



# City of Corpus Christi

1201 Leopard Street  
Corpus Christi, TX 78401  
cctexas.com

## Meeting Minutes

### Airport Board

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Wednesday, August 31, 2022

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 Riley at 3:33 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**

Approval of the Absences for the July, 27th, 2022 Airport Board Meeting

**Attachments:**     [2022 AIRPORT BOARD ATTENDANCE](#)

Chairman Riley called for a motion to excuse Board members Colin and LaRue. Second Vice-chairman Hicks moved. First Vice-chairman Feferman seconded and the motion carried.

Approval of Minutes for the July 27th, 2022 Airport Board Meeting

**Attachments:**     [BM 07272022 - Not Published](#)

Chairman Riley called for a motion to approve the meeting minutes from the Regular Airport Board meeting held on July 27th, 2022. Board member Barrera moved to approve the minutes as written. Board member Schumann seconded and the motion carried.

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

Presentation, Discussion and Possible Action to recommend City Council approve a Construction Contract Award to Rehabilitate Terminal Building (Phase II) Project No. 22302

**Attachments:**     [08312022 - Terminal Building Rehabilitation \(Phase II\)](#)

Deputy Director Miller presented the members with some background on this item and opened the floor for discussion. Chairman Riley called for a motion. First Vice-chairman Feferman moved to approve to recommend this item to City Council for approval. Board member Buentello seconded and the motion carried. A consensus of the board also recommended City Council appropriate the award.

Presentation and Discussion on Airport Board 2022 Annual Report

**Attachments:**     [2021 Airport Board Annual Report - 01312022](#)

Chairman Riley opened discussion on the Airport Board's 2022 Annual Report submittal. Discussion was heard on this item. A recommendation was made to create an Annual Report Work Group to begin working on the report. The Chairman asked for those interested in participating in this work group to let Airport Staff know.

Presentation and Discussion on Airport Budget FY 2023

**Attachments:**     [08312022 - FY 2023 Budget Workshop for COUNCIL 8.25.22](#)

Director Smith gave a presentation on the Airport's FY 22-23 Annual Budget. Discussion was heard on this item.

**F. Staff Reports**

SCASD (Small Community Air Service Development) Grant

**Attachments:**     [08312022 - SCASD Grant Update](#)

Director Smith updated the members on the SCASD (Small Community Air Service Development) Grant. He presented them with the amounts that would be granted along with other in-kind and community contributions that would total \$1.6M. Discussion was heard on this item.

Minimum Revenue Guarantee

Director Smith reported Airport staff has been working on this project. Discussion was heard on this matter.

Commercial Land Appraisal

**Attachments:**     [08312022 - Commercial Land Appraisal](#)

Deputy Director Miller updated the members on staff's progress with the Commercial Land Appraisals project. Discussion was heard on this item.

#### Update of Terminal Rates Assessment

Deputy Director Miller reported to the members that the third-party consultant DKMG is finalizing the rates and staff is preparing to solicit input from the airlines. He added that this may take up to one year to finalize. Discussion was heard on this item.

#### Airline Operating Agreement

Deputy Director Miller reported that until the rates are finalized, the airlines would be on a month-to-month basis. Discussion was heard on this item.

#### Monthly Air Service Update

**Attachments:**     [08312022 - Air Service Update](#)

Director Smith presented the update to the members for July, 2022. He covered CCIA's market retention, capacity numbers, percentage change in flights from a year ago, a comparison of CCIA to other regional airports, as well as, the market trend for most U.S. airports. Discussion was heard on this item.

#### General Activity Report

**Attachments:**     [08312022 - GAR REPORT Detail](#)

Director Smith reviewed the General Aviation Report with the members indicating the change in number of enplaned passengers, deplaned passengers and seat availability for 2019, 2020, 2021 & 2022. The biggest change was the number of seats available from 2021 to 2022. He also reported on the Airlines Load Factors, the amount of freight coming through CCIA and the number of aircraft operations. Discussion was heard on this item.

#### Financial Report

**Attachments:**     [08312022 - Financial Reports](#)

Finance Manager Kimberly Miller gave the financial report to the members including the revenue from parking operations from 2020 to 2022. She also reported on revenue generated by Airport concessions along with a comparison of the numbers with passengers, concessions and parking. She concluded by reporting on the Airport's Financial Statement as of July 31, 2022. Discussion was heard on this item.

#### Marketing Report

**Attachments:**     [08312022 - Marketing Report](#)

Vianni Otterson, Marketing Manager, reported on updates of the Fly Local campaign; social media updates, ad sponsorships, and upcoming events. She detailed the number of social media indicators related to the Fly Local campaign. She continued with actual numbers of followers, likes, check-ins and reviews on the Airport's social media platforms which include Facebook, Instagram, LinkedIn & Twitter. A couple of posts were presented along with the impact they generated. She also reported on current, new and upcoming ad sponsorships. She informed the members of several upcoming events the Airport would be participating in. She concluded by reporting that the Airport's website re-launch is estimated to be completed by December of 2022 as well as the RFP for MDR Marketing.

#### Construction Status Report

**Attachments:**     [08312022 - Construction Report](#)

Deputy Director Miller reported on construction projects at the Airport. He reported that the passenger boarding bridge for Gate 3 is underway; the demolition of Hangar 1 is under discussion of mitigation options while preparing for submittal to the FAA and Texas Historical Commission. He also reported that Hangar 3's fire suppression system is under design and waiting for construction Notice to Proceed. Discussion was heard on this item.

#### Items for next Board Meeting

### **G. Adjournment**

As there was no further business, Chairman Riley adjourned the meeting at 4:47 p.m.

**This meeting may be held via videoconference call pursuant to Texas Government Code § 551.127. If this meeting is held via videoconference call or other remote method of meeting, then a member of this governmental body presiding over this meeting will be physically present at the location of this meeting unless this meeting is held pursuant to Texas Government Code § 551.125 due to an emergency or other public necessity pursuant to Texas Government Code § 551.045.**