



Austin Airport Advisory Commission

REGULAR MEETING MINUTES

December 8, 2009

The Austin Airport Advisory Commission convened in a regular meeting on December 8, 2009 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Board Members in Attendance:

Carolyn Lowe- Vice Chair, Dale Murphy, Steven Hart, and Robert Torn.

Board Members Absent:

Richard Hatfield

Staff in Attendance:

Shane Harbinson, Jim Smith, Robert Holland, Stephen Dick, and Dedra Woodard.

Other Staff Present:

Jerry Dinse, Diana Heath, and James Battle.

Others Present:

Terry Mahlum and Jeff Sailor

Welcome & Call the Meeting to Order:

Carolyn Lowe called the meeting to order at 5:00 p.m.

CITIZENS COMMUNICATIONS:

2. APPROVAL OF MINUTES FOR SEPTEMBER 8, 2009.

Motion to approve minutes made by Steven Hart and second by Dale Murphy.
Motion passed 4-0.

3. STAFF BRIEFING, REPORTS AND PRESENTATIONS

- a) Planning & Engineering Capital Improvement Project Status Report Presentation was made by Robert Holland, Planning and Engineering Manager, Aviation Department.
- b) Finance & Operations Reports Presentation was presented by Shane Harbinson, Assistant Director, Aviation Department.

- c) GTSA Transactions Presentation (November 2009) was presented by Shane Harbinson, Assistant Director, Aviation Department.

Item 3 a) Robert Holland discussed the Planning & Engineering Manager's Report for November 2009. Airfield Joint Sealant Rehabilitation – Construction contract will be ready for advertisement by January, 2010. Signage Package – An executive team presentation is scheduled. Drainage Master Plan – Completed negotiations with consultant and executing an agreement for the next phase of services. Parking Garage Repairs – Council approved the parking repairs contract. Expected is a notice to proceed in January, 2010. ABIA Security System Upgrade – Contract is making slow but on going progress. Jet/Patton Lane-nineteen offers accepted, seventeen closings completed seven relocations in progress, twelve demolitions completed and three currently being tested for or abated of asbestos.

Item 3 b) Shane Harbinson discussed the Finance and Operations Reports (YTD comparison for October 2009). Passenger Activity YTD down 10.42%, Aircraft Operations - total operations down 18.82% Cargo Activities YTD - mail totals down 20.15% cargo totals down 25.03%, belly freight totals down 29.71%, cargo totals (mail, cargo, belly freight) down 25.36%. Airport fund revenue (October) - Total airline revenue up 2.46%, total non-airline revenue down 15.78%, total revenue down 9.42%, total operating expenses up 34.12%, total transfers out down 23.39%, total other requirements up 18.56%, total requirements down 82.27%. Non airline revenue detail – total parking revenues down 17.72%, total other concessions down 15.64%, total other rentals and fees down 4.70%, total Non-Airline revenue down 15.78%.

Item 3 c) Shane Harbinson discussed the GTSA Transactions for November 2009.

Total ground transportation transactions for November 2009 = 25,733. Total ground transportation transactions for November 2008 were 30,795. There was a decrease of 5,062 total transactions from November 2008. Taxicab activity decreased from 26,149 in November 2008 to 21,389 this year. Limousines, shuttles and buses had an increase of 285 trips from last year. The breakdown is as follows: November 2009 (Limo-Shuttle Lane) Limousines 1,416, Hotel Shuttles 2,630, Other Shuttles 164, Charter Buses 22, Taxis 714 for a total of 4,946. (Taxicab Lane) Taxicabs 20,675, Limousines 38, Hotel Shuttles 69, Other Shuttles 5, Charter Buses 0, for a total of 20,787.

4. ABIA Action Items

Authorize award, negotiation, and execution of a 12-month requirements service contract with **GCR & ASSOCIATES, INC.**, New Orleans, LA, for software maintenance and support, including training services, in an estimated amount not to exceed \$64,100, with four 12-month extension options in estimated amounts not to exceed \$56,500 for the first extension option, \$56,500 for the second extension option, \$59,300 for the third extension option, and \$62,310 for the fourth extension option, for a total estimated contract amount not to exceed \$298,710.

Motion to approve made by board member, Steven Hart and second by board member, Robert Torn on January 12, 2010. Motion passed 5-0

Item 4 b) Approve a resolution creating a subcommittee to study ABIA commuter flight crew parking fees, and appointing members to the subcommittee

Motion to approve made by board member, Steven Hart and second by board member, Dale Murphy on January 12, 2010. Motion passed 4-0. Robert Torn recused himself from discussion and voting,

5. NEW BUSINESS

- a) Determine the feasibility of, and potential costs associated with, providing free public wireless internet access at ABIA.

Jim Smith gave a presentation/overview of a Free WiFi Resolution: consensus was to honor the existing contract with Concourse Communications (five year with five year option) to provide WiFi service and reevaluate after the first five years of the contract. Handouts of the presentation were given to the AAAC.

- b) Plan for a taxicab driver climate controlled facility at ABIA.

Shane Harbinson said gave a presentation on a Plan for a taxicab driver climate controlled facility at ABIA. The consensus to move forward to acquire the Budget Rental Car Lot and remodel the facility to support ground transportation staging area operations and provide conditioned space for the drivers. Consensus was to continue to work with the proposed developers for the 13-acre commercial develop and include relocating the GTSA to the Budget lot to allow the developer to either reuse the existing facility for cell or demo for commercial development. The development will incorporate a cell phone lot, they are still in the site planning phase of the project and the business terms with our administration staff.

- c) Boards/Commission Training.

Shane Harbinson said after attending a boards and commission training, there are a few items that we (staff and AAAC) need to implement. First being when Commissioner Member requests an item on the agenda there needs to be a sponsor for the request. Secondly, staff is required to report to the City Clerk's Office if an AAAC member has missed more then 3 consecutive meetings and/or missed 1/3 of the meetings during the rolling year.

Airline Commuter Parking and Airport Employee Parking Operations and Rates.

Robert Torn recused himself. A decision was made to have a resolution and action item for the January meeting to form a subcommittee to review the issue and report back to the full commission with finding and recommendations.

6. OLD BUSINESS

Item a) Status of action items upon which the Commission has made a recommendation to Council. Updates given on agenda.

Item b) Properties Lease Agreements – David Petersen gave an overview of ABIA properties being presented in each RCA.

Item c) General Aviation – David Petersen said he will meet with Ascend and Jet Black in the near future to see if they will agree to work together on certain areas to eliminate duplicate infrastructure, which ultimately the airport will have to maintain at ABIA’s cost.

7. FUTURE AGENDA ITEMS

Item 7 a) Create a subcommittee regarding airline commuter parking and airport employee parking options and rates.

8. ADJOURNMENT

Meeting was adjourned at 7:30 pm

Date of next meeting: January 12, 2009.