminal Road Reconstruction – Plans for the lower level road were reviewed with the engineers and multiple changes were suggested. Plans should be ready to bid within the next couple of weeks.

5. Report of the Economic Development and Public Relations Subcommittee.

Mr. Crowder presented on the April 4th 2007 meeting at 3:30. In attendance were Joe Crowder, Nanci Liles, Nicki Harle, Larry Gill, Don Green and Chris Proctor-Cleveland. The following topics were discussed:

- Update on the status of talks with Allegiant Air.
- Update on the status of the airport restaurant and gift shop.
- Maintaining customer service during the terminal construction project including:
 - a) The use of a shuttle service to transport passengers to and from the temporary parking lot.
 - b) Larger construction signage with more visibility at night.
 - c) Use a character or icon to give a friendly face to the construction.
 - d) Use of airport ambassadors, to give customers either directions or answers to their questions.

These projects are to be implemented around mid May to early June at approximately the time when the lower level road closes and the upper road opens.

- Update on West Central Texas Air Service Advisory Council. The bylaws call for the Texas Midwest Community Network (TMCN) representative to the Airport Development Board (ADB) to chair the Council. The TMCN rep is Lori Dodd. The vice chair of the Council is the ADB's vice chair, Woody Gilliland. The first meeting is scheduled for Wednesday May 30 at 10:30-12:00pm with an optional lunch at 12 noon followed by an optional airfield tour.
- Update on the Customer Knowledge Program. Two companies responded to the Request for Qualifications. This funded project includes four components:
 - a) Quantitative business survey of what the needs are in the region in terms of cargo and passenger service.
 - b) An in house qualitative study that takes place on site. This will provide an opportunity for passengers to provide immediate feedback.
 - c) New website with research component.
 - d) Electronic newsletter accessible from the website.

- Updated on the biennial air service study by SABRE. This study will provide a snapshot of ticket demand and leakage in the airport’s catchment area over the last two years. The data will include the six months of service by Allegiant Air, and should “prove” the size of the airport’s catchment area. This updated information will be presented to various airlines at the ACI-NA JumpStart conference as we continue our efforts to develop additional air service to the western United States.

6. Consideration and Action on a recommendation for the City Manager to execute a Temporary Airport Use Agreement with Big Country AirFest, Inc.

Mr. Green reported on a draft agreement for Airfest’s participation at the airport that has been created and is awaiting authorization to go to City Council. Board action is for consideration and recommendation of the draft agreement to City Council so that the Department of Defense can start the process of scheduling static display aircraft.

Motion to approve was made by Mr. Crowder, and seconded by Mr. Gilliland. Motion passed.

7. Consideration and Action on a recommendation to approve a Change Order with Crowe Construction for Terminal Phase IV.

Mr. Green reported on a change order request for the Crowe Group for \$74,949.48. Modifications to the structural steel that is part of the canopy will result in a net increase of \$19,435.73. Secondly, the base material underneath the asphalt on the terminal upper level drive is insufficient. The estimate for adding a limestone base material is \$39,180.19. Thirdly, it is proposed that the escalator pit needs to be enlarged and that we install an access door for easier maintenance for \$5,600. Also included is the addition of two fire alarm pull stations for \$1,600. Additional waterproofing of the area near the escalator is required at \$9,036. The contractor is also estimating an additional 90 days of construction for the modifications to the structural steel. Funding will initially come from the City; however, FAA grants may be amended in future years to recoup the monies spent on these construction changes.

Motion to approve change order was made by Mr. Egger, and seconded by Ms. Dodd. Motion passed.

8. Consideration and Action on a recommendation to approve a Change Order with HNTB for engineering services on the Taxilane Reconstruction and Taxiway D Phase II projects.

Mr. Green reported on a change order for GA Ramp Taxilane Reconstruction and Taxiway D Phase II for HNTB. Delays primarily due to weather have caused the contract end date to be moved from February 25th to May 1st. Based on the engineers’ calculations, 45 days of delays were directly due to weather. The cost of the change order is for the inspectors who will be required to stay due to delays and are not covered by the allowances built into the contract for bad weather days. The total cost of the change order is \$46,043.00.

Motion to approve change order was made by Mr. Thaxton and seconded by Mr. Gilliland. Discussion included weather delay issues and third party oversight. Motion passed.

9. Executive Session:

Pursuant to Govt. Code Section 551.072, (A governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person). After discussion in executive session, any action or vote will be taken in public.

10. Consideration and Action on a recommendation to award the on-airport car rental concessions.

Mr. Green discussed the car rental concessions results with Hertz, Avis and Enterprise being the qualified proposers. Budget did not meet the minimum annual guarantee in its proposal.

Motion to accept the car rental concession choices of Hertz, Avis and Enterprise made by Ms. Dodd
Seconded by Mr. Crowder. Motion passed.

11. FAA grant acceptance was withdrawn from the agenda at the meeting.

12. Announcement of the next Facility and Planning Subcommittee meeting, May 2, 2007 at 3:30pm, to be held at the Abilene Regional Airport Training and Conference Room.

13. Announcement of the next Airport Development Board meeting, May 9, 2007 at 3:30 pm, to be held at the Abilene Regional Airport training and Conference Room.

14. Adjourn.

Motion to adjourn at 4:58 p.m. made by Mr. Crowder; seconded by Ms. Dodd.
Motion passed.