AIRPORT COMMISSION
BUDGET AND FINANCE COMMITTEE
Wednesday, February 20, 2024 – 4:30 P.M.

ACTION SUMMARY MINUTES

1. **<u>CALL TO ORDER</u>:**

   Committee Chairman Martin called the Budget and Finance Committee meeting to order at 4:34 P.M.

2. **<u>POSTING OF AGENDA:</u>** Agenda posted on February 15, 2024**.**

3. **<u>ROLL CALL</u>:**

   Committee Members Present: Martin, Michaelis, and Young
   Committee Members Absent: Pye

   Staff Present:
   Harry Barrett, Airport Executive Director of Aviation
   Jeremy Keating, Assistant Airport Director
   Victoria Carpenter, Airport Administration Manager
   Christina Brown, Executive Program Administrator
   Paula Pak, Executive Administrative Assistant

   Others Present:
   Neil McLean, M. Arthur Gensler Jr. & Associates, Inc.
   Matt Townsend, Frasca & Associates, LLC
   Ken Cushine, Frasca & Associates, LLC

4. **<u>ACCEPTANCE OF AGENDA</u>:**

   ACTION: Accept the agenda as presented. **Moved by Committee Member Young and seconded by Committee Member Michaelis and unanimously approved noting the absence of Committee Member Pye.**

5. <u>PUBLIC COMMENTS</u>:

None.

6. <u>APPROVAL OF MINUTES</u>:

ACTION: Approve the minutes of the Budget and Finance Committee meeting held on April 5, 2023. **Moved by Committee Member Michaelis and seconded by Committee Member Young and approved by the following roll call vote: 1 Yes; 2 Abstained; and noting the absence of Committee Member Pye.**

7. <u>PRESENTATION:</u>

7.A Baggage Claim Expansion Update

Airport Administration Manager Carpenter introduced Neil McLean from M. Arthur Gensler Jr. & Associates, Inc. who provided a presentation on the Baggage Claim Expansion Project. The presentation included three alternatives for expanding the baggage claim area to alleviate congestion and accommodate passenger growth. Each alternative varied in cost, space, and impact on the rental car operations.

Airport Executive Director of Aviation Barrett provided further detail regarding project funding and environmental considerations, stating that the Federal Aviation Administration (FAA) initially granted $5.7 million for the project and then they clawed the funds back. Additionally, concerns were raised about how future expansions and environmental approvals might be impacted by the chosen alternative. The Committee emphasized the need to ensure financial and operational feasibility before proceeding with a final decision.

During the discussion on preferred alternatives, most members expressed support for Alternative B, citing long-term benefits and better integration into future airport development. However, the Committee recommended obtaining further clarification from the FAA.

7.B Financial Consultant Agreement

Airport Administration Manager Carpenter introduced Matt Townsend and Ken Cushine from Frasca & Associates, LLC who provided a presentation for financial consulting services. The Committee reviewed the contract, which covers a five-year term, not to exceed $3.5 million, and services would include financial planning, rate calculations, capital improvement planning, and lease negotiations.

ACTION: Motion to Recommend to the Airport Commission the Approval to Recommend to the City Council the Approval of an Agreement with Frasca & Associates, LLC. **Moved by Committee Member Young and seconded by Chairman Martin and unanimously approved noting the absence of Committee Member Pye.**

7.C Mid-Year Budget Review

The Mid-Year Financial Review was presented by Airport Administration Manager Carpenter, the update covered the financial performance of the Airport for the first half of the fiscal year. Revenues were projected at $80 million, with a surplus of approximately $30 million. Budget projections were adjusted based on passenger traffic and capital improvement funding availability. The Committee discussed grants, operational reserves, and potential financial strategies moving forward.

COMMITTEE MEMBERS REPORTS AND REQUESTS:

None.

8. ADJOURNMENT:

The Airport Budget and Finance Committee Meeting adjourned at 5:09 P.M.

Tanya Perez

Tanya Perez
Interim Executive Administrative Assistant

APPROVED BY BUDGET AND FINANCE COMMITTEE: 03/19/2025