

MINUTES

On this 12th day of July 2022, the Airport Advisory Board of the City of Amarillo, met at 10:00 a.m. virtually for a Regular Meeting Virtually.

VOTING MEMBERS	PRESENT	NO. MEETINGS HELD SINCE APPOINTMENT	NO. OF MEETINGS ATTENDED
John Denton	YES	28	24
Thomas Devlin	YES	17	16
Kevin Golden	NO	7	5
Thomas Hickman	YES	17	16
Chuck Speed	YES	7	7

Also in attendance were:

Michael Conner	DIRECTOR OF AVIATION, CITY OF AMARILLO
Tyler Hurst	DEPUTY DIRECTOR OF AVIATION, CITY OF AMARILLO
Kiley Navarrete	RECORDING SECRETARY, CITY OF AMARILLO

ITEM 1: Call to Order. Mr. Hickman established a quorum and called the regularly scheduled meeting of the Airport Advisory Board to order at 10:00 a.m.

ITEM 2: Approval of Minutes from Regular Meeting held on April 12, 2022. Motion was made by Chuck Speed, seconded by Thomas Devlin, and unanimously carried to approve such minutes as written.

ITEM 3: Presentation and Discussion of Airport Activities and Projects:

- a. Terminal Chimney Repair: There will be a stakeholder meeting to update everyone on this project. The chimney will be braced to the existing terminal wall and is currently in the design phase.
- b. Make-Up Baggage Carousel Rehabilitation: This project will be grant funded and we are currently waiting for the design task order from RS&H.
- c. Parking Garage Elevator: This project is moving to award from the Buyboard bidding process. This is estimated to be a 300-day project after being awarded.
- d. TSA CTX Machine Recapitalization: The contractor has been awarded. We are currently coordinating a schedule and will hold a second pre-construction meeting before construction will begin. This construction will run from Jan 2023 – April 2023.
- e. SRE Building: This project will be completed around the 1st of August. There are currently wait times on certain materials.
- f. Parking Lot and Loop Road Rehabilitation: This project is currently in design; the loop road portion of this project will be FAA funded. The parking lot portion of the project will be airport funded.

- g. Terminal Basement Plumbing: This project is currently moving to award and City Council Approval.
- h. Terminal Generator Study: This will be an AIG Grant Funded project. This project will be sent out for public bid. The study found that there is enough capacity for the terminal building and just needs some updates to stay current.
- i. Building HVAC Systems and Air Handlers: This project will be moving to council approval in a couple of weeks. A pre-construction meeting will be scheduled.
- j. Special Use Airspace: Woolpert has now talked to Bell and was able to receive the information needed to complete the application. We will meet with the FAA when this is submitted. There will also be a local stake-holder meeting.
- k. P3 Program and Operations Dept. Update: This is a new initiative for the Operations Dept. This program will allow for promotion upward and performance-based compensation. This was introduced to help keep the more experienced employees in the Ops Dept.
- l. Air Service Development & Marketing: Air service development is currently targeting Kansas and we believe we have a good response from the airlines and lease holders. We are currently marketing open job positions and advertising the airport by digital marketing.
- m. Airport History Day: This will be held on October 27th for the public and the local and surrounding school districts. Channel 7 will also run a weekly program on Thursdays for this event.
- n. On-Airport New Business Developments: Currently the airport has 300 acres and the AEDC has 500 acres of undeveloped land. There will be a new position added to the department for the new fiscal year. This will be a Land and Business Development Coordinator. This will help to bring in new lease agreements and add needed revenue to the dept.
- o. Hotel Feasibility Study: After speaking with Council and numerous hotel staff, it was suggested that a feasibility study be conducted to move forward. This study will be awarded soon.

ITEM 4: Discussion of Other Items:

- a. Local Land Development Projects: Mr. Speed stated that he has seen public postings about a tax abatement for a few new companies to develop on airport property. Mr. Conner indicated that there have been a few tax abatements for off-airport properties, that a lease for the one tax abated on-airport property site has not been negotiated and the developer has not yet contacted the airport, although we have been discussing the possible development with AEDC.

ITEM 5: Adjournment. There, being no further business, Mr. Hickman moved to adjourn the meeting. The meeting adjourned at 10:49 a.m. This meeting was recorded and all comments are on file with the Department of Aviation.

Mr. Tom Hickman, Chairperson

ATTEST:

Kiley Navarrete, Board Secretary