

# AIRPORT DEVELOPMENT BOARD

October 11, 2023

## MINUTES

**MEMBERS PRESENT:** Gray Bridwell, Chairman Robert Lopez, Nanci Liles, Jordan Hibbs, Lori Dodd, Kirk Thaxton, Randy Williams

**MEMBERS ABSENT:** Darrin Black, Vice-Chairman, Woody Gilliland, James Boone, Cindy Haley

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

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

**VISITORS:** Tammy Fogle

### 1. Call to order and Introductions

The meeting was called to order at 3:30 pm.

### 2. Consideration and Action approving Minutes of the September 13, 2023 meeting

Mr. Black asked if there were any corrections to the Minutes for the September 13, 2023 meeting.

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

### 3. Agenda Items:

#### 1. Airport Management Report:

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

Enplanements are up 18% for the month of September over 2022 with a 5% cumulative increase for the year. The added fourth flight helped provide additional seats which helped enplanements. There is now a fifth flight that started October 6<sup>th</sup>. Parking Revenues are up 29.24% for the month. Turo / Ride Share revenue was \$71.66.

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

With the developing situation in Israel, there is likely going to be security directives in the near future for the airport. The Federal Government does not have a FY24 budget and is in a continuing resolution. This is delaying airport funding for the Area B Road project. The continuing resolution will continue through mid-November. The Texas Legislature passed a law effective September 1<sup>st</sup> 2023 that makes it a misdemeanor to fly a drone or an unmanned aerial system near or over an airport.

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

**Terminal Improvements** – The ceilings in the lower level restrooms did not turn out the way the airport had hoped. The contractor and designer are working together to resolve the situation. The light fixtures and diffusers were not compatible with the ceiling system. This may delay the opening of those restrooms.

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

**Fuel Farm Relocation** – Abilene Aero broke ground and the project is underway. They will remove existing tanks from previous location.

**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** – Escalators were running, however during inspection an error code triggered. Schindler is waiting on parts for this repair. The escalator that was working is off due to it making loud thumping noises.

**Forest Service Ramp Project** – This project is discussed under Item 4, 5 and 6.

**Staffing** – The Airport is fully staffed aside from one parking lot position.

**Terminal Restaurant** – The Airport met with the future restaurant and is working to resolve any issues.

**Dyess Collaboration** – The airport will be working with the Air Force to develop a syllabus for military personnel who would shadow local commercial airports. Abilene Regional Airport would be a test case for this shadowing program.

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

The airport is working to implement digital signage. This should increase advertising revenues. Website search engine optimization is being worked on. The Abilene Convention and Visitors Bureau has provided the Airport with diversion kits that can be provided to stranded passengers as a way to give a good impression of Abilene.

Bowies has asked to amend the lease for a later break ground date, which is good timing due to the delays in road funding. Bowies is updating their branding. They will provide an official letter requesting this extension for the next meeting.

#### **4. Discussion and Action to Approve a Recommendation to City Council for Acceptance of a grant from TXDOT for an aircraft ramp design and construction project.**

This Grant will fund the Forest Service Ramp construction. This award is for \$20,000,000. This is for all activities related to constructing the ramp for the Forest Service air tankers. This requires a 10% match coming in at \$2,222,222.22, which has been budgeted by the City through bond funds. This will improve the fire fighting capabilities of the Texas Forest Service. This grant is provided as part of a joint project by State Representative Stan Lambert and his staff, the US and Texas Forest Service, City of Abilene Management and Airport staff.

Motion to accept made by Mr. Williams. Seconded by Mr. Thaxton. Motion Approved.

#### **5. Discussion and Action to Approve Recommendation to City Council for approve a Task Order with Garver for design and construction management of the new aircraft ramp.**

This action will approve a task order to design the proposed Forest Service Ramp. This Task Order has a not to exceed price of \$617,900. The design work will be in coordination with Atmos and the FAA to relocate gas and digital lines. This will include the addition of a road to the new ramp.

Motion to accept made by Ms. Dodd. Seconded by Ms. Liles. Mr. Hibbs abstained due to a conflict of interest. Motion Approved.

#### **6. Discussion and Action to Approve Recommendation to City Council to approve a Reimbursable Agreement with FAA for relocation of FAA Fiber Lines.**

This agreement will provide FAA oversight of the movement of a digital line connecting the Control Tower with an Antenna Site. This fee is \$29,494.80. They will review the proposed relocation design and have someone on site when the airport is doing critical path work. This is a non-negotiable fee and required for the Ramp Project.

Motion to accept made by Ms. Liles. Seconded by Mr. Williams. Motion Approved.

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.

The Executive Session was not entered into.

**7. Adjournment**

Motion to adjourn made by Mr. Williams and seconded by Ms. Dodd. Motion passed. The meeting was adjourned at 4:12pm.

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



Date: \_\_\_\_\_

6/24/24

