

COLLIN COUNTY AIRPORT DEVELOPMENT CORPORATION

JUNE 14, 2012

The Collin County Airport Development Corporation met in regular session in the Dowdy Board Room, 5900 S. Lake Forest Drive, McKinney, Texas, on June 14, 2012 at 9:00 a.m.

Board members unanimously approved the motion by Board Member McKillop, seconded by Board Chairman Wroten to approve the following consent item:

- 12-389** Minutes of the Collin County Airport Development Board Meeting of May 10, 2012.
- 12-390** Financial Report. Budget Director Jason Cooley reviewed the May 31, 2012 financial report with members. Chairman Wroten asked Mr. Cooley to prepare a report showing the City's monthly/yearly contribution to the airport's budget. Member Jones asked for a list of depreciation items and when they would be expiring.
- 12-391** City Report. City Manager Jason Gray updated members on the Gateway Hotel and Traxxas projects. The City budget will be presented to City Council for the first time at the budget retreat on June 22, 2012.
- 12-392** Marketing Report. City Manager Jason Gray reiterated that the weekly marketing meeting with various departments in the city plus the Chamber of Commerce was going well. The group is working on requests for qualifications (RFQs) for an advertising agency to work with all departments.
- 12-393** Business Development Report. Board Member Daniel Jones stated that the Business Development Committee is developing a terminal complex plan. Vice Chairman Andy Cowan commented that the regional breakfast with area cities held on May 17, 2012 went very well. The City Manager's incentive plan was well received.
- 12-394** MEDC Report. Director of Business Retention John Valencia reported that MEDC is working with several clients on active projects.

- 12-395** Cutter Aviation Report. Line Manager Jason Kelly reported that fuel sales for the month of May were 5.5% below last year's numbers. Cutter Aviation hosted the Challenge Air event last month and participated in the Chamber's golf tournament in June.
- 12-396** Airport Executive Director Report. Ken Wiegand informed board members that new photos were needed for the new web site. Pictures will be made next month at the board meeting or members can submit their own photos. The final phase of the runway is proceeding as planned with a scheduled date of July 26 for the cut over to the new runway. The ILS will be operational in September 2012 and the final date for completion is December 1, 2012. The Compliance Committee will be meeting right after the board meeting to discuss changes to the minimum standards.
- 12-397** Consider/Discuss/Act on Terminal Complex Design and Construction Process. Ken Wiegand reported that the Airport staff and City Engineering staff are preparing two RFQ documents. The first RFQ is for an Engineer of Record that may be called upon without completing the RFQ selection process to provide professional services associated with airport development projects for the next five years. The second RFQ is for a design/build team to construct a General Aviation Terminal Complex. It was explained that that the Engineer of Record can also coordinate or be a part of the design-build team. Either way, a design-build team should coordinate any work with the Engineer of Record to ensure that all projects comply with the Airport Layout Plan to support future airport development. The terminal complex scope will include a terminal building to accommodate airport administration, US Customs and a public or private fixed base operation; a terminal building aircraft parking apron; auto parking lot with specified rental car parking; a fuel truck parking and containment area to meet environmental requirements, a wash rack to meet City Code requirements, an access road from

Airport Drive to the parking lot, and a common storage hangar and two maintenance hangars. The terminal complex will have the effect of moving the airport's center of activity and create a new, modern and attractive front door to our regional community. Ken Wiegand is presently making appointments with outside funding agencies to explore funding eligibility and establish funding timelines.

12-398 Consider/Discuss/Act on Project Priority List. Board members unanimously approved the motion by Board Chairman Wroten, seconded by Board Vice-Chairman Cowan to defer Projects 1a and 1b on the project priority list.

Chairman Wroten called for Citizen Comments.

Julie Couch, interim City Manager for the Town of Fairview was introduced and welcomed.

Chairman Wroten recessed the meeting into executive session at 9:50 a.m. per Texas Government Code Section 551.072 Discuss Real Property and Section 551.087 Discuss Economic Development Matter as listed on the posted agenda.

Chairman Wroten recessed to the open session at 11:10 a.m. No action was taken in Executive Session.

Chairman Wroten adjourned the meeting at 11:11 a.m.

Mark David, Secretary or Andy Cowan,
Vice Chairman/Treasurer