

AIRPORT DEVELOPMENT BOARD

February 8, 2023

MINUTES

MEMBERS PRESENT: Gray Bridwell, Chairman, Darrin Black, Vice-Chairman, Randy Williams, Nanci Liles, Jordan Hibbs, James Boone, Woody Gilliland, Cindy Haley, Kirk Thaxton

MEMBERS ABSENT: Lori Dodd, Robert Lopez

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

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS:

1. Call to order and Introductions

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

2. Consideration and Action approving Minutes of the January 11, 2023 meeting

Mr. Green asked if there were any corrections to the Minutes for the January 11, 2023 meeting.

Motion to accept made by Ms. Liles, seconded by Mr. Williams. Motion passed.

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Report

Enplanements are up 2% overall for the month of January over 2022. Parking revenues are up 9% likely due to the rate increase October 1st. Rental car gross revenues are down 11.8% for the month. American reduced capacity due to anticipated weather events.

b. Regulatory and Legislative Issues Update

A new foam has been developed to replace ARFF Fire Fighting PFAS foam. It has been developed, tested and approved by the Department of Defense. This new foam must be approved by the FAA before it can be used. The Airport has been expecting this change and awaits FAA approval before programming the purchase of a new ARFF vehicle. For the existing ARFF trucks, they would have to remove the existing PFAS foam from the truck to make way for the new product. This would require extensive professional cleaning of the ARFF Truck plumbing systems. There is no word on the cost of the new product.

The TSA has issued a request for comments on a requirement to mandate airport staff check credentials and belongings of authorized badge holders going through secured entry points to the SIDA areas. It is the opinion of the Airport that this is a TSA role and that the requirements should not be put on airports to enforce.

c. Update on current projects:

Terminal Improvements – A preconstruction meeting took place February 3rd. The painting and the lower level demolition of the Terminal restrooms will be starting soon. Painting will be done at night and activities will be performed to minimize disruption to passengers.

Aircraft Charging Station – No updates at this time.

Capital Improvement Program (CIP) – No changes at this time.

Forest Service Ramp Project – The City has provided information to the Governor and Rep. Stan Lambert to formalize the request for the development of the Forest Service Ramp.

Fuel Farm Relocation – This will be discussed in item 6.

Rental Car Counter – The Airport will perform an RFP for the available Rental Car Counter and new agreements will be put into place for the existing rental car companies.

Outstanding Repairs – The indoor down escalator leading to the baggage area is now working. The indoor up escalator was working for a short while, but has been shut down due to other issues. The east revolving door is under repair. Parts to repair the revolving door have been delayed. A bag conveyer behind the ticket counters is down with the part on the way.

Weather Events – The Airport was able to use its deicing spreader to keep the Airport open for the majority of the latest weather event. American's deicing capabilities have become better over the years.

d. Air Services and Business Development Update

The pricing report shows that fares are still high, but comparable to DFW Airport. High fares have kept demand low and the reduction in flights have pushed people to drive due to irregular flight times. The board discussed a letter writing campaign to show support for additional flights out of Abilene.

The Airport is continuing its marketing campaign. In-Terminal advertising displays are in the process of being updated.

- e. Funding Opportunities and Revised Roadway** – Garver Engineering has experience with the RAISE Grant application. After discussing the RAISE Grant with Garver and taking a critical look at the probability of receiving the Grant, it was decided that it would be unlikely that the airport would receive this grant. Garver estimates less than a 10% chance of success. The value of this grant may have still made it worthwhile, however, it requires a significant investment and development of a full business cost analysis. After discussion with the Airport's Congressional Representatives it was determined to not be worth the cost. The Airport will look for alternate funding sources for the development of the Revised Roadway project.

4. Discussion and Action to Approve a Recommendation to City Council for a Terminal Expansion Design Task Order with Corgan.

This task order would be for the design of Airport Modernization Phase II project. It will have multiple parts, including the expansion of the gate area to allow for up to 200 passengers. Currently there is seating for 60 passengers. This increase would allow for a total of 600 passengers in the Terminal Building at one time. This Task Order would also design a revised security checkpoint and design generator changes. The generator for the Terminal currently does not provide power for all systems. This means the HVAC system does not run during power outages. Without the HVAC system active, the Terminal can become either too hot or too cold to be comfortable for travelers. A fire sprinkler system is included due to code requirements. The Airport is estimating a total of \$30 million for the whole project. The design fee for this project is not to exceed \$1,508,254.00. This quote is being reviewed under an Independent Fee Estimate to make sure the cost is competitive.

Motion to accept made by Ms. Liles Seconded by Mr. Williams. Motion Approved.

5. **Discussion and Action to Approve a Recommendation to City Council for Resident Project Representative contract with Jacob Martin.**

This item will provide inspection services for the Terminal Modernization Phase I project. This work is not to exceed \$56,000. This is not a requirement by the FAA, but it is a good quality control measure. The rate per hour is \$100.

Motion to accept made by Ms. Haley. Seconded by Mr. Williams. Motion Approved.

6. **Discussion and Action to Approve a Recommendation to City Council to amend the ground lease with Abilene Aero**

This recommendation will amend the ground lease to effectively move the fuel farm area at Abilene Aero. It would remove the existing area and add in the new fuel tank areas. Abilene Aero would be responsible for cleaning up the existing area. This will also add a self-fuel area, which is already being billed. This is a larger area and will provide an additional \$1,309.28/yr to the City.

Motion to accept made by Mr. Black. Seconded by Mr. Williams. Motion Approved.

7. **Discussion and Action to Approve a Recommendation to City Council for an Airport Use Agreement with Turo**

This item was not discussed. Turo is a peer to peer car rental company that approached the City with interest in operating on-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 Executive Session was entered into at 4:40 and exited at 4:49 pm with no decision being made.

8. **Adjournment**

Motion to adjourn made by Mr. Williams, seconded by Ms. Haley. Motion passed. The meeting was adjourned at 4:36pm.

Signature of Chairman to confirm minutes: _____



Date: 10/11/23