

AIRPORT DEVELOPMENT BOARD

November 12, 2014

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Joe Crowder, Cindy Haley, Stan Egger, David Lynn

MEMBERS ABSENT: Kirk Thaxton, Gray Bridwell, Michael Redden, Tammy Virden

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

CITY EMPLOYEES:

VISITORS: Brian Bethel, Abilene Reporter News

1. Call to order

Mr. Gill called the Airport Development Board meeting to order at 3:38 pm.

2. Introduce Visitors

Mr. Gill introduced Brian Bethel with the Abilene Reporter News.

3. Consideration and Action approving minutes of the September 2014 meeting.

Mr. Gill asked if there were any corrections to the minutes of September 2014 meeting. Hearing none, the meeting minutes stood approved as distributed.

4. Finance and Operations Sub Committee Report

1.CFC Audit – The audit showed that everything was in order.

2.Rates and Charges –The FY14 budget came in under on expenses and over on revenue. The City's annual audit is under way.

3.Parking Rate Review – The rates and charges study showed that parking rates are relative to others in the area.

5. Business Development and Marketing Sub Committee Report

Mr. Crowder stated that the actions discussed in the subcommittee will be discussed in the Air Service and Business Development Update.

6. Airport Management Report:

a. AMR Bankruptcy/Merger – The financial closeout is complete. The City was reimbursed for the full amount.

b. Review and Acknowledgement of Statistical Reports

Revenue enplanements were up 10% for the month of September. Enplanements jumped in October to 13% for the month. Parking Revenue is up 17.45% for the year and rental cars are up 40% for the year.

- c. **Regulatory and Legislative Issues Update**
With a new Congress session in January, the airport would like to see a longer term FAA reauthorization.
- d. **TRACON Consolidation**
The FAA has spoken with the local FAA employees regarding the TRACON. The airport expects the next update near the start of 2015.
- e. **Welcome Home Sign**
The “Welcome Home Troops” sign is approximately 12 years old. The Airport is hoping to find funding for the sign and will keep the board apprised.
- f. **Update on Current Projects**
Taxiways M, N and P Reconstruction - 93%
Runway 17L/35R - 85% Complete. Next step is grooving.
Runway 17R/35L - In Design.
Entrance Landscaping,
- g. **Air Service and Business Development Update**
In the pricing report, the holidays are showing their effect with higher prices across the board. The Boyd group has sent an analysis of operations at the airport. This report shows much of what the Airport expected. The Christmas tree decorating contest will have 4 non-profits. Saint Johns, The Boys and Girls Club, DRI and TMCN will be participating.

Mr. Crowder commended the subcommittee and gave thanks for their hard work.

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.

No Executive Session took place.

7. Consideration and Action to recommend approval of Change Order 7 to the Taxiways M, N and P Rehabilitation contract with Duininck, Inc.

This change order increases the project by \$56,464.27. This will replace asphalt shoulders on Taxiway N due to moisture retention. Also included are changes to miscellaneous material quantities.

Motion to approve recommendation made by Mr. Lynn and Seconded by Mr. Gilliland. Motion Approved.

8. Consideration and Action to recommend approval of Change Order 2 to the Runway 17L/35R contract with Duinick, Inc.

Item 8 was removed from the agenda.

9. Consideration and Action to recommend approval of Amendment 1 to the Runway 17L/35R construction management contract with Garver.

Item 9 was removed from the agenda.

10. Consideration and Action to recommend approval of a commercial sign for Polasek Helicopters.

This action would add a sign on the corner of Navajo and Loop 322. The board suggests only allowing the sign to contain only the "Learn to Fly Here, Polasek Helicopters". This would leave out the C-TEX portion of the sign. The Airport Board recommended that sign advertising at the airport should be limited to Aviation related programs. This would be a short term agreement for 2 years at no fee.

Motion to approve recommendation made by Mr. Lynn and Seconded by Mr. Gilliland. Motion Approved.

11. Consideration and Action to recommend approval of a five-year terminal space lease with GSA for TSA office and break room.

The lease has a 5 year firm rate; however the rate will be reviewed in 5 years. Total term length is 10 years. This lease is for 518 square ft. The new rate goes from \$7,000/yr in the existing lease to \$10,163/yr in the new. This new rate is based on the operating costs of the airport and this rate will be used on new leases.

Motion to approve recommendation made by Mr. Crowder and Seconded by Mr. Lynn. Motion Approved.

12. Consideration and Action to recommend approval of a five-year lease/operating agreement with Moose's Airport Café.

The new agreement will have one year of no-fees. During the second through fifth years the airport will start charging rent approximated to the utility costs per month. The old fire station lease is not part of this agreement.

Motion to approve recommendation made by Mr. Crowder and Seconded by Mr. Gilliland. Motion Approved.

13. Consideration and Action to recommend approval of an Airfield Sweeper/Vacuum Truck.

This action is for the Runway Regenerative Sweeper Truck. The airport has located a truck that meets requirements. This is AIP Grant funded. The total cost is \$244,161. This is on the Texas Buy Board. This is predetermined pricing so the City does not need to go out to bid. Not every airport has the same requirements; therefore it is difficult to translate to Abilene the potential costs. The City will be able to maintain the chassis and the sweeper broom. This sweeper is expected to be in production for the next five years.

Motion to approve recommendation made by Mr. Crowder and Seconded by Mr. Egger. Motion Approved.

14. Adjourn.

Motion to adjourn at 4:17 pm made by Mr. Crowder. Seconded by Ms. Haley. Motion passed.

Signature of Chairman to confirm minutes: _____ Date: _____