

# AIRPORT DEVELOPMENT BOARD

December 14, 2016

## MINUTES

**MEMBERS PRESENT:** Woody Gilliland, Vice Chairman, Joe Crowder, Mary Lee Brooks, Michael Redden, Cindy Ramsey, David Lynn

**MEMBERS ABSENT:** Lawrence Gill, Chairman, Stan Egger, Kirk Thaxton, Tammy Virden, Gray Bridwell

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

**CITY EMPLOYEES:** Stanley Smith, City Attorney

**VISITORS:** Randy Williams, Taylor County Commissioner, Nanci Liles, Abilene Convention and Visitors Bureau

**1. Call to order**

The meeting was called to order at 3:39pm

**2. Introduce visitors**

Mr. Gilliland introduced Mr. Randy Williams to the board. Mr. Williams will fill Mr. Stan Eggers position on the Airport Development Board upon approval by City Council.

**3. Consideration and Action approving minutes of the September 2016 meeting**

Mr. Gilliland asked if there were any corrections to the minutes for the September 2016 meeting. Motion to accept was made by Mrs. Ramsey and seconded by Mr. Crowder. Motion approved.

**4. Resolution of Service Recognition**

The board recognizes Mrs. Nanci Liles with the Abilene Convention and Visitors Bureau for her work in supporting the Airport and the City of Abilene.

**5. Airport Management Report:**

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

There was concern that the statistical report may be incorrect due to a shown 15% increase in revenue enplanements therefore the statistics will be reviewed.

Previous month's statistics show a 6% increase in revenue enplanements for September and a 5% increase in revenue enplanements for October.

b. Regulatory and Legislative Issues Update

Congress has approved an FAA continuing resolution through April 18<sup>th</sup>. This means a partial release of AIP funds. The FAA will likely wait until full funding is available before releasing funds.

PFC rate changes remain uncertain. Some organizations are asking for PFC limits to be removed.

c. Update on Current Projects

Runway 17R/35L – Close to completion. Painting and flight check soon to come. Shortly thereafter the runway will be completed and ready to open. There will be a ribbon cutting ceremony shortly after opening the runway. This is a big deal to the FAA and the City as it is a brand new runway opening in the region.

Entrance Landscaping – Will be reviewed in the spring.

FY16 AIP Projects

Parking Lot Revenue System Replacement – Associated Time & Parking has received a notice to proceed.

Master Plan – Work will begin after the first of the year.

Taxiways Sealant Project – In design.

Exterior Escalators – Predesign meeting completed. Looking to replace the escalators with an enclosed elevator.

TSTC

Airport CCTV System – The proposal meeting occurred and there will be a second meeting.

d. American Eagle Saabs Storage

The stored Saabs have been sold. They will be dismantled and removed over the next 2 years. Right now there are 15-18 Saabs stored.

e. Air Service and Business Development Update

The airport distributed thank you cards to passengers flying during the holiday season. The airport VIP program is going strong. The website is being worked on to improve its functionality.

Christmas carolers are back at the airport this year singing for the passengers.

**6. 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.

**f. Sale of Airport Property to TSTC**

The Executive Session was entered into at 4:25 and exited at 4:37 with no decisions being made.

**7. Discussion and Action on the sale of Airport Property to TSTC.**

This item was not discussed and no action was taken.

**8. Discussion and Action on Proposed New Projects.**

\$1.6 Million has been collected in PFC funds to pay off certificates of obligation for AIP funded project. The CO's were paid off, but the PFC funds weren't taken. This \$1.6 million has been approved to work on the airport. A list of priorities and rough estimates were provided to the board. Administration was hesitant about using these funds. After consulting with the Airport PFC consultant and an internal review these funds were allocated to the airport.

**Old Terminal Repair –**

#1 Old Terminal / NW Side / Parking Booth Repair. There was damage to the roof with approximately \$22,000 in damage. The tenant did the roof repairs for the damage. This includes damage to the back of the parking lot booth. The airport committed to the tenant that the damage would be repaired.

#2 Finger Print Scanner. Quicker and easier finger print submission.

#3 Rates / Charges Study – Look at how to allocated revenues to the cost of operation.

#4 LED Lighting for Terminal – Currently halogen lights. Halogen lights are hot and not effective in lighting. Less replacement costs and lower electricity costs.

#5 Renovate Downstairs Restrooms – Gut and bring up to code. Renovate to brighten and clean them up.

#6 Replace All Carpet in the Terminal

#8 Interior Terminal Renovations – Repaint, coating, column styling, etc.

#12 Self-Insurance Fund Reimbursement – These funds would be sent to the City to reimburse for the “deductible” on the insurance that for hail damage repairs. The airport is not a self-sufficient entity and relies on the City of Abilene. The insurance fund is struggling as it is. There was concern expressed that normal processes should be funding the insurance. This item is lower on the priority level and will be reviewed for viability.

Other projects not discussed:

#7 Fence and Sidewalk Repair. #9-11 & 13-18. Terminal Furniture. Old Fire Station Bathroom Area. Emergency Maintenance Fund. Floor Scrubber. Airport Blvd Landscaping. Replacement Generator for Operations. Outside Ladder by Restaurant. Parking Lot Golf Cart. Fire Station Renovations.

**9. Adjourn.**

Motion to adjourn at 4:36 pm made by Mr. Crowder. Seconded by Mrs. Ramsey. Motion passed.

Signature of Chairman to confirm minutes: Lawrence G. Nell Date: \_\_\_\_\_