

## Airport Advisory Board Meeting Minutes December 12, 2016

### **Board Members Present:**

John Barber Jr                      Joshua Ebright                      James Wynne III  
Robert Spivey                      Lindsey Birdsong

### **Board Members Absent:**

Kelly Walker                      Ronald Stutes

### **Others Attending:**

Davis Dickson, *Airport Manager, COT*  
Annette Smith, *Administrative Assistant, COT*  
Joe Jones, *Chamber Aviation Committee*

**R. Spivey** called the meeting to order at Noon. Quorum was established with two board members absent.

#### **A. Consider approval of Minutes of meeting held on November 07, 2016:**

**R. Spivey** asked if there are any questions or changes. Upon motion by **J. Ebright** and second by **L. Birdsong** minutes were approved as written.

#### **B. AABC 12-16-01: R. Spivey read the Communication as follows: Request that the Airport Advisory Board consider recommending to City Council to authorize the City Manager to execute a new lease amendment to the current EAN Wholesale Area Lease agreement to increase the leased area monthly rental fee to \$1,451.08**

**D. Dickson** explains that EAN Holdings (Enterprise, Alamo, National) has requested to amend the Wholesale Area Lease entered in July 2015 as EAN determined they needed more space for the overflow of autos that are inventoried for wholesale. This would be an additional revenue source for the airport as these spaces are not utilized on a regular basis. EAN are leasing 65,649 sq. ft. and wants to increase that another 65,280 sq. ft. **D. Dickson** explains the lights on that lot are leased by the airport through Oncor, EAN will pay the airport \$20.00 per light to offset our fee. The rates for the auto space are in accordance with the city ordinance of \$0.10 sq. ft. The FAA was contacted about the non-aviation land use on airport facilities. Our role is allowing the parking, processing and moving out. The proposal to the board is to amend the original lease to increase the space noted on the exhibit provided. This will increase revenue \$824.00 a month. *[General discussion board members and D. Dickson.]*

Upon motion to approve by **J. Wynne** and second by **R. Spivey**, motion was unanimously approved.

#### **C. Airport Manager's Report:**

- a. Update on Rental Car bid status.** **D. Dickson** opens the discussion by asking the board if anyone has been contacted by any rental car agencies regarding bids or bid process. All members replied that they had not been contacted. The bids open on December 27, 2016 and all questions have been closed. The airport had a consultant look at the lease and assist with the process. Dual branding was explained along with fees charged for the car wash facility. The airport has four counters and only three are

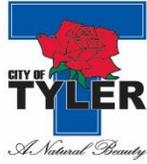
- being utilized, with the new contracts the hope is to use all counters. *[General discussion among board members and D. Dickson.]*
- b. Update on Parking Lot Equipment upgrades. D. Dickson** explains the borings and conduits to pull the fiber optics are in place. There will be two lanes to exit out of the parking lot, one automated and the second with an attendant. This will allow for 24 hour service on the parking lot. In the future both lanes could be unattended and recording/tracking of revenue could be done in-house. This new equipment gives the airport a great tool for tracking gates when they go down. The plan in place is to have the equipment brought into the airport's shop, start it, test it and make sure it all works. What the goal is to take one lane at a time down pull the old out and replace with new that has already been tested. This will be short durations of lane closures. *[General discussion among board members and D. Dickson.]*
  - c. Update on the airport construction activities. D. Dickson** shows progress for the construction site phase two from drawings, explaining concrete completions and that the contractor is behind schedule and they have been informed. Liquidated damages will be charged if contract is not completed per schedule. *[General discussion among board members and D. Dickson.]*
  - d. Tour of the runway 4/22 rehabilitation project. D. Dickson** explains to the board that he would like for as many as possible to tour the airfield and see the progress. Meeting would be adjourned and recalled on the field. *[General discussion about the hours of the restaurant and ticket prices of the airline between the board members and D. Dickson.]*

**R. Spivey** adjourned meeting at 12:40 p.m.

Respectfully submitted,

*Annette Smith*  
Administrative Assistant

Attachment: Board Attendance Form



# BOARD ATTENDANCE FORM

\*\* FORM SHALL BE ADDED TO THE BOARD MINUTES \*\*

## AIRPORT ADVISORY BOARD

REGULAR BOARD

Monday, December 12, 2016

12:00 p.m.



BOARD MEMBER	Total Meetings Attended During Term **	Attendance at this meeting?	Number of Meetings Attended In Last 6 months ( 5 mtgs held)	Number of Meetings Absent In Last 6 months (5 mtgs held)
Ronald Stutes **(3 <sup>rd</sup> term 8/31/2015-8/31/2017)	34	N	3	2
Kelly Walker **(1 <sup>st</sup> term 8/31/2016-8/31/2018)	3	N	3	2
Joshua Ebright **(2 <sup>nd</sup> term 8/31/2015-8/31/2017)	23	Y	4	1
Lindsey Birdsong **(2 <sup>nd</sup> term 8/31/2016-8/31/2018)	15	Y	4	1
Robert Spivey **(2 <sup>nd</sup> term 8/31/2016-8/31/2018)	15	Y	5	0
John Barber Jr **(1 <sup>st</sup> term 8/31/2015-8/31/2017)	10	Y	4	1
James Wynne III **(1 <sup>st</sup> term 8/31/2015-8/31/2017)	10	Y	3	2

### ATTENDANCE REQUIREMENTS

See Tyler Code Chapter 1 General Provisions; Article III. Boards; Section 1-20 General Provisions

<b>Regular Boards</b>			
Required Attendance Chart			
Failure to attend at least two-thirds (2/3) of the meetings of the Board for which that person was appointed for any six (6) - month period during which the appointee is a member of the board will be considered a voluntary resignation as shown below:			
	If the Board Meets:	Required Attendance	
	One (1) time within a six month period*	1*	
	Two (2) times within a six month period	1	
	Three (3) times within a six month period	2	
	Four (4) times within a six month period	3	
	Five (5) times within a six month period	3	
	Six (6) times within a six month period	4	

\* However, consideration will be given for illness or extenuating circumstances.

<b>Periodic Boards</b>
Required Attendance
Failure to attend two (2) meetings within any six (6) month period will be considered a voluntary resignation.

