



# City of Corpus Christi

1201 Leopard Street  
Corpus Christi, TX 78401  
cctexas.com

## Meeting Minutes - Final

### Airport Board

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Wednesday, September 27, 2023

3:30 PM

International Airport Board Room  
1000 International Blvd. C.C., TX. 78406

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#### A. Call To Order

The meeting was called to order by Chairman Hicks at 3:30 p.m.

#### B. Roll Call

Roll was called and a quorum was present.

#### C. Public Comment

There was no public comment.

#### D. Approval of Minutes and Action on Absences

1. [23-1584](#) Approval of the Absences for the August 30th, 2023 Regular Airport Board Meeting

Attachments: [2023 AIRPORT BOARD ATTENDANCE](#)

Chairman Hicks moved to excuse Board members Collin, Schumann and Barrera from the August 30th Regular Airport Board meeting. Board member Cameron seconded and the motion carried.

2. [23-1585](#) Approval of the Minutes for the August 30th 2023 Regular Airport Board Meeting

Attachments: [08302023 - August Airport Board Minutes - Unpublished](#)

Chairman Hicks called for a motion to approve the minutes of the August 30th Regular Airport Board meeting as written. Board member Collin moved to approve the meeting minutes. Board member Cameron seconded and the motion carried.

#### E. New Business for Discussion and Possible Action

3. [23-1586](#) Presentation, Discussion and Possible Action to Recommend City Council Approve an Ordinance Authorizing a 5-year Lease Agreement with Driscoll Children's Hospital for Hangar and Office Space at Corpus Christi International Airport

**Attachments:** [09272023 - Driscoll Childrens Hospital Lease Agreement](#)

After a presentation by Director Smith and discussion by the Board, Chairman Hicks called for a motion. Board member Cameron moved to approve this item. Board member Barrera seconded and the motion carried.

4. [23-1587](#) Presentation, Discussion and Possible Action to Recommend City Council Authorize the Execution of a 6-month Service Agreement with Protech Mechanical, Inc. for Replacement of Boiler #3 at the Corpus Christi International Airport

**Attachments:** [09272023 - Airport Replacement Boiler #3](#)

Director Smith presented information on this item. Discussion by the members was heard on this item. Chairman Hicks called for a motion. Board member Cameron moved to approve. Board member Talavera seconded and the motion carried.

5. [23-1588](#) Presentation, Discussion and Possible Action to Recommend City Council Approve an Ordinance Authorizing the City Manager to Execute a Lease Agreement for a Commercial Aeronautical Service Provider with Sterling Air Service LLC to Occupy Office and Hangar Space at the Corpus Christi International Airport

**Attachments:** [09272023 - Sterling Lease Agreement](#)

Director Smith presented the members information on this item. After some discussion, Chairman Hicks called for a motion to approve. Board member Cameron moved to approve the item. Board member Barrera seconded and the motion carried.

6. [23-1589](#) Presentation, Discussion and Possible Action to Recommend City Council Authorize Execution of an 18-month Service Agreement with JDT RPR Services, Inc. for Construction Inspection Staff Augmentation Services at the Corpus Christi International Airport, appropriating from Grant #68

**Attachments:** [09272023 - JDT RPR Construction Inspection Staff Augmentation](#)

Director Smith presented information on this item. After some discussion among the members, Chairman Hicks called for a motion. First Vice-chairman LaRue moved to approve the item. Board member Saenz seconded and the motion carried.

7. [23-1590](#) Presentation and Discussion on the Transportation Security Administration's Aviation Workers Screening Program

**Attachments:** [09272023 - Aviation Worker Screening](#)

Director Smith presented the membership with information regarding this item.

Discussion was held among the board members.

## **F. Staff Reports**

8. [23-1591](#) National Airport Council (NAC) 2023 Annual Conference Briefing

**Attachments:** [09272023 - NAC Conference Briefing](#)

Finance Manager, Kimberly Miller, reported to the members of Airport staff's recent travel to attend the National Airport Council 2023 Annual Conference in Spokane, Washington. Discussion was held among staff and board members.

9. [23-1592](#) Air Service Update

**Attachments:** [09272023 - Air Service Update](#)

Director Smith updated the members on current air service at the Airport including the General Activity Report. Discussion was held on this item by staff and board members.

10. [23-1593](#) Business Development

**Attachments:** [09272023 - Business Development Report](#)

Director Smith updated the members on the Airport business development projects. Discussion was held among staff and members.

11. [23-1594](#) Financial Report

**Attachments:** [09272023 - Financial Reports](#)

Finance Manager, Kimberly Miller, updated the members on the current financial status of the Airport for the month of August, 2023. Discussion was held among staff and members.

12. [23-1595](#) Capital Planning Report

**Attachments:** [09272023 - Capital Planning Update](#)

Director Smith updated the members on current capital planning projects underway at the Airport. Discussion was heard among staff and members.

13. [23-1596](#) Marketing Report

**Attachments:** [09272023 - Marketing Report](#)

Lacey Guzman, Marketing Manager, updated the members on the Airport's social media activity and other marketing projects. Discussion was heard among staff and members.

14. [23-1597](#) Run-the-Runway Update

**Attachments:**     [09272023 - Run the Runway](#)

Ms. Guzman, Marketing Manager, updated the members on the upcoming Run-the-Runway event to be held at the Airport on November 11th. She advised the members more information would be forthcoming as the event gets closer. Discussion was held among staff and members on this item.

**G.     Future Agenda Items**

There were no proposed future agenda items.

**H.     Adjournment**

As there was no further business, Chairman Hicks adjourned the meeting at 4:55 p.m.