

# AIRPORT DEVELOPMENT BOARD

October 10, 2007

## MINUTES

**MEMBERS PRESENT:** Larry Gill, Chairman, Woody Gilliland, Vice Chair, Stan Egger, Vic Corley, Joe Crowder, Vince Swinney, Kirk Thaxton, David Lynn, Lori Dodd

**MEMBERS ABSENT:** Cindy Haley

**AIRPORT STAFF:** Don Green, Melissa Murphy, Alex Cargile

**CITY EMPLOYEES:** Daniel Santee, City Attorney, Richard Burdine, Economic Development Pam McComas Finance

**VISITORS:** Steve Horton, Leibowitz & Horton Airport Management Consultants Inc., Charles Anderson, Abilene Reporter News

### REGULAR SESSION

#### 1. Call to Order

Mr. Gill called the meeting to order at 3:38 p.m. after introducing Melissa Murphy as the new Business Development Manager.

#### 2. Consideration and action approving minutes of September 12, 2007 Airport Development Board meeting.

Mr. Lynn suggested two changes to the September 12, 2007 minutes. The first change on section 5, line 2 changes the wording from “determine accurate pricing” to “evaluate current rates & charges.” The new wording reads, “The Rates and Charges Study compares Abilene Regional Airport to other similar airports in order to evaluate current rates and charges.”

The second change is on section 5, line 3 and changes the wording from, “lower pricing” to “lower rates and charges.” The new wording reads, “The study showed that ABI is currently considered a low cost airport with comparatively lower rates and charges.”

Motion to amend the minutes made by Mr. Lynn and seconded by Mr. Crowder. Motion passed.

#### 3. Economic Development Report

Mr. Burdine gave the economic development report and spoke of talks between TSTC and American Eagle to train new pilots.

#### 4. Airport Management Report:

##### a. Review and acknowledgement of the September 2007 Statistical Reports;

Mr. Green reported on the September statistics report. American Eagle enplanements have grown, while Colgan enplanements have dropped due to one lost flight. Rental car companies continue to maintain significant increases over last year.

##### b. Air Service and Business Development Update – Introduce new Business Development Manager, Melissa Murphy

**c. Restaurant Update – Introduce Roger and Susie Forkner, owners of G.W.’s Burgers and More**

Mr. and Mrs. Forkner were unable to attend due to aircraft diversions. Texas Star Trading Company is currently stocking the gift shop under management by G.W. Burgers and More. Currently they are in the process of acquiring a beer and wine liquor license.

**d. Update on Current Projects – Terminal Phase IV, Air Carrier Ramp Reconstruction, Parking Lot and Terminal Road Reconstruction, Runway 17L/35R Lighting Rehabilitation**

- Terminal Phase IV – Steel for the canopy to arrive soon. It will take approximately one week to install, after which construction will move to the lower level.
- Air Carrier Reconstruction Area A – Project is approximately 78% complete.
- Runway 17L/35R Lighting Rehab – Project will begin early next week.
- Parking Lot – A pre-bid meeting took place on the 10<sup>th</sup> with eleven bidders. Bidding is set to begin October 24.

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

Mr. Lynn reported on the Economic Development and Public Relations Subcommittee meeting. Topics of discussion included a gift shop update, the introduction of Melissa Murphy to the Business Development Manage position and construction signage. The subcommittee meeting was also updated on parking lot construction and the use of golf carts, which will be available during the short term gap between construction projects.

**6. Rates and Charges Study Presentation by Steve Horton of Leibowitz & Horton**

Mr. Horton provided the board with a presentation on the Rates and Charges study.

**7. 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.**

Executive session began at 4:20 pm and ended at 4:56 pm with no decisions being made.

**8. Consideration and Action to approve the Rates and Charges Study and for Airport Staff to begin negotiations with tenants on new leases.**

Item 8 was modified to allow for determinations to be brought back to the board for recommendations on how to implement the Rates and Charges study.

Motion to approve modified recommendation was made by Mr. Gilliland and seconded by Mr. Lynn. Motion passed.

**9. Consideration and Action to approve the lease extension with the U.S. government for TSA office and break room space.**

TSA's lease is to expire October 31. A recommendation was made to extend lease for one year at \$6,540 for their office space and break room.

Motion to approve recommendation was made by Mr. Swinney and seconded by Ms. Dodd. Motion passed.

**10. Consideration and Action to approve an extension of the landside engineering agreement with Enprotec/Hibbs & Todd.**

Amendment is to extend the current agreement until December 31, 2008 for the completion of the Parking Lot project.

Motion to approve recommendation was made by Mr. Thaxton and seconded by Mr. Crowder. Motion passed.

**11. Consideration and Action to approve Task Order 11 with Enprotec/Hibbs & Todd for parking lot construction administration and inspection services.**

Allows Enprotec/Hibbs & Todd to act on the parking lot project at a rate of \$192,000, which falls below previous estimates.

Motion to approve recommendation was made by Ms. Dodd and seconded by Mr. Thaxton. Motion passed.

**12. Announcement of the next Facility and Planning Subcommittee meeting, Thursday, November 1, 2007 at 3:30pm, to be held at the Abilene Regional Airport Training and Conference Room**

**13. Announcement of a special Airport Development Board Meeting to consider a recommendation to City Council to award the parking lot reconstruction contract, Friday October 26 at 8:00 am.**

**14. Announcement of the next Airport Development Board meeting, November 14, 2007 at 3:30 pm, to be held at the Abilene Regional Airport training and Conference Room.**

**15. New Business**

**16. Adjourn.**

Motion to adjourn at 5:15 p.m. made by Mr. Swinney. Seconded by Mr. Lynn. Motion passed.