

AIRPORT DEVELOPMENT BOARD

September 13, 2017

MINUTES

MEMBERS PRESENT: Woody Gilliland, Vice Chairman, Kathy Keane, Cindy Ramsey, Mary Lee Brooks, Joe Crowder, Randy Williams, David Lynn

MEMBERS ABSENT: Lawrence Gill, Chairman, Kirk Thaxton, Michael Redden, Gray Bridwell

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS: Bruce Kreitler, Abilene City Council, Bill Noonan, Parkhill Smith & Cooper,

1. **Call to order**

The meeting was called to order at 3:35pm

2. **Introduce visitors**

3. **Consideration and Action approving minutes of the September 2017 meeting**

Mr. Gilliland asked if there were any corrections to the minutes for the September 2017 meeting. Hearing none, the minutes stand approved as distributed.

4. **Facilities and Planning Sub- Committee Report**

Mr. Gilliland presented the Facility and Planning report. The 17R/35L PAPI project has a planned completion date of October 15th. The parking lot revenue control project is in place and running. The CCTV system is up and running. The next project will be for the audio system. The AIP Grant funding has been approved September 1st for \$1.4 million. A fire station extension project is being considered. The Taxiway Sealant project went for bids and will be opened the 24th of September. The Elevator project design is being revised and reviewed.

5. **Airport Management Report:**

Mr. Green recognized Operations, Maintenance, Kim Thompson and Chris Taylor for achieving a 100% on the last two TSA inspections. Further, the annual FAA certification inspection went well and the airport achieved a "No Discrepancy".

a. Review and Acknowledgement of Statistical Reports

Enplanements were flat for the month. The Airport has enjoyed a 7% growth over the last few months. The 5:30am departure was removed. It's possible the drop is related to this change. Parking lot revenue is up 2.9% for the month and 18.7% for the year. The rate change occurred last year in July. There is a larger gap this month between Abilene and DFW rates. The airport is continuing to review and reach out to American for more information. Airport staff is concerned the loss of the 5:30am flight is affecting business travel.

b. Regulatory and Legislative Issues Update

c. Update on Current Projects –

Entrance Landscaping - The landscape architect is looking at the storm water protection plan that the contractor would have to do.

Parking Lot Revenue System Replacement - Close to substantially complete. Working on final elements.

Master Plan

Security System Upgrade – Close to substantially complete. Working on final elements.

Taxiways Sealant Project – Under item #10.

Exterior Escalators/Elevator – RFP Proposals under review.

Runway 17R/35L PAPIs - Continues and is expected to complete October 15.

d. Air Service and Business Development Update

The airport performed an RFP for Air Service Development consulting.

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. Additionally, Section 551.076 provides that a governmental body may conduct a closed meeting to deliberate the deployment, or specific occasions for implementation, of security personnel or devices; or a security audit. After discussion in executive session, any action or vote will be taken in public.

No Executive Session was entered into.

7. Discussion and Vote to approve Rules Procedures Change

Item not discussed and no action was taken.

8. Discussion and Vote to recommend approval of the Escalator Replacement Contract

Item not discussed and no action was taken.

9. Discussion and Vote to recommend approval of the Air Service Consultant Contract

The airport hasn't had an air service consultant in years. With a strong economy both locally and nationally, airlines have begun looking at regional service expansion. Also considering American's reduction in flights, the airport has begun looking at a consultant specializing in development.

The airport advertised and the airport received 3 submissions. One packet was delivered late and disqualified. Garver and UBM were the submissions. The UBM consultant was the head of domestic route planning for United Airlines. After speaking with UBM. \$5,400 / mo retainer. This includes an Air Service Development Plan and a Catchment Area Leakage Study. This also includes presentations at conferences and two meetings with airlines. The total comes to \$64,800 for 12 months with additional expenses for travel. This funding will come from the DCOA contract programmed for this purpose. This is from FY17 and FY18 funding.

UBM has done a lot of work in Europe. One of the main reasons the airport wishes to go with UBM is Martin Kammerman who has important knowledge of United Airlines.

Motion to approve recommendation made by Mrs. Haley and Mr. Lynn. Motion Approved.

10. Discussion and Vote to recommend approval of the Taxiway Seal Coat Contract

This RejuvaSeal product is an oil based sealant, which restores and protect the asphalt. There were three bidders. The bidders are Little Manufacturing, Bontke Brothers and Maxwell asphalt out of Utah. Maxwell was the lowest bidder. There was concern expressed relating to the distance of the company from the project. There will be a warrantee in the event of a problem. Garver has checked into the companies work and approved it. The company is bonded. The board feels that the farther away the company is, the harder it will be to resolve a problem.

The City has a local preferred advantage to for local projects, however the FAA will not allow you to do that. It has to be low bid, or there needs to be a case to the City Attorney, City Manager and the FAA.

The base bids came in at:
Little Manufacturing \$883,679
Bontke \$1,355,974
Maxwell \$698,345

The Engineers Estimate was \$788,774. This project is funded at 90% Federal and 10% Local Match.

The Board decided to table the item to have the company researched further.

Motion to Table made by Mr. Williams and Seconded by Mr. Crowder. Motion tabled.

11. Adjournment

Motion to adjourn at 4:32 pm made by Mr. Crowder. Seconded by Mr. Williams. Motion passed.

Signature of Chairman to confirm minutes: _____ Date: _____