

**WACO AVIATION ADVISORY BOARD  
MINUTES OF MEETING**

**February 16, 2017 at 4:31 PM  
2<sup>nd</sup> Floor Conference Room - Waco Regional Airport  
7909 Karl May Dr., Waco, Texas 76708**

**Members Present:** Alice Starr, Kyle Deaver, Ruth Jackson, Scott McBrayer, and Brian Adamik

**Absent:** Dermot Manton and Mike Dunham

**Visitors:** None

**Staff Present:** Joel Martinez and Shirley Graham

**Note:** This meeting was recorded (Tape 38A)

Item No.	Description
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**I. Call meeting to order -**

Ruth Jackson called the meeting of the Aviation Advisory Board to order at 4:31pm.

**II. Approval of Minutes – October 13, 2016**

**Motion: A. Starr**

**Second: B. Adamik**

**Motion passed**

**III. Report from Director of Aviation and/or Other City Staff -**

**A. Master Plan Status – Mr. Martinez reported:**

- A financial analysis is being prepared by Walker Partners. They still need a little more time, but should have analysis ready by next Board Meeting on April 13<sup>th</sup>.

**B. Passenger Activity Report - Mr. Martinez reported:**

- The overall enplanement count for CY 2016 was 67,347 with the total of enplanements & deplanements being 295 more passengers in CY 2016 than 2015, which is a 2% increase. American has reduced the number of flights from five to four flights a day over the last 4 to 5 months.

**C. Load Factors – Mr. Martinez reported:**

- The load factors were phenomenal at the end of December 2016. We had an 87% load factor, which is really positive for the airline from previous months, due to the holidays and the lower number of seats.

**D. Airline Reliability – Mr. Martinez reported:**

- We had a 97.5% completion for December, due to cancellations and network issues American experienced in November and December. Also, the high number of delays over 30 minutes for November and December were due to weather or mechanical related issues which are not reported by the airlines. We are considering asking the airlines to provide this information when their contract is renewed.

**E. Airline Schedule – Mr. Martinez reported:**

- We currently have four flights a day with the early 5:25 am departure and 10:47 pm arrival which is still favorable with an extra mid-morning flight on Saturdays. Joel was contacted recently concerning the possibility of adding a EMB-170 which is a 65 seat with a First Class/Business section. This would decrease the number of flights with the increase in seating. But the concerns the airlines have is the Ground Handling Group here for Envoy do not have adequate training and proper equipment to accommodate the EMB-170, so this is still being evaluated by the airlines.

F. Enplanement Survey – Mr. Martinez reported:

- Killeen has seen an -18.59% decrease in enplanements; Tyler is down -26.82% as well. Abilene has increased around 11.43%. Joel plans to contact Abilene Manager and see what's driving the increase.

G. Fare Comparison – Mr. Martinez reported:

- DFW had the lowest fares with Killeen having the highest. Mr. Martinez added the best time to shop for fares are Tuesdays between 1:00 pm– 4:00 pm.

H. Construction Update – Mr. Martinez reported:

- Final close out paperwork is being done on Taxiway Bravo Realignment. The next project that needs to be addressed is to shift Runway 14-32 to the North.

**IV. For Board Discussion and Action -**

A. Discussion and recommendation regarding a covered 'panorama' parking lot, which will consist of 61 'premium' automated parking spaces at \$4.00/day –

**Motion: B. Adamik**

**Second: A. Starr**

**Motion passed**

B. Discussion and recommendation regarding the acquisition and appraisal of the Lene Property (approx. 40 acres) for our Runway Protection Zone –

**Motion: A. Starr**

**Second: B. Adamik**

**Motion passed**

**V. Discussion between Board/Commission and City Council Liaison regarding Board activities and appointments -**

None at this time.

**VI. Request for Future Agenda Items and/or Information from Board Members -**

Analysis of General Aviation such as rent, fuel sales, population.

**VII. Adjournment -**

There being no further business; the meeting adjourned at 5:20 pm.

**Motion: A. Starr**

**Second: B. Adamik**

Approved by:

Ruth Jackson  
(Chair)

4/13/17  
(Date)

Prepared by: Shirley Graham