

## AIRPORT DEVELOPMENT BOARD

December 8, 2010

### MINUTES

**MEMBERS PRESENT:** Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Stan Egger, Joe Crowder, Cindy Haley, Kirk Thaxton, David Lynn, Michael Redden, Jimi Coplen

**MEMBERS ABSENT:** Jim Leonard, Myrna Grigsby

**AIRPORT STAFF:** Chris Taylor, Melissa Murphy, Alex Cargile

**CITY EMPLOYEES:** Dan Santee, City Attorney

**VISITORS:** Ann Smith, Airport Restaurant

#### REGULAR SESSION

**1. Call to order.**

Mr. Gill called the Airport Development Board meeting to order at 3:35 pm.

**2. Introduce visitors**

Mr. Gill introduced Ann Smith who operates the airport restaurant. The response so far has been good. There are many employees who eat at the restaurant. Mrs. Smith has applied for a license to sell beer and wine.

**3. Consideration and Action approving minutes of the September 2010 meeting**

Mr. Gill asked if there were any corrections to the minutes of the September 2010 meeting. Hearing none, the September 2010 meeting minutes stood approved as distributed.

**4. Finance and Operations Sub Committee Report**

Mr. Lynn presented the Finance and Operations Sub Committee report. The committee met in October. At the time of the meeting, expenses were below budget and revenue was above budget. The net favorable amount was \$181,000 at that time. These numbers were incomplete for the year.

The operations officers had accumulated a large amount of comp time due to staff shortages. This comp time was paid off. The new schedule format has resulted in significant comp time savings.

**5. Economic Development and Public Relations Sub Committee Report**

Mr. Crowder presented the Economic Development and Public Relations Sub Committee report. The airport is developing a student advisory board. This board will look at the needs of the traveling students. This will meet monthly. There are currently 3 members on this board. The SCASD grant was not renewed for an additional year. The airport will apply for a new grant in spring of 2011. The airport has developed a new TV/Internet advertisement. There are multiple school choirs playing at the airport during the Christmas season. Enplanements are down 10% year to date. Year over year, the average fares have been increasing.

**6. Planning and Facilities Sub Committee Report**

Mr. Gilliland presented the Planning and Facilities Sub Committee report. The 5 year CIP plan may be adjusted in order to re-prioritize necessary projects. Mr. Bradshaw briefed the committee about a 700 lb airplane that was originally made by one of the founding members of the EAA. There is a proposal to display the restored aircraft at the airport.

7. **Airport Management Report:**

a. **Review and acknowledgement of Statistical Reports**

September showed enplanements and rental car gross revenues down for the month. In October there was a 1% increase in enplanements. The Enterprise and Hertz rental car revenues were up significantly for the month. In November enplanements were down 1%. Parking lot revenue dropped for the month.

b. **Budget Update**

Sales tax for the city is up to 7.5% for October. This shows positive growth for Abilene.

c. **TRACON Consolidation**

Mr. Green met at Dyess to discuss the TRACON Consolidation. There have been no changes yet. There will be a stakeholders meeting after the first of the year. Congressman Neugebauer has asked for a report on the TRACON Consolidation.

d. **Update on Current Projects –**

**Air Carrier Ramp Area E** – 59% complete.

**T-Hangar Taxilane Area C** – 23% complete

**Airfield Lighting Control System/Beacon Replacement** – Supplies are being ordered for this project. Expect movement after the first of the year.

**New Control Tower** – The project is continuing, but no major changes.

**Wildlife Hazard Assessment** – The assessment continues for the 3<sup>rd</sup> month. So far, no major issues have arisen.

**Projects in design:**

**Taxiway C & EASI** – Being surveyed.

**Taxiways M, N, P** – In the design phase.

e. **Air Service and Business Development Update**

- **Airline pricing** – Compares the Abilene fares with Midland and DFW airports. The airport has been in talks with American about closing the gap in prices between Abilene and Midland and DFW. The prices dropped for a while, but have been steadily increasing.
- **SCASD extension** – The current grant expired. The second extension was denied after the deadline to apply for a new grant. The original grant could only be used for western service, so a new grant would open up opportunities for the airport.
- **Holiday travel** – Thanksgiving enplanements were about the same as last year. There are no projections for Christmas.
- **Flight tracking displays** – The airport has installed two monitors that show the flights out of and into Abilene.
- **Advertising program** – The airport is looking to advertise focusing on students. Advertisements are on the Abilene Reporter News website as well as Yahoo!. The airport hosts Passenger Appreciation days on a monthly basis. There are two hotels in competition for sponsoring these events.

**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. 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.**

**Executive session was entered into at 4:10 pm and exited at 4:20 pm with no decisions being made.**

**8. Consideration and Action to recommend award of ARFF truck purchase.**

The airport has an ARFF truck that does not meet index. The ARFF truck went up for bid with three companies interested. The winning was Oshkosh \$604,000. There was \$12,000 separating the high bid from the low bid. The old ARFF vehicle may or may not be able to be auctioned by the city due to FAA restrictions.

Motion to accept made by Mr. Crowder and Seconded by Mr. Lynn. Motion passed.

**9. Consideration and Action to recommend approval of a task order for air service development.**

This action is for a Mead & Hunt task order for \$12,375 for the new market analysis and preparation for airline presentations at Network in March.

Motion to accept made by Mr. Crowder and Seconded by Mr. Thaxton. Motion passed.

**10. Consideration and Action to recommend approval of Amendment 1 to Task Order 21 with URS.**

Amendment 1 for Reconstruction of Taxiway C. There is a push for safety incursion prevention in the FAA. This Amendment is for the design of a partial perimeter road from the north Abilene Aero ramp to the EAA area. The cost for this design is \$25,521.

Motion to accept made by Mr. Redden and Seconded by Mr. Gilliland. Motion passed.

**11. Consideration and Action to recommend approval of an operating agreement with Ann's Airport Café.**

Ann is currently working under a temporary use agreement that ends December 31st. The new agreement will be for 3 years. There is no rent for the 1<sup>st</sup> year. The board will have the option to extend that to the second year. The third year will be \$450/mo. Ann must provide monthly revenue reports for tracking purposes for the board.

Motion to accept made by Mr. Thaxton and Seconded by Mrs. Haley. Motion passed.

**12. Consideration and Action to recommend approval of an operating agreement with Buffalo Trading Post.**

There were no formal RFP's by the deadline. Rusty Edmonds contacted Mr. Green about operating at the gift shop. This agreement will be for a 3 year term with no rent for the 1<sup>st</sup> year. The board can make the decision to extend this to the second year.

Motion to accept made by Mrs. Haley and Seconded by Mr. Gilliland. Motion passed.

**13. Consideration and Action to recommend approval of a ground lease with Richard Baxter.**

This item was pulled from the agenda.

**14. Consideration and Action to recommend approval of a building lease for Hangar 2 with Polasek Helicopter Service.**

This item was pulled from the agenda.

**15. Adjourn.**

Motion to adjourn at 4:34 pm made by Mr. Thaxton. Seconded by Mr. Crowder. Motion passed.

Signature of Chairman to confirm minutes: \_\_\_\_\_ Date: \_\_\_\_\_