

AIRPORT DEVELOPMENT BOARD

November 18, 2020

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Darrin Black, Jordan Hibbs, Randy Williams, Courtney Queen, Gray Bridwell, Kirk Thaxton, Nanci Liles

MEMBERS ABSENT: Kathy Keane, Joe Crowder, Cindy Ramsey

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS: Suzanne Peyton and Mitchell McAnally, Garver Engineering (Via Online Presentation)

1. Call to order

- a. The meeting was called to order at 3:43 pm.
- b. Mr. Gill introduced new Airport Development Board member Nanci Liles with the Abilene Convention and Visitors Bureau.

2. Public Comments

There were no public comments.

3. Consideration and Action approving minutes of the September 9, 2020 meeting

Mr. Gill asked if there were any corrections to the minutes for the September 9, 2020 meeting.

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

4. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Reports

Enplanements are down 43% for the month of October due to the COVID-19 virus. This is close to even or better compared to other airports. The airport does not have the SkyWest numbers yet. The SkyWest managers are still getting setup to access to their full systems. Parking is down 57% for the year and Rental Cars revenue are down 30% for the year. The pricing report shows that SkyWest and American are competitive with pricing. When speaking with SkyWest, their top destinations do not match Americans top destinations. Only 3 of their top 10 are in Americans top 20 destinations. In the past it was suggested that people purchase tickets months out, but now the prices are often better within a week of travel. Airport fees were waived for American, but in exchange the Airport requested a meeting with the American management that set the ticket prices.

b. Regulatory and Legislative Issues Update

The Airport is paying attention to the December 11th deadline for Congress to pass the budget and submit it to the President. There is a potential for another CARES act, which

would likely help the airlines and potentially the airport. The City has not had to make major cuts so far, but the City expects lower sales tax revenues soon based on both COVID-19 and reduced tax sources.

c. Update on current projects:

Master Plan – This project is discussed in Item 5.

New Fire Station– The preconstruction meeting was held and mobilization began the 16th of November. It is expected to have a 22 month construction schedule.

SCASD Program – Discussed in the Marketing & Development Subcommittee report.

Land Use Planning – The Airport is in a 30 day comment period for the Runway 4/22 closure. It is expected to be completed by the 1st of the year.

Airport Terminal Updates – The Terminal Carpet project is planned to start November 19th. The furniture has been ordered with an expected delivery of April 2021. Airport Blvd. is one of the City streets set to be replaced in 2021. This project will mill and replace the lower level road outside the Terminal. The upper level is owned by the Airport and not part of the project. If there is money remaining they may also work on Lance Dr.

2. Committee Reports

- **Facilities & Planning Subcommittee** –
- **Marketing & Development Subcommittee** – The airport has started advertising for SkyWest service. Currently the airport is establishing an online presence based on keywords. There are also focused billboard and television advertisements. There has been positive feedback for SkyWest's service.

Mr. Green presented COVID-19 passenger tracking information showing the drop in travel since the virus. The airport is experiencing more leisure travel. Leisure travelers often do not travel enough to become pre-check members, so pre-check has been down. Business travelers have not returned yet. There is concern that companies may continue to use digital meetings instead of travelling after the COVID-19 epidemic. There is discussion about requiring virus testing before boarding. The theory is that this may help to avoid quarantine on arrival or that it might give assurance to passengers that they are safe. It is possible that these types of additional precautions may make passengers more nervous. The filtration systems in airplane passenger cabins are good at protecting against COVID-19. The airport custodians are working hard to keep the Terminal clean and disinfected.

5. Recommendation and Action to Approve Airport Master Plan

Suzanne Peyton with Garver Engineering made a presentation discussing the Airport Master Plan finalization. No vote took place. This information along with the 4/22 closure is posted on the airport's website, it was listed in the newspaper and airport tenants and stakeholders were contacted about this closure. Many aspects of the plan continually change as this document is always adapting to changing requirements. Garver presented plans for development of the airfield, airport terminal building and other projects for the future. The terminal project plans to enclose the upper level drive to be used as additional terminal space. Adjustments to the flow of the building will allow for more space for airlines, the TSA and other stakeholders. Airfield development included expansion in the EASI area, additional Hangars and other airfield development. Another aspect of the Master Plan includes the FAA compliance requirements which involve decoupling runways and rehabilitating the northwest General Aviation ramp. The airport will need to increase priority for jet bridge replacement due to repair parts becoming difficult to obtain. The ARFF vehicle purchase will be pushed back in priority due to more pressing requirements. The airport will be executing a new PFC application.

The Master Plan includes planning for the financial aspects of these upgrades and updates. These costs are broken out into short term, medium term and long term for planning purposes.

There was discussion on establishing a free trade zone at the airport which falls under the Land Use Plan.

No action was taken.

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 4:54 pm and exited at 5:00 pm with no decisions being made.

6. Adjournment

Motion to adjourn made by Mr. Williams, seconded by Mr. Black. Motion passed. The meeting was adjourned at 5:01pm

Signature of Chairman to confirm minutes:



Date: 12/02/20