

DEVELOPMENT CORPORATION OF ABILENE, INC.
BOARD MEETING MINUTES
APRIL 27, 2021

MEMBERS PRESENT: Jack Rich Vic Corley Sam Vinson
Floyd Miller

MEMBERS ABSENT: Shea Hall

STAFF PRESENT: Misty Mayo Julie Johncox Akane Thaxton
Ashley Whitmer

GUESTS PRESENT: Mark Zachary McMahon Surovik Suttle, PC
Chris Shelton McMahon Surovik Suttle, PC
Doug Williamson Abilene Chamber of Commerce
Brandon Scott Thomas Perkins Insurance Agencies, LLC
Mark Perkins Perkins Insurance Agencies, LLC

1. **CALL THE MEETING TO ORDER:** Chair Jack Rich called the meeting to order at 1:31 pm.
2. **INVOCATION:** Chair Jack Rich offered the invocation.
3. **PUBLIC COMMENT ON AGENDA ITEMS:** Chair Jack Rich announced an opportunity for the public to comment on any of the agenda items. He further stated that there would be no votes or formal action taken during public comment, that this would allow members of the public to present ideas and information to the DCOA Board and staff pertaining to the items on the agenda, and that if there was anyone who would like to make a public comment, to please state their name and address. No members of the public requested to make public comment. Thus, Chair Jack Rich moved on to Agenda Item 4.
4. **APPROVAL OF MINUTES FROM THE MARCH 31, 2021, APRIL 16, 2021 BOARD MEETINGS AND APRIL 16, 2021, JOINT MEETING WITH CITY COUNCIL:** Vic Corley moved to approve the minutes from the March 31, 2021, April 16, 2021, board meetings and April 16, 2021, joint meeting with City Council. Sam Vinson seconded, and the motion passed.
5. **GOVERNANCE SCHEDULE:** CEO Misty Mayo stated that the 2021 governance schedule is in the packet. The governance schedule is a tool that ensures the DCOA is operating on schedule and is a living document that can be amended as needed. CEO Misty Mayo noted that all partners turned in their written semi-annual reports in April and are tracking well.
6. **DCOA FINANCIAL REPORT FOR MARCH 2021 AND QUARTERLY SALES TAX REPORT:** Akane Thaxton, DCOA Finance Manager, presented the Financial Report for March 2021. As of March 31, 2021, the DCOA's total income was \$1,019,749, and net revenue was \$648,675. The DCOA's total assets were \$92,952,751, and the DCOA's total current liabilities were \$231,441.

Akane Thaxton presented the Sales Tax Report for April as reported by the City of Abilene. The sales tax rebate for April is \$3,076,923.63, which represents February sales. Economic Development received \$769,230.91 of the sales tax rebate. For the period of October through April, sales tax is 0.37% below last year and 4.01% above the approved FY 2021 budget amount.
7. **EXECUTIVE SESSION:** Chair Jack Rich stated: I hereby announce we are going into Executive Session pursuant to Texas Government Code Sections 551.071, .072, .074, and .087 to consult with legal counsel, discuss real property transactions, personnel matters, and discuss

economic development negotiations involving a business prospect, as set forth on the agenda, and that any vote or action will be taken in open session.

Chair Jack Rich announced the date is April 27, 2021, and the time is 1:50 pm. Later, Chair Jack Rich announced the date is still April 27, 2021, and the time is 3:29 pm, and that no vote or action was taken in Executive Session.

8. REPORT FROM THE PRESIDENT AND CEO: DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING EXPENDITURES OVER \$50,000 AS DESCRIBED IN THE PRESIDENT AND CEO'S REPORT: CEO Misty Mayo presented Resolution DCOA-2021.15, approving expenditures greater than or equal to \$50,000. CEO Misty Mayo presented checks over \$50,000, including projects that were approved by Resolution and/or approved by the Board and ratified by City Council in the Budget.

Sam Vinson made a motion to approve Resolution DCOA-2021.15, approving expenditures greater than or equal to \$50,000, including an amendment to the description to accurately reflect the check for Perkins Insurance Agencies, LLC being for 2021-2022 property insurance premiums. Floyd Miller seconded, and the motion passed.

9. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING AN INTERLOCAL AGREEMENT WITH THE CITY OF ABILENE: CEO Misty Mayo presented Resolution DCOA-2021.17, authorizing the procurement of services from the City of Abilene. CEO Misty Mayo explained the Resolution authorizes the DCOA's President to enter into an agreement with the City of Abilene to pay the City for services that the City will perform under the contract.

Floyd Miller made a motion to approve Resolution DCOA-2021.17, authorizing the procurement of services from the City of Abilene. Sam Vinson seconded, and the motion passed.

10. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING PROJECT DOUBLE T: Chair Jack Rich tabled Agenda Item 10.

11. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION APPROVING THE DCOA'S CHIEF EXECUTIVE OFFICER TO ENTER INTO AN AMENDED AGREEMENT WITH EAGLE AVIATION SERVICES, INC. (EASI) FOR ABILENE AERO'S DE-FUELING SERVICES TO ALIGN WITH EASI'S EXISTING CONTRACT: CEO Misty Mayo presented Resolution DCOA-2021.16, authorizing an amendment to Eagle Aviation Services, Inc.'s (EASI) Agreement for Financial Assistance. CEO Misty Mayo explained that in the past, the DCOA had an agreement to reimburse EASI for de-fueling services through Abilene Aero. The Resolution is to amend the current agreement with EASI to reimburse them for de-fueling services provided by Abilene Aero through 2022.

Sam Vinson made a motion to approve Resolution DCOA-2021.16, authorizing an amendment to Eagle Aviation Services, Inc.'s (EASI) Agreement for Financial Assistance. Vic Corley seconded, and the motion passed.

12. DISCUSSION AND POSSIBLE APPROVAL OF A RESOLUTION AWARDED A BID FOR ACCESS BUSINESS PARK: CEO Misty Mayo presented Resolution DCOA-2021.18, authorizing the award of a bid for improvements at Access Business Park. CEO Misty Mayo explained the DCOA put

the project out to bid following the Construction Procurement Policy and received two bids. The DCOA evaluated both bids and scored the bids in accordance with the DCOA's Construction Procurement Policy and the highest-ranking contractor is Bill Starks Construction Company, Inc. The DCOA Board asked questions regarding the details of the project and the two bids submitted.

Sam Vinson made a motion to approve Resolution DCOA-2021.18, authorizing the award of a bid for improvements at Access Business Park to Bill Starks Construction Company, Inc. for the improvements in the amount of \$1,176,427.50 if using PVC Pipe, or in the amount of \$1,058,412.50 if using HDPE Pipe. Floyd Miller seconded, and the motion passed.

13. DCOA AND DEVELOPABILENE WEBSITE: CEO Misty Mayo explained as part of the DCOA's marketing plan, the DCOA and DevelopAbilene websites will be completely overhauled. The DCOA communicates to their customers that Abilene, Texas is the competitive option through the websites. The DCOA and DevelopAbilene website customers include:

- New and Existing Targeted Companies
- Site Consultant
- Company Real Estate Executives
- Company Executives
- Investors Who Own Companies
- Commercial Industry Partners
- Abilene Community

The DCOA has recently launched efforts to evaluate and overhaul the DCOA and DevelopAbilene websites to be more competitive and effectively communicate to all customers. The Board asked questions regarding website companies and what the new website would look like. Chair Jack Rich encouraged the DCOA Team to find the best website company for the job to ensure the website is competitive. CEO Misty Mayo explained the website can be the most critical tool to leverage Abilene as a competitor. Chair Jack Rich clarified that the website should be a high priority that is competitive and up to date.

14. DISCUSSION OF THE NEXT BOARD MEETING DATE: Board members considered dates for the next meeting, and Chair Jack Rich announced that the next scheduled regular meeting of the DCOA Board is scheduled for May 17, 2021, at 12:00 pm. Chair Jack Rich asked CEO Misty Mayo to do an in-person meeting with a virtual attendance option.

15. ADJOURNMENT: There being no further business, the meeting was adjourned.



Jack Rich, Chair



Vic Corley, Secretary & Treasurer