

**NOTICE OF SPECIAL EVENTS COMMITTEE REGULAR MEETING
CITY OF SOUTH PADRE ISLAND**

TUESDAY, MARCH 16, 2021

2:00 PM AT THE MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS, 2nd FLOOR
4601 PADRE BLVD, SOUTH PADRE ISLAND, TEXAS

1. Call to order

2. Pledge of Allegiance

3. Public Comments and Announcements

This is an opportunity for citizens to speak to the committee relating to agenda or non-agenda items. Speakers are required to address the committee at the podium and give their name before addressing their concerns. [Note: State law will not permit the committee to discuss, debate or consider items that are not on the agenda. Citizen comments may be referred to the committee or may be placed on the agenda of a future Special Events Committee meeting]

4. Approve Consent Agenda

4.1. Approve the meeting minutes for the January 19, 2021 regular meeting. (Graves)

4.2. Approve the excused absence for Committee Member Lisa Graves for the January 19, 2021 regular meeting. (Graves)

5. Regular Agenda

5.1. Discussion and action concerning the election of officers for the 2021 calendar year-Committee Chairman, Committee Vice-Chairman. (Caum)

5.2. Discussion regarding the following required training courses to be completed by committee members. (Amaya)

* Open Meetings Act Training

* Public Information Act Training

* TML Newly Elected City Officials' Virtual Workshop

5.3. Discussion and action to approve the funding request for CAF Airshow in October 2021. (Amaya)

5.4. Discussion and possible action concerning new meeting date for April 2021. (Graves)

6. Adjourn

Agenda: MARCH 16, 2021



NOTE:

One or more members of the City of South Padre Island City Council and the Convention and Visitors Bureau may attend this meeting; if so, this statement satisfies the requirements of the OPEN MEETINGS ACT.

DATED THIS DAY MARCH 12th, 2021



Linette Hernandez, CVB Management Assistant

I, THE UNDERSIGNED AUTHORITY, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING OF THE SPECIAL EVENTS COMMITTEE OF THE CITY OF SOUTH PADRE ISLAND, TEXAS IS A TRUE AND CORRECT COPY OF SAID NOTICE AND THAT I POSTED A TRUE AND CORRECT COPY OF SAID NOTICE ON THE BULLETIN BOARD AT CITY HALL/MUNICIPAL BUILDING ON FRIDAY MARCH 12, 2021, AT/OR BEFORE 5:00 PM AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULED TIME OF SAID MEETING.



Linette Hernandez, CVB Management Assistant

THIS FACILITY IS WHEELCHAIR ACCESSIBLE, AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT PUBLIC WORKS DIRECTOR, CARLOS SANCHEZ; ADA DESIGNATED RESPONSIBLE PARTY AT (956) 761-8103.



**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Linette Hernandez

DEPARTMENT: Special Events Committee

ITEM

Approve the meeting minutes for the January 19, 2021 regular meeting. (Graves)

ITEM BACKGROUND

N/A

BUDGET/FINANCIAL SUMMARY

N/A

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

**MEETING MINUTES
SPECIAL EVENTS COMMITTEE REGULAR MEETING
CITY OF SOUTH PADRE ISLAND**

TUESDAY, JANUARY 19, 2021

I. CALL TO ORDER

The Special Events Committee of the City of South Padre Island, Texas, held a regular meeting on Tuesday, January 19, 2021, at the South Padre Island City Council Chambers, 2nd Floor, 4601 Padre Boulevard, South Padre Island, Texas. Vice Chairman Doyle Wells called the meeting to order at 2:00 pm. A quorum was present: Committee Members Christian Hasbun, Cody Pace, Tomas Saenz, and Sean Slovisky. Committee Member Lisa Graves was absent.

City officials present were Council Members Ken Medders and City Manager Randy Smith.

CVB staff members present were CVB Director Ed Caum, Event Development and Packaging Manager Marisa Amaya, and Administrative Assistant Linette Hernandez.

II. PLEDGE OF ALLEGIANCE

Vice Chairman Doyle Wells led the pledge of allegiance.

III. PUBLIC COMMENTS AND ANNOUNCEMENTS

There were no public comments or announcements.

IV. APPROVE CONSENT AGENDA

- 4.1. Approve the meeting minutes for the October 26, 2020 regular meeting. Committee Member Christian Hasbun made the motion to approve, seconded by Sean Slovisky. Motion carried unanimously.
- 4.2. Approve the excused absences for Committee Members Sean Slovisky and Cody Pace for the October 26, 2020 regular meeting. Committee Member Christian Hasbun made the motion to approve, seconded by Sean Slovisky. Motion carried unanimously.

V. REGULAR AGENDA

- 5.1. Update regarding Chairman Sean Till's resignation from the Special Events Committee.

- 5.2. Discussion and action to approve the funding request for South Padre Island Beach Soccer Tournament in May 2021 and July 2021. Event Development and Packaging Manager Marisa Amaya gave a brief summary of the event and introduced the event coordinator, Tighe O' Sullivan, who presented virtually. Sports Event Planner, Lupe Metzger, spoke at the podium and provided more details regarding the event and answered the Committee's questions. After a brief discussion, Committee Member Tomas Saenz made a motion to approve the funding request for \$14,000, seconded by Committee Member Cody Pace. Motion carried unanimously.

VI. ADJOURN

There being no further business, Vice Chairman Doyle Wells adjourned the meeting at 2:44pm.

Linette Hernandez, CVB Administrative Assistant

Approved by:

Lisa Graves, Special Events Committee Member

**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Linette Hernandez

DEPARTMENT: Convention and Visitors Bureau

ITEM

Approve the excused absence for Committee Member Lisa Graves for the January 19, 2021 regular meeting. (Graves)

ITEM BACKGROUND

N/A

BUDGET/FINANCIAL SUMMARY

N/A

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Marisa Amaya, Events Development & Packaging Manager

DEPARTMENT: Convention and Visitors Bureau

ITEM

Discussion and action concerning the election of officers for the 2021 calendar year-Committee Chairman, Committee Vice-Chairman. (Caum)

ITEM BACKGROUND

N/A

BUDGET/FINANCIAL SUMMARY

N/A

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Marisa Amaya, Events Development & Packaging Manager

DEPARTMENT: Special Events Committee

ITEM

Discussion regarding the following required training courses to be completed by committee members. (Amaya)

- * Open Meetings Act Training
- * Public Information Act Training
- * TML Newly Elected City Officials' Virtual Workshop

ITEM BACKGROUND

N/A

BUDGET/FINANCIAL SUMMARY

N/A

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

Open Meetings Act Training

Learn about important legislative changes to the Open Meetings Act made during the past session.

Members of a governmental body subject to the Open Meetings Act (OMA) are required to participate in education training sessions pursuant to section 551.005 of the Texas Government Code. The training requirement applies to all elected or appointed officials who participate in meetings subject to the OMA. However, it does not apply to public officials who do not conduct business in meetings subject to the OMA. For example, law enforcement officials, auditors, or county clerks are not required to complete training under the OMA.

The law requires that members subject to the OMA complete training within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. The training must include information regarding the:

1. General background of the legal requirements for open meetings;
2. Applicability of the Open Meetings Act to governmental bodies;
3. Procedures and requirements regarding quorums, notice, and recordkeeping under the OMA;
4. Procedures and requirements for holding an open meeting and for holding a closed meeting under the OMA; and
5. Penalties and other consequences for failure to comply with the OMA.

The Office of the Attorney General's training video includes information on each of these elements and satisfies the requirements imposed by section 551.005 of the OMA. A public official may obtain a course completion certificate by following the directions at the end of the training video. The certificate must be maintained by the member's governmental body and made available for public inspection upon request.

After completing the training course, you may [print your certificate](#).

Public Information Act Training

Texas Government Code section 552.012 requires elected or appointed public officials to complete an open records training course. The training requirement applies to:

1. a member of a multimember governmental body;
2. the governing officer of a governmental body that is headed by a single officer rather than by a multimember governing body; or
3. the officer for public information of a governmental body, without regard to whether the officer is elected or appointed to a specific term.

The law requires that the specified public officials complete the training course within 90 days of taking the oath of office or otherwise assuming the responsibilities of office. A public official may assign a public information coordinator to satisfy the training requirement for the public official if the coordinator is primarily responsible for administering the responsibilities of the public official or governmental body under the Public Information Act. The designated coordinator is required to complete the training course within 90 days of the date the coordinator assumes the duties as coordinator.

The training course of not less than one and not more than two hours must include information regarding:

1. the general background of the legal requirements for open records and public information;
2. the applicability of the Public Information Act to governmental bodies;
3. procedures and requirements regarding complying with a request for information under the Public Information Act;
4. the role of the attorney general under the Public Information Act; and
5. penalties and other consequences for failure to comply with the Public Information Act.

The Office of the Attorney General's training video consists of information on each of these elements and satisfies the requirements imposed by Government Code section 552.012. A public official or public information coordinator may obtain a course completion certificate by following the directions in the video upon completion of the training. The certificate must be maintained by the official's or coordinator's governmental body and made available for public inspection upon request.

After completing the training course, you may [print your certificate here](#).



TML Newly Elected City Officials' Workshop

Virtual

You've got questions... we've got answers.

Thank you for your purchase of the TML Newly Elected City Officials' Virtual Workshop. You can download workshop handouts and a CEU form [here](#).

Your registration fee is for a single individual and cannot be shared.

This training has four sections. The access code for each session is **NEO2020#**

- [Governing Ethically: Understanding Your Influence](#)
Session length: 67:12
Dan Johnson, City Manager, City of Richardson
- [Interacting Constructively with the Media](#)
Session length: 50:58
Tom Bryson, Director of Communications, City of Farmers Branch
- [Parliamentary Procedure: Being Aware of the Key Rules](#)
Session length: 50:33
Mary Kayser, TRMC, MMC, City Secretary, City of Fort Worth
- [Understanding Your Financial Oversight Responsibilities](#)
Session length: 80:27
Martie Simpson, CPA, Executive Director, Government Finance Officers Association of Texas

Please click on the link or copy and paste it into your internet browser to view the recording.

Workshop Duration: 249 Minutes

This workshop qualifies for a total of 5.4 TML CEUs. Due to the requirements set by the State Board of Accountancy, these recordings do not qualify as CEU for CPAs.

[Open Government](#) required training: Remember to watch the Open Meetings Act and Public Information Act videos available on the attorney general's website. Print your certificates for each and file them with your city secretary.

[Newly Elected Resources](#): Please visit this page for additional resources specifically for you.

Certification for Elected Officials: Learn more about the Texas Municipal League Institute (TMLI) that recognizes elected officials who commit to continuing their professional development.

Questions? Contact TML at ondemand@tml.org or tml@tml.org.

**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Marisa Amaya, Events Development & Packaging Manager

DEPARTMENT: Convention and Visitors Bureau

ITEM

Discussion and action to approve the funding request for CAF Airshow in October 2021. (Amaya)

ITEM BACKGROUND

2019- CAF Airshow was approved for \$10,000- media buy

2020--CAF Airshow was approved for \$35,000- cancelled due to COVID-19

2021-Staff recommendation is to approve funding for \$10,000 towards media buy

BUDGET/FINANCIAL SUMMARY

02-593-8099-Special Events Budget

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

CAF

AIRSHOW!



C A M E R O N C O . A I R P O R T

February 1, 2021

South Padre Island CVB
South Padre Island Convention Centre
7355 Padre Boulevard
South Padre Island, Texas 78597

Atten: Special Events Committee

To whom it may concern:

As most of you know the Commemorative Air Force – Rio Grande Valley Wing (CAF-RGV Wing) moved from its long-time home in Brownsville three and a half years ago. While there, the Wing produced airshows for twenty-seven years, featuring some of the finest airshow performers in the country.

Now, we are located at the Port Isabel-Cameron County Airport and have one airshow under our belt at our new home. The show was in June of 2019 and, due to weather and cost issues, was not financially successful. So, in an effort to cut costs and increase the odds for better weather, we have changed the date of the show to the first weekend in October. Hopefully, by cross marketing with Sand Castle Days, we can significantly increase tourist and participant room nights for the weekend.

One new twist we are proposing is doing a late afternoon/night show over the Bay on Friday with show center being the green space in the entertainment district. The show will last a little over an hour and feature 4-5 aerobatic performers, including the Aeroshell Aerobatic Team, as well as night performer, Nathan Hammond. Since this part of *AIRSHOW!* is at South Padre Island, we asking for \$40,000 to fund the twilight show. Needless to say, it will be open to the public at no cost. Finally, we are also requesting the same \$10,000 media buy the CVB provided in 2019. Thanks for any and all consideration.


David Hughston, Chairman
CAF *AIRSHOW!* 2021



South Padre Island Convention & Visitors Bureau

South Padre Island Tax

Funding Application

Hotel Occupancy Tax Use Guidelines Under Texas State Law

APPLICATION FOR INITIAL FUNDING

Today's Date: January 21, 2021

ORGANIZATION INFORMATION

Name of Organization: Commemorative Air Force - Rio Grande Valley Wing

Address: P. O. Box 8190

City, State, Zip: Brownsville, Texas 78526

Contact Name: David Hughston Contact Email: david@hiains.net

Contact Office PhoneNumber: 956-542-4387

Contact Cell Phone Number: 956-454-4439

Website Address for Event or Sponsoring Entity: rgvcaf.org

Non-Profit or For-Profit status: Non-Profit Tax ID #: 74-1484491

Entity's Creation Date: July 1964

Purpose of your organization:
Please see mission statement attached

EVENT INFORMATION

Name of Event: CAF AIRSHOW! 2021

Date(s) of Event: October 1,2,3, 2021

Primary Location of Event: Port Isabel - Cameron County Airport

Amount Requested: \$50,000

Primary Purpose of Funded Activity/Facility:
See addendum attached

How will the hotel tax funds be used: (please attach a list of the hotel tax funded expenditures?)

Funds will be used for CAF AIRSHOW! production expenses

Percentage of Hotel Tax Support of Related Costs

25 Percentage of Total Event Costs Covered by Hotel Occupancy Tax

0 Percentage of Total Annual Facility Costs Covered by Hotel Occupancy Tax for the Funded Event

0 Percentage of Annual Staff Costs Covered by Hotel Occupancy Tax for the Funded Event

If staff costs are covered, estimate percentage of time staff spends annually on the funded event(s) compared to other activities _____ %

Are you asking for any cost reductions for city facility rentals or city services, and if so, please quantify and explain:

N/A

Which Category or Categories Apply to Funding Request & Amount Requested Under Each Category:

- a) **Convention Center or Visitor Information Center:** construction, improvement, equipping, repairing, operation, and maintenance of convention center facilities or visitor information centers, or both. Amount requested under this category: \$ _____
- b) **Registration of Convention Delegates:** furnishing of facilities, personnel, and materials for the registration of convention delegates or registrants. Amount requested under this category: \$ _____
- c) **Advertising, Solicitations, Promotional programs to attract tourists and convention delegates** or registrants to the municipality or its vicinity. Amount requested under this category: \$ 50,000
- d) **Promotion of the Arts that Directly Enhance Tourism and the Hotel & Convention Industry:** the encouragement, promotion, improvement, and application of the arts that can be shown to have some direct impact on tourism and the hotel/convention industry. The impact may be that the art facility or event can show hotel nights that are booked due to their events or that guest at hotels attend the arts event. Eligible forms of art include instrumental and vocal music, dance, drama, folk art, creative writing, architecture, design and allied fields, painting, sculpture photography, graphic and craft arts, motion picture, radio, television, tape and sound recording, and other arts related to the presentation, performance, execution, and exhibition of these major art forms: \$ _____
- e) **Historical restoration and preservation projects or activities or advertising and conducting solicitation and promotional programs to encourage tourists and convention delegates to visit preserved historic sites or museums.** Amount requested under this category: \$ _____
- f) **Expenses including promotional expenses, directly related to a sporting event in which the majority of participants are tourists. The event must substantially increase economic activity at hotels within the city or its vicinity.** Amount requested under this category: \$ _____

How many attendees are expected to come to the sporting related event? N/A

How many of the attendees are expected to be from more than 75 miles away? N/A

Quantify how the sporting related event will substantially increase economic activity at hotels within the city or its vicinity?

N/A

- g) **Funding transportation systems for transporting tourists from hotels to and near the city to any of the following destinations: 1) the commercial center of the city; 2) a convention center in the city; 3) other hotels in or near the city; and 4) tourist attractions in or near the city. Please note that the ridership of any such transportation must be primarily tourists to qualify for hotel tax funding. Amount requested under this category: \$** N/A

What sites or attractions will tourists be taken to by this transportation?

N/A

Will members of the general public (non-tourists) be riding on this transportation?

N/A

What percentage of the ridership will be local citizens? N/A

- h) **Signage directing tourists to sights and attractions that are visited frequently by hotel guests in the municipality. Amount requested under this category: \$** _____

What tourist attractions will be the subject of the signs?

QUESTIONS FOR ALL FUNDING REQUEST CATEGORIES

How many years have you held this Event? 29 years

Expected Attendance: 6,000

How many people attending the Event will use South Padre Island lodging establishments? 50 estimated

How many nights do you anticipate the majority of the tourists will stay? 2

Will you reserve a room block for this Event at an area hotel(s)? Yes

Where and how many rooms will be blocked?

We will be reserving a block of rooms at one or more venues for participants/performers. We anticipate paying for approximately 120 room nights. Will work with CVB to establish courtesy rates.

List other years (over the last three years) that you have hosted your Event or Project with amount of assistance given from HOT and the number of hotel rooms used:

Month/Year Held	Assistance Amount	Number of Hotel Rooms Used
June/2019	\$10,000 - Media buy	40
_____	_____	_____
_____	_____	_____

How will you measure the impact of your event on area hotel activity (e.g.; room block usage information, survey of hoteliers, etc.)?

Surveys and room block usage info.

Please list other organization, government entities, and grants that have offered financial support to your project: None

Will the event charge admission? Yes If so, what is the cost per person? \$12-adv. \$15 - gate

Do you anticipate a net profit from the event? Yes

If there is a net profit, what is the anticipated amount and how will it be used?

We anticipate a net profit of \$25K - \$30K. All proceeds will be used for the care, maintenance, development and promotion of the CAF-RGV Wing Transportation Museum and the artifacts/aircraft in its care.

All marketing and promotions will be coordinated through the CVA's agency, unless exempted from this requirement by the Executive Director, in which case all creative must be pre-approved by the Executive Director (or designee) and payments will be on a reimbursement basis. Please list all promotion efforts your organization is planning and the amount estimated for each media outlet:

- Newspaper: \$ 3,000
- Radio: \$ 3,000
- TV: \$ 12,500
- Website, Social Media: \$ 3,500
- Other Paid Advertising: \$ 10,000

Anticipated Number of Press Releases to Media: 10

Anticipated Number Direct Emails to out-of-town recipients: _____

Other Promotions: Billboards, street banners, CAF AIRSHOW! roadside banners

A link to the CVB must be included on your promotional handouts and in your website for booking hotel nights during this event. Are you able to comply? Yes No

Will you negotiate a special rate or hotel/event package to attract overnight stays?

Yes

[If we have a tour operator, we will require them to use that service.]

What other marketing initiatives are you planning to promote hotel and convention activity for this event?

Daily posts on Facebook, Instagram, Twitter four weeks leading up to show.

TV and Radio interviews beginning four weeks prior to show.

Who is your target audience? Veterans, Families (kids 12 and under free general admission) History and aviation buffs, etc.

What geographic region(s) are you marketing to?

South Texas, Corpus Christi, San Antonio, Houston and Dallas

If the funding requested is related to a permanent facility (e.g. museum, visitor center):

- Expected Visitation by Tourists Monthly/Annually: _____
- Percentage of those who visit the facility who indicate they are staying at area hotels/lodging facilities: _____% (use a visitor log that asks them to check a box if they are staying at an area lodging facility)

What amount of event insurance do you have for your event and who is the carrier:

\$10,000,000. US Specialty Insurance Company

[Insert South Padre Island Minimum Event Insurance Coverage Minimums and duty to list South Padre Island as an additionally insured]

Any marketing for the event must be consistent with the brand image for South Padre Island and all such marketing pieces that are funded with hotel tax must be coordinated and developed by the South Padre Island CVB marketing agency. Are you able to comply?

Yes No

Where appropriate, the CVB will require access to event participant database information that will show zip code data to measure likely impact from the funded event.

Submit to complete applications to:

Marisa Amaya
Event Development Manager
C/O City of South Padre Island Convention and Visitors Bureau
7355 Padre Blvd.
South Padre Island, TX 78597
Phone: (956) 761-3834
Email: marisa@sopadre.com

South Padre Island Convention & Visitors Bureau Special Event Applicant Checklist

THIS FORM MUST BE COMPLETED BY APPLICANT

CAF AIRSHOW! 2021

February 1, 2021

Name of Event

Date Submitted

- Received and understood the separate **Special Events Policy**
- Received and understood the separate **HOT Funding Guidelines**
- Completed the **South Padre Island Hotel Tax Funding Application** form
- Enclosed a description of all planned activities or schedule of events (REQUIRED)**
- Enclosed a sponsor list (categorized by "confirmed" and "pending")
- Enclosed a vendor/exhibitor list (categorized by "confirmed" and "pending")
- Enclosed an event map
- Enclosed security/safety plans
- Enclosed a complete detailed budget (REQUIRED)**
- Enclosed an advertising/marketing and promotion plan (REQUIRED)**
- Enclosed copies of promotional materials (if available)
- Enclosed a summary of previous special event experience of organizer(s)
- Enclosed a history of event (if previously produced)
- Indicated the type(s) of assistance requested
- In Room night projections, with back-up, for the Funded Event (REQUIRED)**
- Indicated the amount of financial support (if requested)

Authorized Signature

David Hughston, Airshow Chairman

Print Name

February 1, 2021

Date

Addendum 1

Primary Purpose of Funded Activity/Facility

CAF *AIRSHOW!* is annual event produced by the CAF-RGV Wing for the purpose of demonstrating to the general public, young and old alike, the critical role aviation has played, and continues to play in our nations' defense and technological advancement. *AIRSHOW!* also showcases the many and varied career opportunities available in aviation, all in a safe, family friendly, fair like atmosphere. The airshow will also be a major fundraiser for operational support of the RGV Transportation Museum.

CAF

AIRSHOW!



C A M E R O N C O . A I R P O R T

Commemorative Air Force – Rio Grande Valley Wing

Our Mission

To preserve, in flying condition, a collection of combat aircraft which were flown by all military services of the United States in World War II.

To perpetuate in the memory and hearts of all Americans the spirit in which these great planes were flown in the defense of our nation.

To acquire museum buildings for permanent protection and display of these aircraft as a tribute to the thousands of men and women who built, serviced and flew them.

To display, in a museum setting, various other World War II and vintage artifacts that tell the story of the heroism and sacrifice necessary to guarantee the prolonged freedom of our country we all enjoy.

To expand this organization with people having the dedication, enthusiasm and esprit de corps necessary to keep, maintain and preserve these aircraft and artifacts as symbols of our American military heritage.



CAF *AIRSHOW!* 2021
Port Isabel-Cameron County Airport (KPIL)

Description of all planned
Activities and Scheduled Events

- 9-30-21 Aircraft/Performers arrivals KPIL
- 10-1-21 CAF Night ***AIRSHOW!* OVER THE BAY** – SPI Entertainment District
Flying – 5:45 PM – 7:30 – Open to the Public
- 10-2/3-21 CAF ***AIRSHOW!* 2021** KPIL
- 10:00 Gates open
- 1:00 Flying begins
- 4:00 Flying ends



RIO GRANDE VALLEY WING

BUDGET OVERVIEW: CAF AIRSHOW 2021 - FY20 P&L

January - December 2020

	TOTAL
Income	
44200 44200 AIRSHOW REVENUE	
Advance Ticket Sales	25,000.00
Concessions	25,000.00
Donations - Sponsors	95,000.00
Exhibit Booth	2,500.00
Flight Line Club	5,000.00
Gate Sales	50,000.00
Other Misc. Revenue	2,000.00
Parking	5,000.00
PX Sales	1,500.00
Total 44200 44200 AIRSHOW REVENUE	211,000.00
Total Income	\$211,000.00
GROSS PROFIT	\$211,000.00
Expenses	
62160 62160 AIR FIESTA EXPENSES	
Advertising/Promotional	32,000.00
Chalet	10,000.00
Convention Registration	2,000.00
Dues & Subscriptions	500.00
Equipment Rental	10,000.00
Exhibit Booth	1,000.00
Flight Line Refreshments	2,000.00
Fuel & Oil	15,000.00
Housing	10,000.00
License and Permits	500.00
Outside Performers	
Fees	50,000.00
Total Outside Performers	50,000.00
Printing	1,000.00
PX Supplies	500.00
Pyrotechnics	10,000.00
Ramp & Cleanup	500.00
Repairs & Maintenance	1,000.00
Revenue Sharing Expense	20,000.00
Soft Drink Concession	15,009.00
Supplies & Equipment	1,500.00
Travel	500.00
Utilities	500.00
Vehicle Expense	2,500.00
WWII Performers	
Fees	12,500.00
Total WWII Performers	12,500.00

RIO GRANDE VALLEY WING

BUDGET OVERVIEW: CAF AIRSHOW 2021 - FY20 P&L

January - December 2020

	TOTAL
Total 62160 62160 AIR FIESTA EXPENSES	198,509.00
Total Expenses	\$198,509.00
NET OPERATING INCOME	\$12,491.00
NET INCOME	\$12,491.00

Incident Action Plan (IAP) for CAF AIRSHOW

Incident management objectives are minimizing the severity and impact on people and property resulting from an emergency. Emergency response resources include Los Fresnos, Texas Fire Department equipment, ambulance and personnel, CAF Marshalls and law enforcement officers. Emergency vehicles will be positioned in areas with rapid response characteristics such as immediate taxiway and runway access. Emergency responders will be briefed by pilots regarding aircraft characteristics that could hamper emergency egress from the aircraft.

Specifically, fire trucks will be stationed behind the pyro field with easy access to runway 13-31. Ambulance will be positioned at intersection D with access to runway 13-31, runway 8, taxiway A and spectator area. Based on the characteristics of the airfield, a one minute response time is anticipated.



C A M E R O N C O . A I R P O R T

Emergency Response Plan (ERP) for CAF AIRSHOW!

In the interest of protecting people and property in the event of an emergency, the Commemorative Air Force-Rio Grande Valley Wing (CAF-RGV) has prepared the following ERP. Safety for performers, airshow personnel and spectators is paramount. It is the goal of this ERP to minimize the severity and impact of an emergency on all airshow participants. This ERP will be disseminated to all interested parties.

During the airshow itself, the Airboss (David Anderson) will control the field and direct emergency vehicles and personnel. Others with decision making authority include the Airshow Chairman (David Hughston) and Airshow Operations Officer (Chris Hughston).

Los Fresnos, Texas Fire Department will provide crash, fire, rescue services (CFR) including fire control, paramedics and ambulance. Chief CAF Marshaller (Marty Huvar) also is equipped with emergency response equipment.

Attached to this ERP is contact information for area hospitals, fire and police departments, and airshow chairman and operations officers.

In the event of an emergency that affects performers, essential personnel or spectators, staff of the CAF-RGV will immediately respond as follows:

1. Airboss will alert (CFR) to mobilize, giving the location and nature of the emergency.
2. Airshow announcer will encourage spectators to remain calm and behind the barrier.
3. Airshow personnel, including marshallers, operations officer, safety officer and law enforcement, will do the following:
 - a. Monitor the crowd barrier to prevent unauthorized crossing by spectators.
 - b. Escort emergency vehicle(s) to the closest point of egress.
 - c. Assist emergency personnel when and where required.



CAF AIRSHOW Contact Information:

Valley Regional Medical Center – Brownsville, Texas	956-350-7000
Valley Baptist Medical Center - Harlingen, Texas	956-389-5000
Los Fresnos Fire Department/EMS – Los Fresnos, Texas	956-233-5858
Los Fresnos Police Department – Los Fresnos, Texas	956-233-5768
Laguna Vista Police Department – Laguna Vista, Texas	956-943-8855
Airshow Chairman – David Hughston	956-454-5539
Airshow Operations – Chris Hughston	956-454-4443



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248164828
Sep. 25, 2015 LTR 4167C 0
74-1484491 000000 00
00024664
BODC: TE

COMMEMORATIVE AIR FORCE
% FLOYD HOUDYSHELL
PO BOX 764769
DALLAS TX 75376



002456

Employer Identification Number: 74-1484491
Group Exemption Number:
Person to Contact: Tonya Morris
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Sep. 16, 2015, request for information about your tax-exempt status.

Our records indicate that you were issued a determination letter in April 2009, and that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Based on the information supplied, we recognized the subordinates named on the list you submitted as exempt from Federal income tax under section 501(c)(3) of the Code.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106 and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Doris P. Kenwright

Doris Kenwright, Operation Mgr.
Accounts Management Operations 1

**CITY OF SOUTH PADRE ISLAND
SPECIAL EVENTS COMMITTEE
AGENDA REQUEST FORM**

MEETING DATE: March 16, 2021

NAME & TITLE: Linette Hernandez

DEPARTMENT: Convention and Visitors Bureau

ITEM

Discussion and possible action concerning new meeting date for April 2021. (Graves)

ITEM BACKGROUND

N/A

BUDGET/FINANCIAL SUMMARY

N/A

COMPREHENSIVE PLAN GOAL

N/A

LEGAL REVIEW

Sent to Legal: No

Approved by Legal: No

RECOMMENDATIONS/COMMENTS:

N/A