

AIRPORT DEVELOPMENT BOARD

November 13, 2013

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Michael Redden, Joe Crowder, Cindy Haley, Gray Bridwell, Myrna Grigsby, Stan Egger

MEMBERS ABSENT: Kirk Thaxton, David Lynn

AIRPORT STAFF: Don Green, Chris Taylor, Alex Cargile, Kate Alvarez

CITY EMPLOYEES:

VISITORS: Merry McKenna, Moose's Snack Shack & Café

1. Call to order

Mr. Gill called the Airport Development Board meeting to order at 12:52 pm.

2. Introduce visitors

There were no visitors in attendance.

3. Consideration and Action approving minutes of the September 11, 2013 and September 23, 2013 meetings

Mr. Gill asked if there were any corrections to the minutes of the September 11, 2013 and September 23, 2013 meetings. Hearing none, the September 11, 2013 and September 23, 2013 meeting minutes stood approved as distributed.

4. Economic and Development and Public Relations Subcommittee Report

The subcommittee's name is now the Marketing and Development Sub Committee.

The airport will be doing new television advertising campaigns as well as Christmas advertising programs at the airport.

Airport staff is looking to have a TSA representative come to Abilene to do interviews for the Global Entry Program. They need 40 people to sign up before a representative will come into town.

The industry as a whole is looking to replace inefficient aircraft. They are expecting approximately 4% growth. The biggest regions for growth will be the Middle East and Asia. The industry expects to see the price of oil drop.

5. Economic Development Report

Mr. Burdine was not in attendance.

6. Airport Management Report:

a. AMR Bankruptcy/Merger

The American Airlines, US Airways merger has been allowed by the Department of Justice. The merger will begin within the next few weeks. Airport staff will be reviewing any changes.

b. Review and Acknowledgement of Statistical Reports

There has been a trend since July of increased enplanements. In October there was a 24% increase to American Eagle revenue enplanements. Parking lot revenue was up 18.8% in October and 10.8% for the year. Rental Car revenues were up 6%. Fluctuations in Rental Car Revenue are believed to be because of government contracts.

c. Regulatory and Legislative Issues Update

The TSA security exit lane plan has been approved. TSA will continue to monitor exit lanes under the new plan.

d. TRACON Consolidation

There are no updates for the TRACON Consolidation.

e. Update on Current Projects

Taxiway C Reconstruction – Complete. Notice to proceed on Taxiway M, N, P started.

Parking Lot Repair- Continues. The engineer is looking at additional techniques.

Tower Demo- The government slowdown has caused at least 60 days of delay.

Projects in design- 17L/35R Rehabilitation is under design. The idea of adding a new approach to Runway 35R has been reviewed. It takes approximately 3 years of review, so at this time the airport is not moving forward with the new approach. An overlay to 17L adds 4 inches to the runway. This causes a difference in the aircraft approach. This change will cost approximately \$20,000 to the FAA. The FAA will expedite this review. Runway 17L will be closed for about 8 weeks due to the Taxiway M, N and P project. Taxiway D will be closed, so there will be no access to the runway.

f. Air Service and Business Development Update

This section was combined with the Economic and Public Relations Sub-Committee report.

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 Airport Development Board Meeting did not go into executive session.

7. Consideration and Action to recommend approval of a policy for distribution or exhibition of materials.

Action will be to accept an airport policy regarding leaving materials at the terminal. This is being brought to the board for discussion and review. This policy will be to govern these activities. Space limitations and traffic routes require a standardized approach. This policy will require any entity distributing material to work within the policy. The City does not have an official policy involving material distribution.

Mr. Gill suggested that the “no solicitation” wording may prevent non-profit organizations from performing fund raisers at the airport.

Commercial activity already requires a contract and falls under the contract rules. Non-profits have advertised at the airport in the past, but it was based on trades.

The wording of the policy is clear that impeding customers or employees will not be acceptable.

The board wishes to review this policy carefully so as not to impede on free speech.

There was no action taken at this time.

8. Consideration and Action to recommend approval of Task Order 2 with Garver.

Task Order 2 will allow Garver to complete the final stages of design for Runway 17L/35R. This will also include work reviewing bid proposals. The amount of this Task Order is \$175,000.

Motion to accept recommendation made by Ms. Haley, seconded by Mr. Gilliland. Motion approved.

9. Consideration and Action to recommend approval for a new gift shop operator agreement.

Mr. Emmons came forward a few months back wishing to end operations at the airport gift shop. Merry McKenna with Moose’s Snack Shack and Café wished to take over operation of the gift shop. The City performed a request for proposals and Merry was the only submission.

Merry outlined her operational plan to the airport board.

This action will approve a new lease for operating the gift shop. Operation will begin as soon as possible.

Motion to accept recommendation made by Mr. Redden, seconded by Ms. Haley. Motion approved.

10. Consideration and Action to recommend approval of Change Order 1 with Duininck.

Change Order 1 is for \$81,490. The project includes 8,250 or more feet of under drain that was not included in the original bid. This work would have had to be performed anyway. This is not a new item, but one that was originally in the plan. During the pre-construction meeting the phases were changed around. This adds an additional \$18,900 of the \$81,490 to add a transitional piece of asphalt.

Motion to accept recommendation made by Ms. Haley, seconded by Mr. Bridwell. Motion approved.

11. Consideration and Action to recommend approval of a consulting contract for Passenger Facility Charge Application #3.

Item 10 was pulled from the agenda.

12. Adjourn.

Motion to adjourn at 4:29 pm made by Mr. Crowder. Seconded by Ms. Grigsby. Motion passed.

Signature of Chairman to confirm minutes: _____ Date: _____