

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**December 04, 2013**

<b>MEMBERS PRESENT:</b>	Paul Cannon Marelyn Shedd Dave Copeland	Scott Senter Dani Ramsay
<b>MEMBERS ABSENT:</b>	Richard Burdine	Kim Tarrant
<b>STAFF PRESENT:</b>	Stan Smith	
<b>GUESTS PRESENT:</b>	Don Green Kate Alvarez John Mangalonzo	Abilene Regional Airport Abilene Regional Airport Abilene Reporter News

- 1. CALL THE MEETING TO ORDER:** President Paul Cannon called the meeting to order at 2:04 p.m. at the Abilene Laboratories, 1325 Pine St., Abilene Texas.
- 2. APPROVAL OF MINUTES FROM NOVEMBER 12, 2013 BOARD MEETING:** Scott Senter moved to approve minutes from the November 12, 2013, board meeting. Dani Ramsay seconded and the motion carried.
- 3. PRELIMINARY SEPTEMBER 2013 STATUS OF FUNDS REPORT:** Richard Burdine reported on the Preliminary Status of Funds report for September 2013, the last month of the 2013 fiscal year. The \$24,962,262 Undesignated Fund Balance doesn't take into account the \$11.2 million in commitments not yet under contract. He also explained that part of the fiscal year close-out process will involve zeroing out some of the small balances in the Balance Reserved for Obligated Programs column.
- 4. PRESENTATION OF ANNUAL REPORTS FOR FISCAL YEAR ENDED SEPTEMBER 30, 2013 BY CITY OF ABILENE AIRPORT BUSINESS DEVELOPMENT MANAGER:** Kate Alvarez, Abilene Airport Marketing and Development Manager, presented Abilene Regional Airport's FY13 Annual Report. Abilene Regional Airport (ABI) had economic growth as well as employment growth in FY13. She listed a variety of business development activities and sponsorships in an effort to reach out to the Abilene community and surrounding 16 counties. To connect with current and future passengers, ABI has invested in social media, TV and radio advertisements. A contract with Pink Goose Media for production of new commercial spots and an operation video has been key. ABI-VIP Passenger Rewards Program remains one of their strongest tools to communicate with passengers. FY 13 Revenues at ABI were 5.92% down in rental car revenue and 9.86% up in parking lot revenue. Ms. Alvarez also mentioned that there are a few potential flight carriers that are interested in stationing at ABI.
- 5. PRESENTATION AND POSSIBLE APPROVAL OF THE FY13 ANNUAL REPORT OF ACTIVITIES OF THE DEVELOPMENT CORPORATION OF ABILENE, INC.:** Mr. Burdine listed companies that the DCOA has assisted in the 2013 fiscal year and stated that the DCOA had a number of significant projects. Those projects

include, Fehr Foods, Pactiv Corporation, Receptor Logic, Coca-Cola Refreshments USA, Inc., Tucker Energy Services, World Gift Card, Slide Fire Solutions, and CarbonLITE Industries. The DCOA approved total financial assistance of \$14,039,330 in exchange for the creation of 262 new jobs. The projected annual payroll was \$17,417,975 with a total capital investment of \$107,291,000.

Marelyn Shedd moved to approve the FY13 Annual Report of Activities of the Development Corporation of Abilene, Inc. as presented. Dave Copeland seconded and the motion carried.

6. **EXECUTIVE SESSION NO. 1:** I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, .072, and .087 to consult with our legal counsel, discuss real property transactions, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.

President Paul Cannon announced the date is December 04, 2013, and the time is 2:30 p.m. Later, President Cannon announced the date is still December 04, 2013, and the time is 2:55 p.m. No vote or action was taken in Executive Session.

7. **DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES TO DESIGN AN EXPANSION OF THE RESEARCH AREA AND REPLACEMENT OF THE STEAM BOILER AT 842 PINE ST:** Mr. Burdine explained the need for a replacement steam boiler and expansion of specialized research space in the Abilene Laboratories sister building at 842 Pine St. Currently, all the research space at 842 Pine St. is fully occupied by Texas Tech University Health Sciences Center (TTUHSC). The current steam boiler is failing and inadequate for the current demand and future demand.

Engineers have estimated the steam boiler and distribution system replacement to be \$550,000. Mr. Burdine suggested during the process to go ahead and convert the remaining unused space into additional specialized research space to avoid another disruption of operations in the future. The estimate for research space expansion is \$150,000, which makes the total estimated cost about \$700,000. No bids have been taken yet.

Mr. Burdine recommends the DCOA approve a contract and fee for design services to replace the steam boiler and piping and convert lab space into specialized research space. Also authorized is funding of \$71,500 consisting of a design fee of \$68,000 and reimbursable expenses of \$3,500.

Scott Senter moved to approve resolution DCOA-2014.08 as presented, authorizing a contract with Tittle Luther Partnership/PSC and funding of \$71,500 for design services associated with replacement of the steam boiler system and expansion of specialized research space at 842 Pine St. Dani Ramsay seconded and the motion carried.

Dani Ramsay left the meeting at 2:59pm and the meeting continued.

- 8. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING DESIGN SERVICES AND INSTALLATION OF A VENTILATION SYSTEM IN HANGAR 4 AT THE ABILENE REGIONAL AIRPORT OCCUPIED BY EAGLE AVIATION SERVICES:** Mr. Burdine reported a louvered ventilation system was originally designed into Hanger 4 but were removed during the review process at Eagle Aviation Services' (EASI) request. The hanger has been in operation for over a year and a half, and now it is showing signs of necessity for ventilation of exhaust fumes from heaters used during cold weather and various chemicals used in the aircraft.

Bradshaw & Associates Engineering has developed mechanical, electrical and plumbing construction drawings for installation of a new ventilation system, which includes 6 wall-mounted vent fans with motorized dampers, weather hoods and bird screening. Staff received bids from four local companies and Mulltex Mechanical is the lowest bidder at \$44,400.

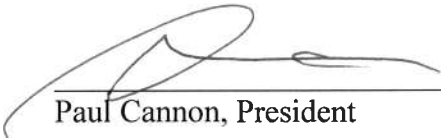
Staff requests the DCOA approve \$50,600, which includes a fee payable to Bradshaw & Associates Engineering, Mulltex Mechanical's installation bid, and a contingency.

Marelyn Shedd moved to approve resolution DCOA-2014.09 as presented, ratifying a contract with Bradshaw & Associates and authorizing a contract with Mulltex Mechanical for installation of a ventilation system in Hangar 4 at the Abilene Regional Airport, plus associated funding. Dave Copeland seconded and the motion carried.

- 9. EXECUTIVE SESSION NO. 2: I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, .072, and .087 to consult with our legal counsel, discuss real property transactions, and discuss economic development negotiations involving a business prospect, as set forth on the agenda. Any vote or action will be taken in open session.**

**President Paul Cannon announced the date is December 04, 2013, and the time is 3:02 p.m. Later, President Cannon announced the date is still December 04, 2013, and the time is 4:03 p.m. No vote or action was taken in Executive Session.**

- 10. ADJOURNMENT.** The next meeting is scheduled on December 16, 2013. There being no further business the meeting was adjourned.

  
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Paul Cannon, President