



City of Corpus Christi

1201 Leopard Street
Corpus Christi, TX 78401
cctexas.com

Meeting Minutes

Airport Board

Wednesday, November 30, 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 3:31 p.m.

B. Roll Call

Chairman Riley called roll and a quorum was present.

C. Public Comment

No public comment was heard.

D. Approval of Minutes and Action on Absences

1. Approval of the Absences for the October 26th, Airport Board Meeting

Attachments: [2022 AIRPORT BOARD ATTENDANCE](#)

Board member Barrera reported that he was at the October Airport Board meeting but had arrived shortly after roll was called. Chairman Riley called to correct the attendance for Board member Barrera to reflect that he was present for the September Board Meeting. Chairman Riley called for a motion to excuse Board Member Schumann from the October Airport Board meeting. The members voted to excuse Board member Schumann's absence. The motion carried.

2. Approval of Minutes for the October 26th, 2022 Regular Airport Board Meeting

Attachments: [BM 10262022 - Not Published](#)

Chairman Riley called for a motion to approve the minutes of the September Airport Board meeting. First Vice-chairman Feferman moved to approve the minutes as written. Board member Cameron seconded and the motion carried.

E. New Business for Discussion and Possible Action

3. Presentation & Discussion on Airport Recruitment (Del Mar, Council, CCISD Job Fairs)

Attachments: [11302022 - Airport Recruitment](#)

Vianni Otterson, Marketing Manager, reported on the Airports recruiting events that included the Veteran's Hiring Red, White & You! Job Fair on November 3rd; the Del Mar College Job Fair on November 16th; as well as a Letter of Support for CCISD. Two individuals were actually hired from the Veteran and Del Mar College job fair events. She informed the members that CCISD requested a letter of support in order to grow their technical programs which would include aviation courses. Deputy Director Miller interjected that the Airport is undertaking different strategies for hiring. Discussion was heard on this item.

4. Presentation & Discussion on Airline Rates & Charges - Terminal Rates

Attachments: [11302022 - Terminal Rates](#)

Deputy Director Miller informed the board that a re-assessment was conducted by a third-party regarding the Airport's fees & charges within the terminal. He described the calculations and other considerations used to determine the new assessment fees. The results also included 2024 forecast fees. The projected square footage rate for 2024 has changed to \$90.43. He explained that calculated rates, all direct and allocated indirect expenses, debt service, and CIP expenses are combined and then reduced by that center's revenues. They are further reduced by discretionary revenue and then divided by landed weight or lease space. Discretionary revenue was split 25% for airfield and 75% for terminal. This spreads costs among more users lowering terminal rent for other terminal users. This measure positions the Airport to attract ultra low-cost carriers. Basically, landing rates will go up significantly while terminal rates will be lower. Future CCIA negotiations will reflect these new rates. He also compared CCIA's rates to other airport the same size also keeping in mind all the variables. Discussion was heard on this item.

5. Presentation, Discussion & Possible Action on Approving the 2022 Airport Annual Report

Attachments: [11302022 - 2022 Airport Board Annual Report-DRAFT - PKT](#)

Director Smith requested input on the draft report sent in board meeting packets. After reviewing the draft, Chairman Riley requested to wait until the January meeting to finalize and vote on the report. The consensus of the board agreed and the item was tabled until the January 25th Airport Board Meeting.

F. Staff Reports

6. CMT-Community Funding for SCASDP Grant

Attachments: [11302022 - CMT - Community Funding for SCASDP Grant](#)

Director Smith reported that Airport consultant, CMT, has been assisting staff with this grant for new air service development. He explained the specifications of the grant and the limitations of the Airport's direct involvement in the grant. He added that a community partner is required and Visit Corpus Christi has committed to administrator the grant. He added that the Air Service Task Force will be reconvened in January and a plan will be presented to the Board at the January Airport Board meeting. Discussion was heard on this item.

7. Sterling Aviation Update

Director Smith reported that Shawn Morgan with Sterling Aviation has decided not to undertake FBO at CCIA due to capital and salary requirements. The current FBO hangars will require a significant amount of repair which would not make it financially feasible for his company. Staff is working with Mr. Morgan to re-evaluate the FBO issue. Meetings have been set up with him to discuss this item.

8. Procurement Update

Attachments: [11302022 - Procurement Update](#)

Deputy Director Miller updated the members on the various procurement items for the Airport. He began with reporting on the Food and Beverage Request For Proposals is out with a deadline of January 11; the Master Plan Request For Qualifications is in the evaluation stage; the Gas Station RFP is scheduled to be issued December 11th. He plans on submitting the Hotel RFP after the Gas Station has been selected. The Marketing/Advertising RFP is out and five firms have responded. Only one firm is local. He added that the Master Plan consultants have submitted their proposals and interviews with the top two firms are to be held in December with a selection to follow. He continued by stating that Gas station proposals will be evaluated for 30 days with interviews and selection to follow.

9. Monthly Air Service Update

Attachments: [11302022 - Air Service Update](#)

Director Smith reported on the Air Service Update numbers as compared to October 2021. He began by reporting on a 4% decrease in retention which he felt was due to a shortage of flights and seats. As of November 2019, CCIA is only down 1% in flights in the nation and with key Texas Airports. He also added that CCIA's main carriers are still down in activity due to crew shortages. This will change once new crews complete training.

10. General Activity Report

Attachments: [11302022 - GAR REPORT - PKT](#)

Director Smith reported that despite CCIA's numbers decreasing, CCIA still surpassed October 2019 numbers. He also added that Load Factors are still strong. Freight is continuing to rise from 2021; however, not as high as 2020.

11. Financial Report

Attachments: [11302022 - Financial Reports](#)

Deputy Director Miller reported on the Financial Report. He began by reporting a record month for the Parking Lot in October 2022 with high travel numbers reflecting a 14% increase over September 2022. Additionally, TNCs are reflected on this report. Parking Lot revenue has continued to hit over \$200,000 for over six months in a row. He continued by reporting that Food and Beverage revenue for October increased 10% from September.

12. Marketing Report

Attachments: [11302022 - Marketing Report](#)

Vianni Otterson, Marketing Manager, updated the board on five new pledges to the Fly Local Campaign. She continued with the Airport's Social Media's increased numbers in engagements, impressions and post link clicks on all major social media platforms. She shared CCIA's fan favorite posts. Mrs. Otterson also reported on ad/sponsorship opportunities for October through February with iHeart Radio ads and KIII-TV commercials. The members viewed the commercial clip at the meeting. She also reported on two recent events held at CCIA with Duke It Out Boxing logo unveiling and GO TEAM Therapy Dogs. She also informed the members on upcoming events that include: Sounds of the Season; Go Team Therapy Dogs; Toys for Tots; TSA Pre-Check Event and the Student Film Festival. She also reported the RFQ for Marketing for FY 2023 is due November 29th with the website re-launch projected completion before Christmas 2022; expanded sponsorship opportunities, local event participation, increase social media presence and the Fly Local initiative.

13. Construction Report

Attachments: [11302022 - Construction Report](#)

Deputy Director Miller reported the Terminal Rehab project will have a 2nd reading at City Council on December 6th. The Notice to Proceed will go out to the contractor, Spaw Glass, approximately two weeks after Council approves the reading. Spaw Glass has submitted to CCIA staff their preliminary phasing schedule which indicates approximately 14 months to complete the total rehab. A final report will be submitted in January with more substantive information.

G. Future Agenda Items

Chairman Riley reminded members it was voted at the October Airport Board Meeting not to hold a meeting in December. He then asked for any future agenda items for

January's Airport Board Meeting. There were none.

H. **Adjournment**

As there was no further business, Chairman Riley adjourned the meeting at 4:39 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.