

AIRPORT DEVELOPMENT BOARD

December 10, 2008

MINUTES

MEMBERS PRESENT: Woody Gilliland, Vice Chairman, Kirk Thaxton, Cindy Haley, Joe Crowder, James Leonard, Vince Swinney, Stan Egger

MEMBERS ABSENT: Lawrence Gill, Jimi Coplen, David Lynn, Vic Corley

AIRPORT STAFF: Don Green, Chris Taylor, Melissa Murphy, Alex Cargile

CITY EMPLOYEES: Danette Dunlap, City Secretary

VISITORS:

REGULAR SESSION

1. Call to Order

Mr. Gilliland called the meeting to order at 3:35pm.

2. Oath of Office for new and re-appointed ADB members

Ms. Dunlap delivered the Oath of Office for re-appointed members Mr. Joe Crowder and Ms. Cindy Haley and newly-appointed member, Mr. Jim Leonard.

3. Consideration and action approving minutes of October 29, 2008 Airport Development Board meeting.

Mr. Gilliland asked if there were any corrections to the minutes of the October 2008 meeting. Hearing none, the October 2008 meeting minutes stood approved as distributed.

4. Tenant Report

There was no report at this time.

5. Economic Development Report

There was no report at this time.

6. Facilities and Planning Sub Committee Report

Mr. Gilliland presented information on the Facilities and Planning Sub Committee meeting report. The sub committee was updated on the current construction projects as well as the upcoming Engineering RFP. The new control tower project is on schedule with construction beginning around June 2009 with a completion date prior to June 2011. Funding for this project comes from a congressional mandate.

7. Airport Management Report:

a. Review and acknowledgement of the October and November 2008 Statistical Reports

Mr. Cargile presented the October and November 2008 statistics reports. The FAA tower is implementing a new automated system that will update reports back to August '08. October saw a decrease in flights due to the loss of Continental. Both parking and rental cars were down for the month, but up for the year. November saw a 4% decrease in enplanements from American. Overall enplanements are down 2% for the year. During Thanksgiving American Eagle's enplanements were down 10%. Nationwide, a 10% decrease was predicted during the Thanksgiving season.

b. Update on Current Projects – Air Carrier Ramp Area C and T-Hangar Taxilane Area A, Hangar 1 Refurbishment, New Control Tower, FY09 projects under design

1. **Air Carrier Ramp Area C** - Excavation at 100% complete.
2. **T-Hangar Taxilane Area A** - North end is complete and in use. South side at 100% complete on excavation and 25% on grading.
3. **Hangar 1 Refurbishment** - Complete.
4. **New Control Tower** –
5. **FY'09 Design Projects** - Air Carrier Ramp Area D, T-Hangar Taxilane Area B, Runway 17R/35L Lighting Rehabilitation

c. Air Service and Business Development Update

1. **Request for Qualifications for Air Service Consultant** - Will be explored further in the upcoming months.
2. **Airport Rededication Event** - Ceremony and ribbon cutting is planned to be held outside, however it will be held downstairs if necessary. It will be a catered event, sponsored by URS Engineering, Tittle Luther Partnership and Enprotec Hibbs and Todd.
3. **Marketing campaigns** - Advertisement of status matching by American for frequent Continental passengers. Heavy marketing of the rewards program. Opened November 1st and as of December 10, there were 199 signed up for the rewards program.
4. **Holiday travel** – Enplanements during the Thanksgiving holiday were down.
5. **American Eagle Visit** - A meeting with Peter Bowler the President of American Eagle and other American Eagle representatives showed support for operations in Abilene.
6. **Air Service Roundtable Conference** - A meeting with other airports as well as airline representatives provided information about the overall air service industry.

d. Parking Lot Operation Status

Mr. Taylor discussed the transition to the new parking lot, which is up and running. Last month the airport closed the temporary parking lot and opened the new parking lot. The entire parking lot is computer controlled. The system will also provide valuable statistics on the types of transactions in the lot.

e. Forest Service Operations

At this time last year the Forest Service set up operations. Currently their offices are located at the old Pride hangar owned by Abilene Aero. There is a strong possibility that they will set up operations at the airport again. Previously there was pavement damage, which will need to be resolved in any future agreements.

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 deliberate on in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. Additionally, Section 551.087 allows a governmental body to discuss or deliberate on commercial or financial information that has been received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the City and with which there may be ongoing negotiations or deliberate the offer of a financial or other incentive to a business prospect. Further, Section 551.071 provides that a governmental body may seek advice from its attorney regarding a pending or contemplated litigation subject, settlement offer, or attorney-client privileged information. After discussion in executive session, any action or vote will be taken in public.

The board did not enter the Executive Session

7. Consideration and Action on a recommendation to City Council to approve a building lease for Hangar 1.

Hangar 1 was recently renovated with a minimum bid amount of \$800/mo. There was one responsive bidder, which was Abilene Aero at \$1,755/mo. This is unbudgeted revenue.

Motion to approve recommendation made by Mr. Thaxton and seconded by Mr. Swinney. Motion Passed.

8. Announcement of the next Finance and Operations Subcommittee, Wednesday January 7, 2009 at 3:30 PM, to be held in the Abilene Regional Airport Training and Conference Room.

9. Announcement of next Airport Development Board meeting scheduled for Wednesday January 14, 2009 at 3:30 p.m., to be held in the Abilene Regional Airport Training and Conference Room.

10. Adjourn.

Motion to adjourn at 4:42p.m. made by Mr. Swinney. Seconded by Mr. Crowder. Motion passed.