

AIRPORT DEVELOPMENT BOARD

April 13, 2011

MINUTES

- MEMBERS PRESENT:** Woody Gilliland, Vice Chairman, David Lynn, Michael Redden, Jim Leonard, Cindy Haley, Jimi Coplen, Stan Egger, Kirk Thaxton
- MEMBERS ABSENT:** Lawrence Gill, Chairman, Joe Crowder, Myrna Grigsby
- AIRPORT STAFF:** Don Green, Chris Taylor, Melissa Murphy, Alex Cargile
- CITY EMPLOYEES:** Dan Santee, City Attorney
- VISITORS:** Haleigh Davis, ACU, Rachel Beck, ACU

REGULAR SESSION

1. Call to order.

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

2. Introduce visitors

Haleigh Davis and Rachel Beck were in attendance as part of a political science class.

3. Consideration and Action approving minutes of the February 2011 meeting

Mr. Gilliland asked if there were any corrections to the minutes of the February 2011 meeting. Hearing none, the February 2011 meeting minutes stood approved as distributed.

4. Economic Development and Public Relations Sub Committee Report

This subcommittee did not meet.

5. Finance and Operations Sub Committee Report

Mr. Lynn presented the Finance and Operations Subcommittee report. The Finance and Operations subcommittee discussed the current fiscal year's budget as well as the plans for the projected FY'12 budget. The airport is planning for a flat budget in FY'12.

Revenue for the first 6 months is approximately \$74,000 under budget, while expenses are about \$90,000 under budget.

Terminal parking is approximately \$35,000 under budget. These numbers correlate with the reduction in flights. Utilities are under budget at the moment, but the prices increase with the summer. Overall the airport had spent 45% of expenses and received 45% of revenue.

6. Facilities and Planning Sub Committee Report

Mr. Gilliland presented the Facilities and Planning Subcommittee Report. An airplane is being donated to the airport. The current plan is to hang the airplane over the stairwell. During renovations on Hangar 2 it was found that the caulking in the windows contains asbestos. Polasek, who is currently renovating the hangar, has begun asbestos removal. The asbestos removal along with structural and electric work comes to approximately \$20,000 worth of work. The airport has a certificate of obligation from 2004 that can be used for the hangar renovations.

The airport capital improvement program (CIP) has been reprioritized. The biggest change is to Taxiway C, which will now cost \$8,000,000 as opposed to the \$4,000,000 originally estimated. This will require multi-year funding.

FAA funding has been delayed due to the congressional funding until at least the first of August.

7. **Economic Development Report**

Mr. Green presented the Economic Development Report. Hangar 4 for EASI is expected to be completed in late August. EASI hangars are receiving additional fire suppression systems. Additionally there is a requirement for an additional fire access road to these hangars. The City working with DCOA has reached an agreement for these changes. The City will participate in up to 30% of the costs associated with these modifications.

8. **Airport Management Report:**

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

Revenue passenger enplanements are up 6% over last year for American Eagle. Parking lot revenue is up 8%. Avis has had lower revenues for February and this has been attributed to a shift in Hertz available cars. Previously Hertz would refer to Avis if they did not have a vehicle available. Further affecting Avis, wind turbine contracts have shifted from Avis to Enterprise.

b. **Budget Update**

Sales tax figures are up approximately 6%.

c. **TRACON Consolidation**

The FAA presented a business case for the TRACON consolidation and had an outside consultant review it. The consultant came up with a different cost. It was found that it was more cost efficient to construct a new TRACON facility in Abilene as opposed to moving the TRACON to Dallas. The cost to move is approximately \$18,000,000 more expensive than building the TRACON in Abilene. The TRACON is currently planned to operate out of a portable building in Abilene for the span of 1 year.

d. **Update on Current Projects –**

- Air Carrier Ramp Area E-** Complete. Final inspections will be started soon.
- T-Hangar Taxiway Area C-** 85% complete with a June completion.
- Airfield Lighting Control System/Beacon Replacement-** 65% complete.
- New Control Tower-** Anticipated completion in August 2012.
- Wildlife Hazard Assessment-** Beginning to look into seasonal changes to animal migration.
- Snow Removal Equipment Building-** Plans are going through final review.
- Projects in design:** T-Hangar Taxiways C and EASI

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

- Social media update** – Currently on Facebook and Twitter.
- VIP Program and Advertising** – The VIP database has grown so large that it is difficult to manage the data. IT is working on finding a solution to this problem. Star Dodge, Primetime and Monks Coffee Shop are new donors for the VIP program. Terminal advertisers have renewed their contracts. The airport will be meeting with the Brownwood Chamber of Commerce.
- Restaurant/Gift Shop**
- Network USA**

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.

The executive session was entered into at 4:24pm and exited at 4:39pm with no decisions being made.

9. Consideration and Action to recommend amending Task Order 24 with URS.

This amendment will add costs to the task order. This task order manages the construction of T-Hangar Taxilane Area C, Air Carrier Ramp Area E and the Airfield Lighting and Control project. This includes construction materials testing. In the past URS has been proficient at coming in under budget and this is the first time URS has had to increase a task order. This is a planned \$48,000 increase. In the past the airport has only had one construction company doing work at the airport under URS. Now there are multiple contractors and it has increased the costs associated with testing.

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

10. Adjourn.

Motion to adjourn at 4:52 pm made by Mrs. Haley. Seconded by Mr. Redden. Motion passed.

Signature of Chairman to confirm minutes: _____ Date: _____