

## AIRPORT DEVELOPMENT BOARD

March 10, 2021

### MINUTES

**MEMBERS PRESENT:** Lawrence Gill, Chairman, Darrin Black, Nanci Liles, Joe Crowder, Kathy Keane, Kirk Thaxton, Gray Bridwell

**MEMBERS ABSENT:** Woody Gilliland, Vice Chairman, Randy Williams, Courtney Queen, Jordan Hibbs

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

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

#### **VISITORS:**

#### **1. Call to order**

The meeting was called to order at 3:32 pm.

#### **2. Consideration and Action approving minutes of the February 10, 2021 meeting**

Mr. Gill asked if there were any corrections to the minutes for the February 10, 2021 meeting.

Motion to accept minutes made by Ms. Keane, seconded by Mr. Crowder. Motion passed.

#### **3. Agenda Items:**

##### **1. Airport Management Report:**

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

February had very low air travel. The Airport was closed for four days due to a major winter storm with a record 14.8" of snow. Passenger travel is picking up overall. Parking lot revenue was at approximately 50% of last year. Car rental companies are down 37% compared to last year.

##### **b. Regulatory and Legislative Issues Update**

The new Presidential Administration is beginning to look at updates and changes. The airport is watching upcoming bills going through Congress.

##### **c. Update on current projects:**

**Master Plan** – Ready for the April 8<sup>th</sup> City Council meeting.

**Land Use Plan** – Met with the Cities planning department to finalize the plan.

**New Fire Station**– Pilings and base material are done. Approximately 9% complete. No issues or concerns. The airport has funds from 2015 bonds that can be expended. With that money, the Airport has asked engineers to look for a cost on the items that were previously removed. This includes a drive going around the station and bay doors at the back. This allows trucks to drive through instead of backing out.

**Terminal Improvements**- Corgan is working on a scope and fee.

**Quick Turn Around (QTA) Facility**- Corgan has provided a scope and cost for the consolidated service center. The airport has approximately \$2.1 million for this facility from

the \$3/day Customer Facility Charge imposed by the airport. Construction cost estimates exceed current funding. Future negotiations with rental car companies may increase the CFC in order to accelerate this project. Car rental companies are not interested in taking on debt for this project.

**TNC/Taxi Staging-** There is a request to establish a staging area for TNC's and Taxis, so that they do not use up space near the front of the terminal. This would likely not be mandatory. The Airport would inform the TNC regional offices about the change.

**Pre-Departure COVID Testing-** The CDC has stated that they are not going to pursue this issue. There is a company that has contacted the Airport that is interested in setting up a business for pre-departure testing. This would not be a requirement to board at ABI. There are international destinations and Hawaii where this is required.

**COVID Relief Bill #2** – This item is looking at the Covid Reponse and Relief Act. It is now called CRSSA. (See item 7)

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

The Airport has launched a commercial. American is flying 5 flights going up to 7 in the next few months. The Airport is going to be attending a MRO conference. The Airport is also continuing to work with The Retail Coach, to develop land near the freeway.

**e. SkyWest Service Update** - There is increased traffic with SkyWest. Forecasted booking is looking good, but April is not as good as May and June.

**f. Restaurant Update** – The restaurant is doing okay. In the mornings they are opening on the secured side with the kiosk. The owner is not unhappy with counter sales. He has been working with the Airport to get the word out to the businesses nearby. The beer and wine permit is under review. The owner would like to meet with the TABC before pursuing the permit.

**g. Airport Blvd Construction** - The street maintenance committee moved up the work on this project. This project was awarded to Bontke. This will mill and replace all of Airport Blvd. The Airport has asked for an alternate to add to the west driveway. There is a main gate to the terminal ramp, but it is also the service entrance for the terminal. This area is in bad shape and needs to be replaced. The overall bid prices came in under estimate. This west driveway can be achieved with airport bond funds for less than \$45,000. This will also create additional parking spaces.

**h. Snow Event** - The Airport was closed for four days due to a major winter storm with a record 14.8” of snow. Airport staff was at the airport attempting to clear the runways, but it was not possible to maintain a safe runway until Thursday. Airport staff helped offload and store water deliveries and aid the Texas Department of Emergency Management.

**i. TSA Office Space Interest** – TSA is interested in renting the unused rental car office for their screen manager. This would be a modification to the existing lease, but not an extension.

**2. Committee Reports**

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

**4. Recommendation and Action to Approve Holding AirFest on the Airport**

The airport would require a Letter of Agreement with Dyess Big Country AirFest. Planning has already begun. The airport hosts this event every other year. The event would take place May 1<sup>st</sup>, but the agreement will be April 30<sup>th</sup> through May 2<sup>nd</sup>. The public will be able to park on Runway 4/22. The FAA has tentatively agreed, however there is a formal approval process.

Motion to accept made by Mr. Crowder and seconded by Ms. Keane. Motion Approved.

**5. Recommendation and Action to Approve Amending Revvolution Shift Sector Agreement**

The previous year's event did not take place. The agreement is for \$10,000 each year, but then the second agreement would negotiate a gate fee depending upon their success. This amendment would add a year. Effectively this will be the first year of the amended contract in regards to terms and conditions.

Motion to accept made by Mr. Thaxton and seconded by Ms. Liles. Motion Approved.

**6. Recommendation and Action to Accept FY21 AIP Grant**

The AIP Capital Improvement Grant is \$1,110,855. This is at 100%. The current plan is to refurbish the jet bridges, which replaces the operating and electronic parts. This would have a warranty and be restored to "like new" condition. However, new jet bridges are also being considered. The City of Waco is doing a refurbishment now. The Airport may visit to see how it went. That may leave approximately \$400,000, which can be used for restroom renovations.

Motion to accept made by Mr. Crowder and seconded by Mr. Black. Motion Approved.

**7. Recommendation and Action to Accept Two CRSSA Grants**

These are for COVID-19 relief. There are two Grants.

The First Grant (Grant 51) is for an additional \$1,138,648 to be used for Operating expenses, debt relief, etc relating to Covid mitigation. The remaining \$406,000 of remaining CARES money will be applied to operating expenses that exist now. This new grant will be used for payroll and debt relief support. The Certificate of Obligation for the parking lot can be paid down with some of these funds. FAA auditors are looking carefully at the expenditures to make sure they are used as specified in the agreement.

The Second Grant is (Grant 52) is for \$17,522 total to be provided to concessions for their relief. The only paying concessionaires on airport are the rental car agencies. This would be used for credits to their rent. This relief cannot be used for the FBO.

Motion to accept made by Ms. Keane and seconded by Mr. Crowder. 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 4:32 pm and exited at 4:33 pm with no decisions being made.

8. **Adjournment**

Motion to adjourn made by Mr. Crowder, seconded by Ms. Liles. Motion passed. The meeting was adjourned at 4:34pm.

Signature of Chairman to confirm minutes: \_\_\_\_\_

*Lawrence E. Hill*

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