

**DEVELOPMENT CORPORATION OF ABILENE, INC.**  
**BOARD MEETING MINUTES**  
**May 24, 2016**

**MEMBERS PRESENT:** Dave Copeland            Dani Ramsay  
   John Beckham            Marelyn Shedd

**MEMBERS ABSENT:** Jack Rich

**STAFF PRESENT:** Kent Sharp                    Kim Tarrant                    Chace Craig  
   Alice Jackson

**GUESTS PRESENT:** Brian Yates                    Chamber Military Affairs Committee  
   Kate Alvarez                    Abilene Regional Airport  
   Judy Wilhelm                    Small Business Development Center  
   Justin Jaworski                    Abilene Industrial Foundation  
   Gray Bridwell                    Chamber Military Affairs Committee  
   Brooke Crum                    Abilene Reporter News

**1. CALL THE MEETING TO ORDER:** President Dave Copeland called the meeting to order at 1:30 p.m. at 174 Cypress St., 3<sup>rd</sup> floor conference room, Abilene Texas.

**2. APPROVAL OF MINUTES FROM THE APRIL 25, 2016 BOARD MEETING:**  
John Beckham moved to approve the minutes from the April 25, 2016 board meeting. Dani Ramsay seconded and the motion carried.

**3. SALES TAX REPORT FOR MAY 2016, MARCH 2016 FINANCIAL REPORTS, AND UPDATE ON CASH FLOW PROJECTIONS:** Alice Jackson with the Finance Department presented the sales tax report for May 2016. The sales tax rebate for May is \$3,886,028.56 which represents March sales. Economic Development received \$971,507.14, which is 4.72% below last year and 5.66% below the projected FY 16 budget amount. For the period October through May, sales tax is 3.27% below last year and 4.23% below the projected FY 16 budget amount. The DCOA's total current assets as of March 31, 2016 are \$18,795,215. The March 2016 revenues totaled \$801,339 and total expenditures were \$852,900 with \$628,093 being spent on five different projects.

**4. PRESENTATION OF SEMI-ANNUAL REPORTS OF ACTIVITIES FOR SIX MONTHS ENDED MARCH 31, 2016 BY: TEXAS TECH UNIVERSITY SMALL BUSINESS DEVELOPMENT CENTER, ABILENE CHAMBER OF COMMERCE MILITARY AFFAIRS COMMITTEE, CITY OF ABILENE AIRPORT BUSINESS DEVELOPMENT MANAGER AND ABILENE INDUSTRIAL FOUNDATION:**

**Texas Tech University Small Business Development Center (SBDC):**

Judy Wilhelm, Director of the SBDC, presented their semi-annual report to the DCOA. During the first six months of FY16, SBDC registered 188 new clients and logged 142 new jobs/expansions. A total of 894 counseling hours were billed to the DCOA totaling \$67,050 as of March 31, 2016. The SBDC received the required certification for continued operation from the Association of Small Business Development Centers in October of 2016 and in April received approval from the U.S. Small Business Administration after an evaluation of the Abilene center and the audit performed showed no findings.

**Abilene Chamber of Commerce Military Affairs:**

Brian Yates, Vice President for Military Affairs, presented the semi-annual report for the Military Affairs Committee (MAC). In October of 2015, Mac attended the annual Airlift/Tanker Association convention in Orlando, FL. In January MAC visited the Headquarters of Air Mobility Command (AMC) at Scott AFB, IL, to discuss mobility issues directly with 4-star General Carlton Everhart, Commander of AMC, and his staff. From there the team continued to Washington D.C. for meetings with six congressional staff delegations, plus a face-to-face discussion with Senator John Cornyn. The number one outreach priority for MAC is to engage the Pentagon and our elected officials to maximize chances for Dyess AFB to be one of the early bases to receive the new B-21 Long Range Strike Bomber. The election year turmoil has effectively pushed the potential for a Base Realignment and Closure (BRAC) effort to at least 2019.

**City of Abilene Airport Business Development (ABI):**

Kate Alvarez, Marketing and Development Manager of Abilene Regional Airport presented their semi-annual report to the board. As of March 2016, enplanements are down 6% over the same period one year ago. Revenue from rental cars is down 13% and parking lot revenue is down 3%. Since the beginning of FY16 a training program was implemented for City and airline employees to increase positive customer service at the airport. ABI's current marketing avenues are TV, radio, sponsorships and social media with Facebook, Twitter and Instagram. Business Development activities have been and will continue to include community outreach through speaking engagements to various civic organizations. ABI will continue to study the airline market in Abilene and promote ABI as the airport of choice.

**Abilene Industrial Foundation (AIF):**

Justin Jaworski, Director of Business and Marketing for the AIF presented their semi-annual report to the DCOA. From October 2015 to March 31, 2016 the AIF has followed up on 29 contacts and 32 leads. After incentive agreements were signed with the DCOA, 7 projects were created with a total capital investment of \$74 million, 304 jobs were created and 700 jobs retained. The AIF made 66 Business Retention/Expansion visits and participated in 5 trade shows/conferences. The AIF will continue to sponsor two events aimed at maintaining existing

relationships with employers, Semi-Annual Manufacturers luncheon and the Business Retention/Expansion luncheon.

**5. EXECUTIVE SESSION – SESSION 1:**

I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, 072, 074 and 087 to consult with our legal counsel, discuss real property transactions, personnel matters, 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 Dave Copeland announced the date is May 24, 2016 and the time is 2:20 p.m. Later, President Copeland announced the date is still May 24, 2016 and the time is 2:30 p.m. No vote or action was taken in Executive Session.

**6. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AUTHORIZING CONTRACTS TO MAKE ADDITIONAL MODIFICATIONS AND REPAIRS TO THE SPEC 3 BUILDING IN FIVE POINTS BUSINESS PARK (LEASED TO PRAIRIE DOG PET PRODUCTS):**

With no discussion on this item, a contract with Mulltex Mechanical Co. plus funding of \$137,900 and a 5% contingency of \$6,895, totaling \$144,795 was approved. The contract is for renovation of the ventilation system at the Spec 3 building in Five Points Business Park, which is leased to Prairie Dog Pet Products (PDPP). The renovation includes replacing all 6 existing fans, replacing 15 motorized louvers with new fixed blade louvers with motorized dampers, which will greatly reduce water and dust, plus increase the air circulation for the facility and future employees of PDPP.

Dani Ramsay made a motion to approve resolution DCOA-2016.15 authorizing a contract with Mulltex Mechanical Co. plus funding of \$144,795 to renovate the existing ventilation system at Spec 3. John Beckham seconded and the motion carried.

**5. EXECUTIVE SESSION – SESSION 2:**

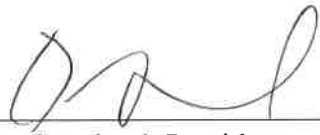
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President Dave Copeland announced the date is May 24, 2016 and the time is 2:32 p.m. Later, President Copeland announced the date is still May 24, 2016 and the time is 2:50 p.m. No vote or action was taken in Executive Session.

**3. SALES TAX REPORT FOR MAY 2016, MARCH 2016 FINANCIAL REPORTS, AND UPDATE ON CASH FLOW PROJECTIONS:** Staff handed out the updated cash flow projection for the next five years. There was no discussion on this item.

**7. ADJOURNMENT:**

There being no further business the meeting was adjourned.



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Dave Copeland, President