

AIRPORT DEVELOPMENT BOARD

May 10, 2023

MINUTES

MEMBERS PRESENT: Gray Bridwell, Chairman, Darrin Black, Vice-Chairman, Nanci Liles, Robert Lopez, Cindy Haley, Woody Gilliland, Jordan Hibbs, Lori Dodd

MEMBERS ABSENT: Kirk Thaxton, Randy Williams, James Boone

AIRPORT STAFF: Don Green, Zach Cothorn, Alex Cargile

CITY EMPLOYEES: Stanley Smith, City Attorney

VISITORS: Brad Kutchins, Kutchins & Groh, LLC, Justin Price, TSTC

1. Call to order and Introductions

The meeting was called to order at 3:33 pm.

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

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

Hearing none, motion to accept made by Ms. Liles, seconded by Mr. Lopez. Motion passed.

3. Agenda Items:

1. Airport Management Report:

a. Review and acknowledgement of Statistical Report

Enplanements were down 7% for the month of April over 2022. Parking Revenues were up 13% and rental car gross revenues are down 3.3% for the month.

b. Regulatory and Legislative Issues Update

The TSA is requiring larger airports to monitor all entrances to the secured area. The opinion of Airport staff is this should be a function of the TSA and should not be forced upon the Airport. Should this be implemented at ABI the increased personnel costs will be extremely high.

c. Update on current projects:

Terminal Improvements – The terminal painters are out of the gate area. The restrooms are still under construction. There is an issue with the wall tile. The design had American made tile. This manufacturing has been moved overseas so there is an exemption request with the FAA for this time.

Aircraft Charging Station – No updates at this time.

Fuel Farm Relocation – Abilene Aero is close to arranging a pre-construction meeting for this project.

Rental Car Quick Turn Facility – 60% designed. The car rental bid will come out first.

Outstanding Repairs – The down indoor escalator is making noise and the up escalator is out of commission.

Forest Service Ramp Project – Funding request is still ongoing.

Air Service Issues – There was a major diversion event which left over 300 passengers stranded in the Airport Terminal. The Airport, Emergency Management and Parks came together to help the passengers. There was a generous outpouring of support from the local

community who provided food and drinks to these passengers. Some passengers went to hotels, but most were filled. The passengers were very gracious and worked with the Airport team.

Restaurant RFP – The RFP is live with the preproposal meeting next week.

Architect RFQ – The RFQ is live with the pre-proposal meeting having a good turnout.

Road Construction Design – The airport is tracking the funding request through Congress.

d. Air Services and Business Development Update

The airport will be receiving a fourth flight in June. Kate Alvarez has resigned as the Marketing & Development Manager. The next meeting with airlines will be at the Takeoff Meeting.

4. Discussion and Action to Approve a Recommendation to City Council for the Passenger Facility Charge Application #4

This contract would be with Kutchins & Groh. This proposed PFC rate of \$4.50 is unchanged and would reimburse the City for the grant matches on federally funded projects. The FAA has approved the application and a meeting was held for the airlines to come forward with questions or concerns, but no airlines came forward. The new plan should be implemented July 1st. Brad Kutchins is already helping close out PFC Application #3 and this will create and help execute PFC Application #4.

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

5. Discussion and Action to Approve a Recommendation to City Council for the Capital Projects Implementation Consulting Contract

The scope of this project will include seeking out, acquiring and implementation of federally funded grants, as well as, aiding in project development. This contract is not to exceed \$90,000.

Motion to accept made by Mrs. Liles. Seconded by Mr. Black. Motion Approved.

6. Discussion and Action on Parking Lot Operations and Charges

This Board discussed closing the Airport parking lot exit after all flights have arrived and all passengers have left. The Airport is aware of an issue where people or companies are using the airport for storage of vehicles and then leaving outside of operating hours. This change would allow for passengers to exit with a credit card only after closing.

There would be a “lost-ticket” fee associated with lost tickets, which can be reduced upon receipt of their flight itinerary. The board provided a blanket 2-week fee for this lost ticket. While this would only affect passengers leaving at irregular times outside of operating hours, the airport will put in contingencies for people with those lost tickets or people with disabled veteran plates. For DV plateholders leaving after hours they would not receive the free parking immediately. However, they would be eligible for a full refund.

The airport will put up signage to help keep people aware of procedures. There will likely be very little change to revenue. There is no way of tracking these people exploiting the system so loss of revenue is unknown.

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.

7. Adjournment

Motion to adjourn made by Ms. Haley and seconded by Ms. Dodd. Motion passed. The meeting was adjourned at 4:11pm.

Signature of Chairman to confirm minutes: _____



Date: 10/11/23