

AIRPORT DEVELOPMENT BOARD

April 14, 2021

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Darrin Black, Kirk Thaxton, Randy Williams, Jordan Hibbs

MEMBERS ABSENT: Courtney Queen, Joe Crowder, Nanci Liles, Gray Bridwell, Kathy Keane

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS: Dave Fitz and Michelle Kris, Coffman Associates, Mark Haberer, Parkhill, Smith & Cooper, Lindsey Golden, Student with CSU

1. Call to order

The meeting was called to order at 3:43 pm. Mr. Gill introduced guests Lindsey Golden a graduate student with CSU, Dave Fitz and Michelle Kriks with Coffman Associates and Mark Haberer with Parkhill, Smith & Cooper.

2. Consideration and Action approving minutes of the March 10, 2021 meeting

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

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

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Reports

March enplanements were incomplete at the time of the meeting so they were not provided. Parking revenue was down 33.28% compared to March 2020 most likely due to COVID-19 stopping air travel.

b. Regulatory and Legislative Issues Update

The Airport is watching the Infrastructure Construction Bill going through Congress. In the bill there is increased funding in AIP Grant funding for airports and potentially an additional \$10 billion available for Airport Terminal work. The City is receiving separate funding, but the Airport has received funding from the CARES and CRSSA Grants. The mask mandate is set to expire May 11th. The airport is watching to see if this mandate is extended. There is legislation about penalties for possessing a firearm inside the secured area of the airport. There is also legislation which may allow the City more leeway in prosecuting unauthorized drone actions near the airport.

c. Update on current projects:

Master Plan – City Council has approved this item. It is now being sent to the FAA for approval.

New Fire Station– Concrete is now being poured.

Terminal Improvements- Task order with Corgan under item 8.

Land Use Planning- Presentation and discussion under item 6.

Quick Turn Around (QTA) Facility- Task order with Corgan under item 7.

COVID Relief Bill #2 – The CRSSA Grant is a little more limited, so some of the funding under the CARES bill will be allocated toward different projects. The CRRSA Grant can be used for repaying debt service on the parking lot and payroll.

American Rescue Plan Grant- May provide an estimated \$1.5 million for Abilene Regional Airport. There hasn't been much discussion on this item.

d. Air Services and Business Development Update

Enplanements are beginning to rise. Airport commercials are running. It is difficult to tell the effects of marketing the airport.

e. Restaurant Update – Business has picked up, especially at lunch. The forms for the beer and wine permit are going to be completed by the City as the next TABC required step.

f. Airport Blvd Construction – The contract has been awarded, but there is no announced start date. Bontke was awarded the project.

g. TSA Office Space– TSA has not discussed this item further with airport administration.

4. The Facility & Planning Subcommittee and the Marketing & Development Subcommittee

Subcommittees did not meet since the last Airport Development Board meeting.

5. Recommendation and Action to Approve Change Order 3 to the ARFF Station Construction Project

Change Order 3 with Collier Construction adds to the project two items that were removed as cost saving measures. The first adds the rear bay doors allowing for drive through of vehicles. The second includes a perimeter road going around the building. The cost for this project is \$339,347.14. This brings the total contract to \$4,818,570.71. This also increases the contract time by three weeks or 15 working days. Change Order 3 also adds back the fueling station.

Motion to accept made by Mr. Thaxton and seconded by Mr. Williams. Motion Approved.

6. Recommendation and Action to Accept the Land Use Plan

The Airport presented an overview of the Land Use Plan. This Land Use Study presentation discussed future plans, development costs, the possibility of a Free Trade Zone, development of industrial and commercial business and potential for the airport to development areas based upon any interested companies' requirements. Much of this development is not eligible under AIP Grants, but potential sources of funding are DCOA, City GO Bonds and potentially the upcoming infrastructure bill. The Airport would prefer to avoid selling land as it may hurt operating revenue in the long term.

No action was taken on this item.

7. Recommendation and Action on QTA Design Task Order

This task order with Corgan is planned to be for the design of the Quick Turn Around (QTA) service center that is used to do minor maintenance and to clean rental car vehicles by the rental car companies. The initial projected cost for this design is \$226,500. This project is funded by CFC fees, which are collected from rental car companies who pass this \$3 fee on to customers. Estimated construction cost for paving the area and constructing the building is estimated at \$3 to 3.5 million. This would be for a four bay car wash and includes fuel.

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

8. Recommendation and Action on the Terminal Interior Improvements Design Task Order

This design task order still needs to go through independent review. This would be partially funded by the airport’s AIP Grant. For that reason, the board would prefer to wait.

No action was taken on this item.

9. Recommendation and Action to Amend Lease with GSA

The airport is currently waiting on GSA to send an amendment for the empty car rental office.

No action was taken on this item.

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.

The Airport Development Board did not enter an executive session.

10. Adjournment

Motion to adjourn made by Mr. Williams, seconded by Mr. Black. Motion passed. The meeting was adjourned at 4:35pm.

Signature of Chairman to confirm minutes: 

Date: May 12, 2021

