

AIRPORT DEVELOPMENT BOARD

July 13, 2022

MINUTES

MEMBERS PRESENT: Lawrence Gill, Chairman, Woody Gilliland, Vice Chairman, Jordan Hibbs, Darrin Black, Randy Williams, Gray Bridwell, Nanci Liles, Cindy Ramsey, Lori Dodd

MEMBERS ABSENT: Kirk Thaxton, James Boone

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS: Leray Scifres, Gatehouse Café, Vic Lackey, Gatehouse Café

1. Call to order

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

2. Consideration and Action approving Minutes of the April 13, 2022 meeting

Mr. Gill asked if there were any corrections to the Minutes for the April 13, 2022 meeting.

Motion to accept made by Ms. Dodd, seconded by Mr. Black. Motion passed.

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Reports

Enplanements are down from June 2021 at 6,622 enplanements. April, May and June have not been as good as in 2021. This reflects the national trend. Approximately 10% of total passenger enplanements are still yet to return industry wide. Parking revenue is down for the month, but up 14% for the year due to a strong start to the year. Avis and Enterprise are doing excellent compared to 2021. The pricing report shows much higher airport ticket prices leaving from Abilene when booking tickets 14 days in advance as opposed to booking 30 days in advance.

b. Regulatory and Legislative Issues Update

The FAA and TSA budget has gone through Congress. The TSA's budget did not include funding for monitoring the exit lane. Airports have been pushing for funding for the exit lane to be monitored by TSA.

PFAS Foam is the only fire fighting foam that can be used to put out airplane fires. This material is a suspected carcinogen, however there are no other authorized alternatives. Currently the FAA is evaluating other products and the Airport has greatly reduced foam usage in training.

c. Update on current projects:

New Fire Station – The new station is not complete at this time. Utility transfers remain to be finalized. There are some delays due to electricity drop-offs.

Terminal Improvements (ATP Grant) – Mr. Green discussed plans for upcoming Terminal Improvements. In addition to the general terminal updates, the plans also look to focus on increased accessibility.

Aircraft Charging Station – Due to aircraft charging stations being an emerging technology, Abilene Aero is hoping to reduce the footprint of their lease.

Capital Improvement Program (CIP) – Mr. Green discussed the upcoming planned projects at the airport, including Taxiway D Extension, the ARFF Truck Replacement, ARFF Station Overruns and Terminal Renovations.

Forest Service Ramp Project – The Airport is looking to add a large section of Ramp for a more permanent Forest Service location. This would require funding from State and Federal agencies. Currently the tanker base is located on the Terminal Ramp and has extended into the Abilene Aero Ramp. This addition would put those aircraft away from the Terminal and FBO, which will allow for more aircraft and also larger aircraft. The currently discussed location would give access to both 17R/35L and 17L35R near the current ARFF Station.

Fuel Farm Relocation – Abilene Aero’s insurance company has told them they will not be insuring the current underground storage tanks. Abilene Aero is looking to remove the existing setup and install above ground tanks. Currently they are looking to relocate to another location near the Abilene Aero leasehold area. The new location may be viewable from the road, so the Airport may require masking on the fence or other options to maintain aesthetics.

RAISE Grant – This Grant would allow for development of the northeast side of the airport off Highway 36. Airport Planners are hoping to connect the future road with the FM 18, HWY 36 intersection. The RAISE Grant through the US Department of Transportation may allow for the construction of this road from the intersection to Airport Blvd.

d. Air Services and Business Development Update

The Airport’s billboard and radio advertising are up. The digital advertising campaign is being run with alongside the company ArkStar. The airport avoided advertising during the holidays. ArkStar provided a large amount of data relating to inbound and outbound marketing. The digital marketing campaign has been relatively successful with good click-throughs and impression rates.

4. Discussion and Action to Accept Award of FY22 FAA Airport Improvement Program

The AIP Grant is an entitlement grant based on enplanements. This FAA provided Grant will provide the Airport \$1,110,855 in funding for airport improvement projects. This action will be to accept the award.

Motion to accept made by Mr. Bridwell and seconded by Ms. Ramsey. Motion Approved.

5. Discussion and Action to Accept Award for FY23 Airport Infrastructure Grant (AIG)

The Airport Infrastructure Grant comes from the Bipartisan Infrastructure Law (BIL) and will provide the Airport \$1,163,905 to fund Airport Terminal renovations. If not used in FY22, it can be used in FY23. This action will be to accept the award.

Motion to accept made by Ms. Ramsey and seconded by Mr. Williams. Motion Approved.

6. Discussion and Action on Restaurant Operating Agreement

This proposal will extend the Restaurant Lease fee waivers through February 1, 2023. The restaurant has been performing stronger than in the past. The restaurant has extended hours and has a reliable staff in place. Currently the restaurant has four full time staff, six days a week.

Motion to accept made by Ms. Dodd and seconded by Ms. Ramsey. Motion Approved.

7. Discussion and Action on Airport Rates and Charges for increases to the Non-Signatory Landing Fee and the Non-Signatory Terminal Use Fee

The fee changes discussed are directed at Charter aircraft without an agreement with the airport. The Terminal Use Fee is the cost for a charter air carrier to use the Terminal. This is currently \$50 per turn. For a round trip this comes to a total of \$100. Recommended is for fee increases at the following schedule:

October 1, 2022 - \$100/turn

October 1, 2024 - \$150/turn

October 1, 2025 - \$200/turn

Non-Signatory landing fees are currently \$0.50 per 1,000lbs Maximum Gross Landed Weight (MGLW). The proposal is to increase this fee for FY23, effective October 1, 2022, to \$1.50 per 1,000lbs MGLW.

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

8. Discussion and Action on Setting Goals and Objectives for Airport Performance

Mr. Green discussed planning for the future including metrics for success and potential staffing increases. Some of the metrics discussed include, Enplanements, Parking Lot Revenue and Cost Per Enplanement (CPE). Enplanements are a good metric, but not a perfect metric as the City does not directly affect increase passenger travel.

Motion to accept recommendations to the City made by Mr. Williams and seconded by Ms. Ramsey. Motion Approved.

Executive Session:

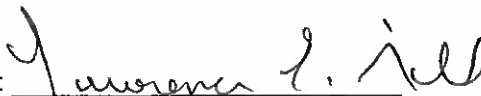
Pursuant to Govt. Code Section 551.072, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. 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 Executive Session was entered into at 5:34 and exited at 5:54pm with no decision being made.

9. Adjournment

Motion to adjourn made by Mr. Williams, seconded by Ms. Ramsey. Motion passed. The meeting was adjourned at 5:55pm.

Signature of Chairman to confirm minutes: _____



Date: 10/09/22