



CITY OF LAREDO

LAREDO INTERNATIONAL AIRPORT

August 16, 2024

The Honorable Dr. Victor Trevino
Mayor and Members of the Laredo City Council
1110 Houston Street
Laredo, Texas 78040

Dear Mayor Trevino and Council Members:

On behalf of the Airport Advisory Board and Airport Staff, we submit our Bi-annual report that highlights the past six (6) months of accomplishments and the planned projects for the next years.

It is our hope that our work exhibits pride and commitment as we advise you, the other elected officials, and the community, in our capacity as appointed members to this board. We strive to set high standards in safety, security, by continuously improving customer service, and through continued efforts to expand domestic and international air services at the Laredo International Airport for the Laredo community.

Updates on 2024 projects and statistics include:

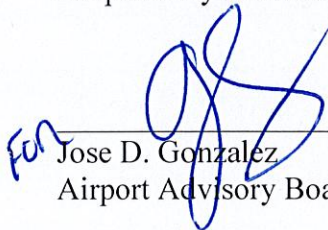
- Construction on Taxiways H1 and H2: Completed
- Construction on Taxiways J1 and J2: Progress on LRD Taxiways J1 & J2 Construction is approximately 12%
- Terminal Improvement Program (TIP): Progress on LRD Terminal Improvement is approximately 5%
- FAR Part 150 Noise Abatement Program: Noise Compatibility Program (NCP) policy has been submitted to the FAA and should be approved by Fall 2024.
- Passenger enplanements YTD is up by 41.0% with approximately 72,534 passengers traveling thru the Airport as of June 2024.
- Passenger deplanements YTD is up by 32% with approximately 65,182 passengers traveling thru the Airport as of June 2024.
- Air Cargo is down 7% YTD with approximately 371,629,685 gross landed weight (lbs.) as of June 2024.
- Federal Inspection Station (FIS) is down -24% YTD with approximately 3,706 operations as of June 2024.

The total proposed Airport Capital Improvement Program funding is approximately \$64,750,000. Subject to Federal Aviation Administration (FAA) and Congressional funding:

- Reconstruct Existing EMAS (CY2024)
- Construct Taxiways T4 (CY2024)
- Master Plan Update, ALP, PMMP/PCI/PCN Update, Utility Master Plan (CY2024)
- BCA/EPA for Runway 18L Extension (CY2024)
- Decommission of Taxiway A (from Taxiway E to Cargo Apron north end) (CY2025)
- Extend Runway 18L (CY2025)
- Reconstruct TWY J Phase 1 North of TWY K (CY2025)
- Airfield signs and Markings Assessment Implementation (CY2025)

The Airport Advisory Board is proud of the Airport staffs continued and tireless efforts to enhance the quality and safety of our airfield operations and every other aspect of managing the Laredo International Airport that provides the upmost protection for traveling public, tenants, employees, and the citizens of Laredo.

Respectfully submitted,



Jose D. Gonzalez
Airport Advisory Board Chairman



**AIRPORT ADVISORY BOARD
Mayor & City Council Members Appointments**

MEMBER	APPOINTED BY	COMMENCING DATE	TERM EXPIRES	YEARS WITH BOARD
Roberto Santos	Mayor Dr. Victor Trevino	02/2023	11/2026	1 yr, 6 mths
Hector R. Cortez	Cm. Gilbert Gonzalez	09/2011	11/2026	12 yrs, 10 mths
Carlos Gordillo	Cm. Ricardo Richie Rangel, Jr	12/2021	11/2026	2 yrs, 8 mths
Vacant	Cm. Melissa Cigarroa			
John C. Galo	Cm. Alberto Torres	06/2022	11/2024	2 yrs, 2 mths
Joel Benavides	Cm. Ruben Gutierrez	06/2022	11/2024	2 yr, 2 mths
Beto Trevino	Cm. Dr. Tyler King	01/2023		1 yr, 7 mths
Jose D. Gonzalez	Cm. Vanessa Perez	05/2015	11/2024	9 yrs, 2 mths
Elia Guevara	Cm. Alyssa Cigarroa	05/2022	11/2024	2 yrs, 3 mths



Airport Advisory Board Attendance
2024

Member Name	District No.	January	February	March No Quorum	April Cancelled	May No Quorum	June Cancelled	July Cancelled	August	September	October	November	December	Total Meeting Present	Total Meeting Absent
Roberto Santos	Mayor	✓	✓	✓		✓								4	0
Hector Cortez	I	✓	✓	X		✓								3	1
Carlos Gordillo	II	X	✓	—		—								1	1
Melissa Pena	III	X	X	X		X								4	4
John C. Galo	IV	✓	X	✓		X								2	2
Joel Benavides	V	✓	✓	X		✓								3	1
Beto Trevino	VI	X	X	X		X								4	4
Jose D. Gonzalez	VII	✓	X	✓		✓								3	1
Ella Guevara	VIII	X	✓	✓		X								2	2

TOTAL MEMBERS PRESENT		5	5	N/A	N/A	N/A	N/A	N/A							
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MINUTES

**CITY OF LAREDO
NOTICE OF REGULAR MEETING OF THE
AIRPORT ADVISORY BOARD
LAREDO INTERNATIONAL AIRPORT
5210 BOB BULLOCK LOOP
LAREDO, TEXAS 78041
October 11, 2023
12:00 PM**

I. CALL TO ORDER

Hector Cortez, called the meeting to order.

II. PLEDGE OF ALLEGIANCE

Hector Cortez, led in the pledge of allegiance.

III. ROLL CALL

IV. Board Member Present:

Roberto Santos
Hector Cortez
Carlos Gordillo
Melissa Pena
Beto Trevino
Elia Guevara

Board Member Absent:

John C. Galo
Joel Benavides
Jose D. Gonzalez

Airport Staff

Gilbert Sanchez, Airport Director
Alejandro Labrada, Assistant Airport Director
Manuel De Luna, Operations Manager-Administration
Andrew Knapp, Operations Manager – Operations
Victoria Dominguez, Regulatory Compliance Manager

V. MINUTES

Motion to approve minutes for regular scheduled meeting on May 10, 2023 and August 9, 2023

Moved: Roberto Santos
Second: Carlos Gordillo
For: 6

Against: 0

Abstain: 0

Motion Carries.

VI. STAFF REPORTS

- Passenger Activity Report
- Cargo Activity Report
- FIS Activity Report
- Fuel Flow Activity Report
- Delinquent Rent Report
- Marketing Report
- Status of construction for Taxiways G1 & G2
- General Staff Comments

Citizen comments

Citizens are required to fill out a witness card and submit it to the Chairperson no later than 12:15 p.m. and identify themselves at the meeting before speaking to the corporation. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a particular issue, they need to select not more than three (3) representatives to speak for them and the presiding officer may limit the public comments further in the interest of an orderly meeting. Speakers may not pass their minutes to any other speaker. Comments should be relevant to Corporation business and delivered in a professional manner. No derogatory remarks will be permitted.

VII. ACTION ITEMS

- 1) Consideration to recommend to the Mayor and City Council to authorize the City Manager to execute a lease amendment between the City of Laredo, as LESSOR, and Barker Aeromotive, as LESSEE, approved by Ordinance No. 2021-O-161 dated September 7, 2021 amending Section 1.03, Leases Premises, increasing leased premises from 33, 482 square feet to 35,647.05 square feet located at 4207 N. Jarvis Avenue at the Laredo International Airport. Monthly rent shall increase from \$11,667.55 to \$12,425.32. Additionally amending the lease term to include two (2) options to renew for an additional five (5) years each, ending in September 30, 2046 and September 30, 2051. All other terms and conditions remain unchanged and in effect; providing for severability; providing for an effective date.

Motion to approve.

Moved: Beto Trevino

Second: Carlos Gordillo

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 2) Consideration to recommend to the Mayor and City Council to authorize the City Manager to execute an amendment to the lease agreement between City of Laredo, as LESSOR, and General Services Administration (GSA), as LESSEE, approved by Ordinance No. 2020-O-094 dated August 03, 2020 for approximately 1,533 square feet constituting office space occupied by the Transportation Security Administration (TSA) located at 5210 Bob Bullock Loop at the Laredo International Airport. An amendment to this lease is to extend for five (5) years for a term beginning on November 18, 2023, and expiring on November 18, 2028. The total annual rent shall be \$64,703.52. Total annual rent consists of \$58,851.87 of Shall

Rent and \$5,851.65 of Operating Rent. All other terms and conditions of the lease agreement remain unchanged and in effect; providing for an effective date.

Motion to approve.

Moved: Hector Cortez

Second: George Narvaez

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 3) Consideration to authorize a professional service contract with Zartico, Inc., Salt Lake City, UT, in the amount not to exceed \$25,000. The purpose is to provide certain technology services in support of air service development at the Laredo International Airport, to include data regarding PAX Volume (catchment & inbound), passenger insights, normalized geolocation data, and marketing and website analysis. The contract is a one-year term commencing on November 1, 2023, and ending October 31, 2024. Funding is available under the Airport Operation Funds

Motion to approve.

Moved: Hector Cortez

Second: George Narvaez

For: 6

Against: 0

Abstain: 0

Motion Carries.

VIII. REQUESTS

IX. ADJOURNMENT

Motion to adjourn.

Moved: Roberto Santos

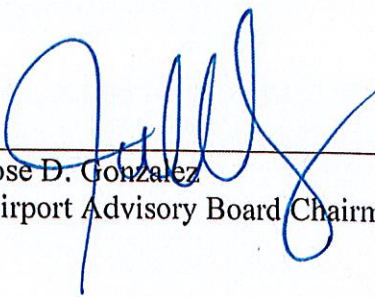
Second: Beto Trevino

For: 6

Against: 0

Abstain: 0

Motion Carries.



Jose D. Gonzalez
Airport Advisory Board Chairman

MINUTES

**CITY OF LAREDO
NOTICE OF REGULAR MEETING OF THE
AIRPORT ADVISORY BOARD
LAREDO INTERNATIONAL AIRPORT
5210 BOB BULLOCK LOOP
LAREDO, TEXAS 78041
February 14, 2024
12:00 PM**

I. CALL TO ORDER

Jose D. Gonzalez, called the meeting to order.

II. PLEDGE OF ALLEGIANCE

Jose D. Gonzalez, led in the pledge of allegiance.

III. ROLL CALL

IV. Board Member Present:

Roberto Santos
Hector Cortez
Carlos Gordillo
Joel Benavides
Jose D. Gonzalez
Elia Guevara

Board Member Absent:

Beto Trevino
Melissa Pena
John C. Galo

Airport Staff

Gilbert Sanchez, Airport Director
Alejandro Labrada, Assistant Airport Director
Manuel De Luna, Operations Manager-Administration
Andrew Knapp, Operations Manager – Operations
Victoria Dominguez, Regulatory Compliance Manager
Francisco De Hoyos, Airport Security Manager

V. MINUTES

Motion to approve minutes for regular scheduled meeting on January 10, 2024.

Moved: Roberto Santos

Second: Joel Benavides

For: 7

Against: 0

Abstain: 0

Motion Carries.

Citizen comments

Citizens are required to fill out a witness card and submit it to the Chairperson no later than 12:15 p.m. and identify themselves at the meeting before speaking to the corporation. Comments are limited to three (3) minutes per speaker. No more than three (3) persons will be allowed to speak on any side of an issue. Should there be more than three (3) people who wish to speak on a particular issue, they need to select not more than three (3) representatives to speak for them and the presiding officer may limit the public comments further in the interest of an orderly meeting. Speakers may not pass their minutes to any other speaker. Comments should be relevant to Corporation business and delivered in a professional manner. No derogatory remarks will be permitted.

VI. STAFF REPORTS

- Passenger Activity Report
- Cargo Activity Report
- FIS Activity Report
- Fuel Flow Activity Report
- Delinquent Rent Report
- Marketing Report
- Status of construction for Taxiways H1 & H2
- Introduction of Virginia Hunt, CM, as new Assistant Airport Director
- Noise Compatibility Program Public Meeting
- Update on escalator and elevator malfunctions
- General Staff Comments

VII. ACTION ITEMS

- 1) Discussion with possible action on nominating and electing an Airport Advisory Board Chairman.

Motion to table

Moved: Joel Benavides

Second: Carlos Gordillo

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 2) Discussion with possible action on nominating and electing an Airport Advisory Board Vice-chairman.

Motion to table

Moved: Joel Benavides

Second: Carlos Gordillo

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 3) Consideration to recommend to the Mayor and City Council the dissolution of the Master Development agreement between the City of Laredo and 270 Development Group, LLC for being in breach of contract, and any other matters incident thereto.

Motion to recommend termination of agreement.

Moved: Roberto Santos

Second: Elia Guevara

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 4) Consideration to recommend to the Mayor and City Council to authorize the City Manager to approve a professional services contract between the City of Laredo and RS&H, Inc., San Antonio, for an amount not to exceed \$34,347.50. This contract is necessary for planning services to update the Laredo International Airport's, Airport Certification Manual (ACM) and Airport Emergency Plan, as required by the Federal Aviation Administration (FAA) regulation Part 139, and any other matters incident thereto. Funding is available in the Airport Fund.

Motion to recommend.

Moved: Joel Benavides

Second: Carlos Gordillo

For: 6

Against: 0

Abstain: 0

Motion Carries.

- 5) Consideration to recommend to the Mayor and City Council to authorize the City Manager to approve a professional services contract between the City of Laredo and RS&H, Inc., San Antonio, for an amount not to exceed \$365,262.00. This service is needed by the airport for the development of a Safety Management System (SMS) Program that is compatible with the Federal Aviation Administration (FAA) Regulation 14 CFR Part 139, and any other matters incident there to. Funding is available in the Airport Fund.

Motion to recommend.

Moved: Joel Benavides

Second: Carlos Gordillo

For: 6

Against: 0

Abstain: 0

Motion Carries.

VIII. REQUESTS

- Board requested all tabled items be included in March 13, 2024 Meeting Agenda.

IX. ADJOURNMENT

Motion to adjourn.

Moved: Roberto Santos

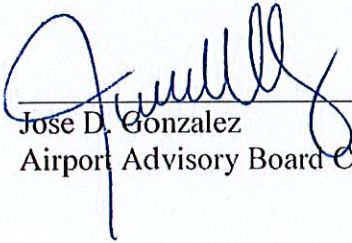
Second: Joel Benavides

For: 6

Against: 0

Abstain: 0

Motion Carries.



Jose D. Gonzalez
Airport Advisory Board Chairman