**THE TEXARKANA AIRPORT AUTHORITY**

**BOARD MEETING MINUTES**

**June 2023 Board Meeting**

**Board Members**

 **TEXAS ARKANSAS**

Vice Chair – Mr. Mike Mayo Chair–Dr. Robin Hickerson **X**

Mr. David Potter  (online) Mr. Ronald Bruce 

Mr. Matt Robertson    Mr. Adjer Smith 

Mr. David Baumgardner **X** Mr. Ray Abernathy ****

 **Economic Dev. Representative**

 Mr. Rob Sitterley **X**

Paul Mehrlich – Executive Director

**Guests:**

Mitch Rose

Matt Vineyard

Bailey Carr

Josh Ruminer

Justin Spinks

**Call to Order:** Mr. Mike Mayo called the meeting to order. Ms. Shannon Elliott called the roll.

**Comments from the Public:**

None

**Action Item- Meeting Minutes:** Mr. Ray Abernathy made a motion to approve the meeting minutes for the May 2023 TRAA Board meeting and Mr. Mike Mayo seconded the motion. Approval was unanimous.

**Director’s Report**

1. **Terminal**
	1. **Terminal Phase 1 (Site work and Slab)** – Completed
	2. **Terminal Phase 2 (Building – Shell & Core)** – Metal wall panel installation continues.
	3. **Terminal Phase 3 (Interior Completion)** – Nabholz is continuing to install dry wall, paint, millwork, and flooring. Architectural Glulam is also being installed.
	4. **Terminal Phase 4 (Jet Bridges/Apron Paving/Landscaping)** – The Airport has submitted a grant application for the remainder of Phase 4. The FAA has confirmed that the second grant will be awarded around July 5th.
2. **Apron Phase I**
	1. TEC has installed all of the drainage structures and is working on building up the subgrade and preparing to install Lime.
3. **Terminal**
	1. Nabholz has started clearing and grubbing the area.
4. **Terminal Access Road (Design Only)**
	1. The FAA grant was awarded on May 23rd and MCE is working to complete the plan set (60% complete).
5. **Master Plan**
	1. Work continues on the Phase II material (Facility Requirements/Alternatives). Our next scheduled PAC meeting and public workshop will take place on July 12 where we will discuss these next set of working papers. Still awaiting forecast approval from the FAA. MCE has progressed with their data collection for the utilities inventory. They have most of the water and sewer data and are currently working on naming all airfield lights.
6. **Governing Documents Update**

**AMCG (Governing Documents):**

1. Director will be reviewing Rules and Regulations with Mark Stodola on 29th. AMCG has indicated that pending any changes from attorney they have next draft ready.

**MCE (Construction Standards):**

1. MCE is putting together an appendix that will provide a matrix for airport staff to provide to developers separating commercial and non-commercial development requirements.
2. **Website RFP**
	1. Aviatrix – During a website committee meeting, we were asked for a brand guide, we currently have none. Mr. Sitterley asked if Aviatrix is able to make one. We gave them a go ahead to build one using saving from the lower bid price.
3. **Real Estate**
4. Glen and the Director will be touring Aspire at Alliance Airport on 6/23/23. This company does aircraft conversions, we will be seeing what type facilities they have and discuss possible opportunities here at TXK.
5. **2024 Budget**
	1. O&M and Capital Budget was presented to committee on June 9th, the next budget meeting will be July 14th in order to give two cities time to brief their boards.
6. **Operations**
	1. FAA 139 compliance inspection will be from July 11th – 13th.
	2. The overflow parking was utilized last week, at least 5 cars were using it.

**Action Item- Financials:** Mr. Adger Smith made a motion to approve the financials for May 2023. Mr. Matt Robertson seconded the motion. Approval was unanimous.

**Metrics: May 2023**

Operations: -24%

Enplanements: -2%

Rental Cars: -10%

Parking: 1%

Load factors: -1%

**Old Business:** None

**New Business:** None

**Sub-Committees:** None

**Executive Session:** None

**Action Item- Adjourn:** Mr. Ray Abernathy made a motion to adjourn. Mr. Adger Smith seconded the motion. The meeting was adjourned.