

AIRPORT DEVELOPMENT BOARD

August 19, 2020

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Darrin Black, Jordan Hibbs, Cindy Ramsey, Randy Williams, Courtney Queen

MEMBERS ABSENT: Woody Gilliland, Vice Chairman, Kathy Keane, Gray Bridwell, Joe Crowder, Kirk Thaxton

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS:

1. Call to order

a. The meeting was called to order at 3:35 pm.

2. Public Comments

There were no public comments.

3. Consideration and Action approving minutes of the June 3, 2020 meeting

Mr. Gill asked if there were any corrections to the minutes for the June 3, 2020 meeting.

Hearing no corrections, minutes stand approved. *[Board acceptance by vote to be held at September meeting]*

4. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Reports

N/A – Meeting went immediately to Action Items due to potential loss of quorum based on known upcoming scheduling conflicts.

b. Regulatory and legislative issues update

N/A

c. Update on current projects:

Master Plan – N/A

New Fire Station Improvements Design – N/A

SCASD Program – N/A

Land Use Planning – N/A

Airport Terminal Updates – N/A

d. Air Service and Business Development Update

N/A

e. Discussion of FY20 Revised and FY21 Proposed Budgets

N/A

2. Committee Reports

- **Facilities & Planning Subcommittee – N/A**
- **Marketing & Development Subcommittee – N/A**

5. Discussion and Action on Terminal Carpet Replacement

An Abilene company, WhiteCo Concepts was selected. This includes shipping, demolition and installation of carpet and related products. Proposed cost is \$38,128.00. This project covers over 5,000 square ft. There was a second bidder, Callaway's Carpet.

Motion to approve made by Mr. Black, Seconded by Ms. Ramsey. Motion Approved.

6. Discussion and Action on Terminal Furniture Contract

The company, Wilson Office Interiors, was selected at a proposed cost of \$184,400.21, which falls well below the anticipated \$300,000 cost. This includes installation and shipping, as well as, 33 power outlets for customer use. This includes some curved seating in order to provide a more comfortable experience for passengers. There were two proposals submitted. The second bidder was Arconis.

Motion to accept made by Mr. Williams and seconded by Ms. Ramsey. Motion Approved.

7. Consideration and Action to Accept AIP Grant 48

This grant includes funds from FY 18, FY 19, and FY 20. The total award is \$3,722,311 at 100% funding due to CARES Act provisions. Any future years funding will be at the 90% federal funding with a 10% local match.

Motion to accept made by Ms. Queen and Mr. Williams. Motion Approved.

8. Consideration and Action on ARFF Building Construction Contract

This project came in above the architect estimates. After negotiations and redesign, the price was brought down. There were three bids. Collier Construction, Crowe Group and Tierny Construction with Collier at the low bid. The three bids were competitive, so there was not a misstep in original plans. The original engineers estimate was \$4.1 million. Lowest bid was \$5.3 million. In the bid specs and with consultation with the City Attorney, the Airport is allowed to negotiate with the lowest bidder. Originally there were drive through bays with a concrete driveway that went around the station. This was one of a few non-vital items removed to get the price down. Collier worked with the airport and came up with \$825,184 in savings. The new amount comes to \$4,474,815.52. Any additional modifications would begin to affect functionality. There were questions on whether modifying designs may be regretted in the future. There remains structure on the rear walls to allow for the bays to be modified to allow drive through. This would also require the construction of the concrete driveway, but this would allow for future changes if needed. The airport is only allowed to negotiate with the low bidder. The shortfall between Grant 48 and available funds can be filled by Airport Bonds. In FY21, AIP Grant funds can reimburse the City at the 90/10 split.

Motion to accept contract at \$5.3 million with change order reducing total cost to \$4,474,815.52 made by Ms. Queen, seconded by Mr. Williams. Motion Approved.

9. Consideration and Action on ARFF Building Project Oversight Contract

The construction project oversight contractor manages the project to look out for the Airport and City's interest. Contract is with Corgan Associates. Original proposed amount was \$181,820. After a federal required independent fee estimate coming in at \$179,255, the negotiated price was reduced to 179,900. The company will not be there all the time, but most times and during critical phases.

Motion to accept made by Ms. Queen, seconded by Mr. Williams. Motion Approved.

10. Consideration and Action on Lease and Operating Agreement with SkyWest Airlines

SkyWest will operate under the United Airlines banner. This is a 3 year contract with two one year extension options. This lease is the same template as the lease with American Airlines. There is a waiver of rent and fees for the first two years of the lease. This is part of the Air Service Incentive policy that was passed in 2006 by City Council. This includes the ticket counter, office, bag claim area and the gate area. This waiver was part of the in-kind match in the application for the SCASD grant.

Motion to accept made by Mr. Williams, seconded by Ms. Queen. Motion Approved.

11. Consideration and Action on Lease on Air Service Revenue Guarantee Agreement with SkyWest Airlines

There is a planned waiver of rent and fees for the first two years of the lease. This is part of the Air Service Incentive policy that was passed in 2006 by City Council. This waiver was part of the in-kind match in the application for the SCASD grant.

Motion to accept made by Ms. Queen, seconded by Mr. Williams. Motion Approved.

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.

Executive session was entered into at 4:09 pm and exited at 4:25 pm with no decisions being made.

12. Adjournment

The meeting was adjourned due to lack of available members for a quorum at 4:26 pm.

Signature of Chairman to confirm minutes: 

Date: 9/9/20