

AIRPORT DEVELOPMENT BOARD

March 8, 2023

MINUTES

MEMBERS PRESENT: Darrin Black, Vice-Chairman, Randy Williams, Nanci Liles, James Boone, Lori Dodd, Robert Lopez

MEMBERS ABSENT: Gray Bridwell, Chairman, Kirk Thaxton, Cindy Haley, Woody Gilliland, Jordan Hibbs

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 3:35 pm.

2. Consideration and Action approving Minutes of the February 8, 2023 meeting

Mr. Black asked if there were any corrections to the Minutes for the February 8, 2023 meeting.

Hearing none, motion to accept made by Mr. Williams, seconded by Mr. Boone. Motion passed.

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Report

Enplanements were up 11% for the month of February over 2022. Parking revenues are up 42.5% and rental car gross revenues are down 9.4% for the month.

b. Regulatory and Legislative Issues Update

There are no updates to report. Mr. Green will be going to Washington D.C. to discuss regulatory items and funding for the new road through Area B.

c. Update on current projects:

Terminal Improvements – The gift shop has been removed and painting has begun in the gate area. Demolition of the lower level bathrooms is complete. The next stage will be framing the restrooms. Mr. Green is considering a change order to include ceiling tiles replacements in the baggage claim area.

Aircraft Charging Station – No updates at this time.

Capital Improvement Program (CIP) – The airport is looking to revise the costs for the next phase of the Terminal Modernization project after the current project came in over estimates.

Fuel Farm Relocation – Abilene Aero has selected a contractor which is assessing the area.

Rental Car Quick Turn Facility – 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 – A company came out to repair the indoor up escalator which only ran for a short time before being shut down again. The indoor down escalator is still

running, but it is loud. The east revolving door is down again as maintenance waits to receive parts.

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.

d. Air Services and Business Development Update

The Airport is continuing its marketing campaign. In-terminal advertising displays are in the process of being updated. The Airport is running stadium banners at the Western Athletic Conference. The TSA Precheck pop-up will be coming to the Airport from March 27th through March 31st. A B-29 Superfortress will be coming to the Airport on the weekend of the Dyess Air Show.

e. Funding Opportunities and Revised Roadway – Airline traffic appears to be recovering, but the Airport will continue to monitor enplanements.

4. Discussion and Action to Approve a Recommendation for an Operating and Concession Agreement with Turo

Turo is a peer-to-peer car rental company that would like to operate at the airport. The Airport would receive a 10% commission on sales. This revenue is based on a geo-fencing system. Cars left at the airport would have to pay parking fees when leaving from the main lot. Turo would pay all state and local taxes for this transaction and provide the airport a monthly report. Turo will not receive special treatment in the parking lot. This would be a one-year contract with two one-year options.

Motion to accept made by Ms. Dodd Seconded by Ms. Liles. Motion Approved.

5. Discussion and Action to Approve a Recommendation for a Capital Projects implementation Services Contract with Kutchins & Groh

This contract involves a few different aspects. It will include Independent Fee Estimates (IFE), Grant Management, Capital Improvement Planning and Land Use Development. This work is eligible to be funded by Airport Improvement Grants. The proposed fee is not to exceed \$90,000. At a 10% local match, the cost to the city would be \$9,000.

Motion to accept made by Mr. Boone. 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.

No Executive Session took place during this meeting.

6. Adjournment

Motion to adjourn made by Mr. Boone, seconded by Ms. Dodd. Motion passed. The meeting was adjourned at 4:11 pm.

Signature of Chairman to confirm minutes:  _____

Date: 10/11/23 _____