

# AIRPORT DEVELOPMENT BOARD

July 12, 2023

## MINUTES

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

**MEMBERS ABSENT:** Woody Gilliland, Robert Lopez

**AIRPORT STAFF:** Don Green, Zach Cothorn, Jason Groves, Alex Cargile

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

**VISITORS:** Josh Rader, Bodeg-ish, Harrison Nguyen, Jerron Johnson, The Cabinet, Mitch Harding, Parkhill, Fred Johnson, LQ Properties LLC

### 1. Call to order and Introductions

The meeting was called to order at 3:30 pm. The board introduced Fred Johnson as a visitor, as well as Josh Rader, Harrison Nguyen and Jerron Johnson who proposed for the Airport Restaurant Request for Proposals. Jason Groves was introduced as the new Airport Marketing and Development Manager.

### 2. Consideration and Action approving Minutes of the May 10, 2023 meeting

Mr. Bridwell asked if there were any corrections to the Minutes for the May 10, 2023 meeting.

Hearing none, motion to accept made by Ms. Dodd, seconded by Ms. Haley. Motion passed.

### 3. Agenda Items:

#### 1. Airport Management Report:

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

Enplanements were up 19% for the month of June over 2022. Parking Revenues were up 22% and rental car gross revenues are down 8.5% for the month. The statistics report will remove SkyWest and Hertz from future reports as they have not had activity in over a year. In October, Envoy has scheduled a fifth flight.

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

Congress's reauthorization of the FAA is underway. The airport is watching the Federal budget and the House bill with the Area B Road project.

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

**Terminal Improvements** – The upper level is painted with only minor detail work remaining. The new paint has brightened up the terminal.

**Aircraft Charging Station** – No updates at this time.

**Fuel Farm Relocation** – Abilene Aero is going through a redesign of the fuel farm. In a meeting with Abilene Aero and the contractor there were items that needed to be amended.

**Rental Car Quick Turn Facility** – This project is waiting on the car rental bid process which will be coming soon. Currently the design is at 60%.

**Outstanding Repairs** – Outdoor escalators are working. The inside escalators are still in the process of being repaired. They were able to run manually, but need additional work for reliable operation. There have been issues with condensation causing problems in the Terminal HVAC system and they are being addressed.

**Forest Service Ramp Project** – The Airport met with TXDOT Aviation to discuss the grant related to the Forest Service Ramp Project. This is an FY24 Grant so work cannot begin until September 1<sup>st</sup> 2023. TXDOT would like the airport to go through an engineer selection process. This should not delay the project.

**Operations Events** – The airport had a no-discrepancies FAA airport inspection, which is a good achievement.

**Staffing** – The Airport is fully staffed, however there are issues with insufficient staffing despite all positions filled. This will be explored in the future.

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

Jason is getting up to speed with the position and will be attending a conference in Atlantic City where the Airport will meet with Airlines to discuss existing and future air service.

**4. Discussion and Action to Approve a Recommendation to City Council for the Terminal Food and Beverage Service.**

The Airport conducted a request for proposals with one proposal submitted. The proposal involves three businesses. These three items are a proposal for a restaurant with Harrison Nguyen with Gogogiri, vending with Josh Rader at Bodeg-ish and a bar with Jerron Johnson at The Cabinet. This is a no-fee contract for the first three years with 10% of net profit in the fourth year if they are profitable. For the first year, any repair costs will require the proposer to pay the first \$250 with the airport covering additional costs. After year one, the first \$500 in repair costs are paid by the proposer. The restaurant is planning for operation from 8:00am to 6:00pm with bar operations beginning later in the day due to local regulations. The vending would be on the secured side and can provide a good breakfast option before the restaurant opens. Free parking is available for the restaurant and bar. This is usually a set number of hours; however, the airport can adjust to accommodate for based on the needs of the contractors.

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

**5. Discussion and Action to Approve a Recommendation to City Council for Architectural Services.**

The airport performed a Request for Qualifications for Architectural Services contractors. Included in this project will be to put the whole Terminal on the backup power generators to handle large scale events including HVAC. This project will explore replacing escalators with elevators. The airport has selected Parkhill. Parkhill's local presence was important in the selection process. Future projects would be performed by task order.

Motion to accept made by Ms. Liles. Seconded by Ms. Haley. Mr. Hibbs abstained due to a conflict arising from a submitted proposal where Enprotec Hibbs & Todd was listed as a subcontractor. Motion Approved.

**6. Discussion and Action to Approve a Recommendation to City Council for Landside Engineering Services.**

The airport performed a Request for Qualifications with Enprotec Hibbs & Todd being chosen. Enprotec Hibbs & Todd have done a lot of work on the Airport and knows the airport well. The first task associated with this contract will be the construction of the road going through Area B of the Airport.

Motion to accept made by Ms. Haley. Seconded by Mr. Thaxton. Mr. Hibbs abstained due to a conflict arising from a submitted proposal as Mr. Hibbs is directly related to Enprotec Hibbs & Todd. Motion Approved.

7. **Discussion and Action to Approve a Recommendation to City Council for Adoption of Increased Airport Fees and Charges.**

The airport has adopted the following airport fee changes. The airport is an enterprise fund meaning it must support itself and therefore rates need to be amended. The airport is coming in approximately \$200,000 short comparing revenue to expenses in FY23. To combat this, there are additional revenues due to increases in CPI adjustments and lease increases. The parking lot rates were increased from \$9/day to \$10 in 2022. The new parking rate is \$12/day, which falls in line with similar airport parking changes in the last year. The non-signatory landing fee is set to increase from \$1.50/1000 lbs maximum gross landed weight to \$2.00/1,000 lbs MGLW. Fuel flowage fees are set to increase to \$0.08/gal from \$0.0675/gal. Terminal Use Fees are set to increase from \$100/turn to \$200/turn. Additionally, there is a new lost ticket fee put into place at \$400. The intent is to work with the passenger to establish the correct fee and base rates off of actual usage.

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

8. **Discussion and Action to Approve a Recommendation to City Council to Accept the FAA FY23 AIP Grant & Discussion and Action to Approve a Recommendation to City Council to Accept the FAA FY23 AIG Grant**

The combined total of both grants at \$2.2 million with the AIP Grant at \$1,163,000 of that \$2.2 million. This grant will go toward design of the Terminal Renovation project. Unused funds will go toward the Construction phase of the Terminal Renovation project.

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

**Executive Session:**

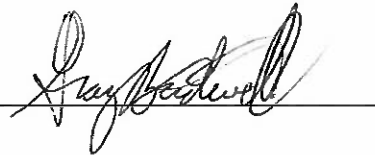
Pursuant to Govt. Code Section 551.072, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person. 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.

9. **Adjournment**

Motion to adjourn made by Ms. Haley and seconded by Ms. Dodd. Motion passed. The meeting was adjourned at 4:54pm.

Signature of Chairman to confirm minutes: \_\_\_\_\_



Date: 10/11/23