

# AIRPORT DEVELOPMENT BOARD

September 9, 2020

## MINUTES

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

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

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

**CITY EMPLOYEES:** Kelley Messer, First Assistant City Attorney

**VISITORS:** Amanda Martinez, Skywest Airlines, Taylor Stevenson, Envoy Airlines, Leray Scifres, The Flour Shop Bakery, Logan Price, KTAB / KRBC

**1. Call to order**

- a. The meeting was called to order at 3:33 pm.

**2. Public Comments**

There were no public comments.

**3. Consideration and Action approving minutes of the August 19, 2020 meeting**

Mr. Gill asked if there were any corrections to the minutes for the August 19, 2020 meeting.

Motion to accept minutes made by Mr. Williams, seconded by Ms. Ramsey. Motion passed.

**4. Agenda Items:**

**1. Airport Management Report:**

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

Enplanements are approximately 50% compared to August 2019. While down, Abilene is doing better than other airports in this region. There has been more family travelers over business travelers in the last few months. This is likely due to lower fares. Businesses are not flying as much right now. Parking revenue is down 57% for the year. Rental car revenue is down 25% for the month and 32% for the year.

**b. Regulatory and legislative issues update**

The airport is paying attention to actions in Congress, which are discussing a Covid-19 relief bill that may go to airports and/or airlines. There is discussion of approximately \$10 billion in relief.

**c. Update on current projects:**

**Master Plan** – The Master Plan is paired with Land Use Planning and are held up by required environmental assessments on the shutdown of Runway 4/22.

**New Fire Station Improvements Design** –

**SCASD Program** –

**Land Use Planning** –

**Airport Terminal Updates – Upcoming major project to update the Terminal Building.**

**d. Air Service and Business Development Update**

Advertising has begun for Skywest. Billboard advertising is up with tv advertisements in development. The inaugural flight is October 21<sup>st</sup> and the airport will be hosting an event. The pricing guide is showing that there are better deals 30 days out, but most people are booking 14 days out, which may affect costs. The current report shows higher prices at 14 days prior.

**e. Discussion of FY20 Revised and FY21 Proposed Budgets**

All Abilene departments were told to cut budgets for FY20 and FY21. With these cuts, the budget has been completed and approved.

**2. Committee Reports**

- **Facilities & Planning Subcommittee –**
- **Marketing & Development Subcommittee –**

**5. Discussion and Action on Air Service Contract with Informa**

This contract would renew air service consulting with Informa. Informa has been working with the airport since 2017 and has been key to applying for the SCASD grant. Informa has also helped the airport get into meetings with airlines that the airport may not normally have had access to. Their connections with individuals at Skywest has been invaluable. The contract comes to \$61,200 for the year.

Motion to approve made by Mr. Black, Seconded by Mr. Bridwell. Motion Approved.

**6. Discussion and Action on Restaurant Proposal Acceptance**

The Request for Proposal for the Restaurant started in May 2020. Mr. Scifres made a proposal that begins restaurant service in January 2021. Mr. Scifres has run “The Flour Shop Bakery” since 2012 and has experience in restaurant and food preparation. Mr. Scifres provided a business plan and a menu that contained a wide selection of options. This has fees waived for the first year. The second year there is a fee of \$500/mo. This fee can be waived by the airport if there is difficulty in maintaining a profit. A restaurant is a service to airport passengers. There is a \$500 down payment to repair any item in the restaurant that are broken before the airport pays for repairs. Once operations begin, they will apply for a liquor license. The restaurant will be closed during standard holidays. When the terminal is remodeled, the gift shop will be taken apart and will allow for passengers to eat at that location.

Motion to accept made by Mr. Black and seconded by Ms. Queen. 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 4:22 pm and exited at 4:33 pm with no decisions being made.

7. **Adjournment**

The meeting was adjourned at 4:41pm

Signature of Chairman to confirm minutes: Lawrence J. Hill

Date: \_\_\_\_\_