

# AIRPORT DEVELOPMENT BOARD

October 13, 2021

## MINUTES

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

**MEMBERS ABSENT:** Joe Crowder, Darrin Black, Lori Dodd

**AIRPORT STAFF:** Don Green, Zach Cothorn, Kate Alvarez, Alex Cargile

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

### VISITORS:

#### 1. Call to order

The meeting was called to order at 3:42 pm. Mr. Green introduced the Airports new Assistant Director, Zach Cothorn.

#### 2. Consideration and Action approving minutes of the May 12, 2021 meeting

Mr. Gill asked if there were any corrections to the minutes for the May 12, 2021 meeting.

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

#### 3. Consideration and Action approving minutes of the July 27, 2021 meeting

Mr. Gill asked if there were any corrections to the minutes for the July 17, 2021 meeting.

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

#### 4. Agenda Items:

##### 1. Airport Management Report:

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

Mr. Green discussed available statistics including an increase in rental car revenue of 33% over last year and an 88.7% increase in parking revenue of 2020. These increase are due to Covid-19 disruptions in 2020. Envoy statistics were unavailable at this time.

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

The Airport does not expect a new infrastructure bill.

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

**New Fire Station** – The project is a little bit behind schedule with an estimated completion date of March 2022. Roofing and Interior walls are being worked on at this time.

Appliances have been ordered early due to availability difficulties.

**Terminal Improvements** – This topic is discussed in item #7

**COVID Relief Grants** – There are no new COVID grants for the airport in discussion at this time.

**Aircraft Charging Station** – A company has approached the airport to add an electric charging station for battery operated aircraft. This would be publically available. The company need charging stations about every 200 miles. They would also tie in a car charging station.

**Air Strip Attack** – This on-airport car racing event is on October 16<sup>th</sup> and 17<sup>th</sup>.

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

United has ended service. American has kept five to six flights per day.

**e. Future of Air Service Presentation (TBD)** – To be presented at a later date.

**f. Funding Opportunities for Land Development** – This will be brought to the board for discussion next month. A bond election might be held next spring.

**g. Retail Site Outreach** – The Airport discussed working with a retail development consultant with outreach included and also discussed attending a Retail Expo in Austin.

**5. The Facility & Planning Subcommittee and the Marketing & Development Subcommittee.**

Mr. Gilliland presented items from the Facilities and Planning Subcommittee meeting. Many of the items were discussed in the management reports, which include the jet bridge replacement project in Item 8. The escalators remain working.

**6. Discussion and Action on Revised Contract with ArkStar**

ArkStar is an analytics company that was selected to provide real time data on leakage, advertising, and social media to boost SkyWest ticket sales. SkyWest has left, but the airport can still use their services to boost American Airlines travel instead. This item would revise the contract to \$60,000 total. \$45,000 for 3 months of data with \$15,000 additional for travel expenses. There will be an inbound campaign to attempt to capture passengers who do not live in Abilene.

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

**7. Discussion and Action on Corgan Enabling Project Design**

This design project is a stepping stone toward the full Terminal Renovation project. This will focus on Restroom Renovations and Terminal Aesthetics. The airport will meet with Corgan to revise the scope before action is taken.

No action was taken on this project.

**8. Discussion and Action on Passenger Boarding Bridges Replacement**

The RFP proposals are in. There was only one bidder, JBT Aerotech. This RFP had the option of buying a refurbished jet bridge or refurbish our existing jet bridges. JBT provided two options. The option brought forward in this action is to acquire used refurbished jet bridges that include the options listed in the RFP. The existing boarding bridges are teleradial with the tunnel extending to meet the aircraft. These are no longer manufactured and parts for the existing bridges, so they are becoming difficult to source. The existing bridges are some of the only remaining teleradial jet bridges. The total cost for the two jet bridges come to \$1,293,806.

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

**9. Discussion and Action on Strategic Development Consulting with Kutchins & Groh**

This consulting project will look at and plan the Airport's capital needs, which includes the Airport Capital Improvement Program. This would also look at EDA funding sources for development of Area "B". This project has a not to exceed amount of \$60,000. This amount may decrease with negotiation. This can be funded from the COVID grants or the O&M funds.

Motion to accept made by Mr. Bridwell and seconded by Mr. Williams. 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.

The Airport Development Board entered into executive session at 4:51 and exited at 5:07 with no decisions being made.

**10. Adjournment**

Motion to adjourn made by Mr. Williams, seconded by Ms. Liles. Motion passed. The meeting was adjourned at 5:08pm.

Signature of Chairman to confirm minutes: Lawrence E. Rupp

Date: 1/24/22