

AIRPORT DEVELOPMENT BOARD

May 12, 2021

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Darrin Black, Randy Williams, Joe Crowder, Courtney Queen

MEMBERS ABSENT: Nanci Liles, Gray Bridwell, Kathy Keane, Kirk Thaxton, Jordan Hibbs

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

CITY EMPLOYEES: Kelley Messer, 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 April 14, 2021 meeting

Mr. Gill asked if there were any corrections to the minutes for the April 14, 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

April enplanements were at 72% load factor. SkyWest shows 33%, which is an improvement month over month. The trend is improving, but it does need to be better. Parking revenue is up 1,063% from April 2020 due to the COVID epidemic disrupting air travel. Year to date, the airport is up ½ percent over 2020. Rental car revenues are up approximately 33% for the year.

b. Regulatory and Legislative Issues Update

This week Mr. Green will be in a teleconference with the Texas Airports Association, which monitors the political and financial aspects of air service. The Airport is waiting on the American Rescue Plan (ARP) Grant. This amounts to \$1.3-1.4 million in airport relief. This will likely be dispersed in mid-June. It is likely that this grant will be more restrictive in its use.

c. Update on current projects:

Master Plan – City Council approved the Master Plan.

New Fire Station– 14% complete. Slab has been laid for the building.

Terminal Improvements– See item 6.

Land Use Planning– Currently being reviewed at the FAA.

Quick Turn Around (QTA) Facility - Going to City Council.

TNC/Taxi Staging – On hold.

Jet Bridge - A new jet bridge is approximately \$800,000. With refurbishment estimates are less at \$400,000. Funding comes from bond funds for projects that came in under estimate.

d. Air Services and Business Development Update

The Airline pricing report shows that Abilene fares are still high. In lease negotiations with American, Abilene staff will be able to meet with the planning office for Americans ticket pricing. Abilene is considered a business travel market.

The airport will be doing a more digital advertising campaign. For advertising SkyWest the airport has spent \$70,000. DCOA has given additional funds for the SkyWest service.

The airport attended a conference on MRO's. MRO stands for aircraft Maintenance Repair Overhaul locations. The airport made good connections with MRO's. A lot of companies want to do business in Texas. Companies are interested in existing hangar space. There is a MRO transition right now from passenger aircraft focus, to freight focused aircraft.

e. Restaurant Update – Currently experiencing staffing issues, which is effecting hours of operation.

f. Airport Blvd Construction – Expected 3 weeks of construction.

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

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

The subcommittees did not have additional information to report.

5. Recommendation and Action to Accept the Land Use Plan.

This presentation was a repeat from last month, and the Board wanted more members to see the results of the land use plan before approval. This plan discusses future development potential for the Airport.

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

6. Recommendation and Action to Accept Terminal Interior Improvements Design Task Order.

This Task Order includes the modernization of the restrooms, modify the admin offices and restaurant, removal of the gift shop and move the restaurant dining into that area, wayfinding signage and other terminal interior improvements. Corgan's task order has gone through independent fee review with Corgan coming in under the independent fee review. The fee proposed is \$185,205.

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

7. Recognition of Assistant Director Chris Taylor.

The board recognized Assistant Director Chris Taylor's years of service to the Airport.


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 entered into executive session at 4:52 and exited at 5:21 with no decisions being made.

8. Adjournment

Motion to adjourn made by Mr. Williams, seconded by Mr. Black. Motion passed. The meeting was adjourned at 5:22pm.

Signature of Chairman to confirm minutes: 

Date: 10/13/21

