



Austin Airport Advisory Commission

REGULAR MEETING MINUTES

January 12, 2010

The Austin Airport Advisory Commission convened in a regular meeting on January 12, 2010 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Board Members in Attendance:

Richard Hatfield – Chair, Carolyn Lowe- Vice Chair, Steven Hart, Robert Torn, and D’Ann Johnson.

Board Members Absent:

Dale Murphy

Staff in Attendance:

Shane Harbinson, David Petersen, and Dedra Woodard.

Other Staff Present:

Diana Heath.

Others Present:

None.

Welcome & Call the Meeting to Order:

Richard Hatfield called the meeting to order at 5:00 p.m.

CITIZENS COMMUNICATIONS:

2. APPROVAL OF MINUTES FOR DECEMBER 8, 2009.

Motion to approve minutes made by Steven Hart and second by Carolyn Lowe.
Motion passed 4-0.

3. STAFF BRIEFING, REPORTS AND PRESENTATIONS

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

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

Item 3 a) Shane Harbinson discussed the Planning & Engineering Manager's Report for December 2009. On Call Services – Two consulting teams have been selected by Council (RS&H and Sunland). ABIA IS Bldg 7355 Fire Protection Improvements - Jacobs is the consultant. Conditions are being investigated and a draft report of findings submitted for owner review. ABIA CUP Cooling Tower Improvements – Facility is 10 years old and in good condition. The estimated cost is about \$250,000. to make improvements to fan blades and other cooling tower improvements. Signage Package – Upgrade signage along Presidential. Design notice to proceed was issued on December 29, 2009. ABIA Terminal Trash Chute Improvements – Jacobs is the consultant. This is to improve the trash chutes and fire risk associated with the trash chutes.

Item 3 b) Shane Harbinson discussed the Finance and Operations Reports (YTD comparison for November 2009). Passenger Activity YTD down 9.60%, Aircraft Operations - total operations down 17.33% Cargo Activities YTD - mail totals down 18.71% cargo totals down 24.25%, belly freight totals down 29.45%, cargo totals (mail, cargo, belly freight) down 24.60%. Airport fund revenue (November) - Total airline revenue up 2.55%, total non-airline revenue down 10.77%, total revenue down 5.88%, total operating expenses up 13.57%, total transfers out down 42.05%, total requirements down 2.41%. Non airline revenue detail – total parking revenues down 10.75%, total other concessions down 12.77%, total other rentals and fees down 4.29%, total Non-Airline revenue down 10.77%.

Item 3 c) Shane Harbinson discussed the GTSA Transactions for December 2009. Total Ground Transportation Transactions for December 2009 = 20,906. Total Ground Transportation Transactions for December 2008 were 21,683. There was a decrease of 866 total transactions from December 2008. Taxicab activity decreased from 17,761 in December 2008 to 16,895 this year. Limousines, Shuttles and Buses had an increase of 89 trips from last year.

Taxicabs	16,895
Hotel Shuttles	2,654
Limousines	1,139
Other Shuttles	209
Charter Buses	9

20,906

4. ABIA Action Items

Item 4 a) 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, Carolyn Lowe on January 12, 2010. Motion passed 4-0. Robert Torn reclused himself from discussion and voting,

5. NEW BUSINESS

5 a) CIP and AIP Planning Process

Shane Harbinson gave an overview on the Standard DOA Capital Improvement Program (CIP) Procedures and the FAA Airport Improvement Program (AIP). Handouts of both presentations were passed out to the Commission. Shane Harbinson said in March staff will present to the Austin Advisory Airport Commission, ABIA's 2010-2011 Capital Improvement Projects.

6. OLD BUSINESS

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

Item b) Properties Lease Agreements – David Petersen said there have been no updates since last months AAAC meeting.

Item c) General Aviation – Shane Harbinson said a meeting was held with Ascend and Jet Black. Both are working on their Facility Aircraft Activity Forecast that will be submitted to the FAA.

7. FUTURE AGENDA ITEMS

Item 7 a) Update on WI-FI Status

Item 7 b) GTSA Status

Item 7 c) Airline Commuter Parking and Airport Employee Parking Revenues.

Item 7 d) Revisit score card

8. ADJOURNMENT

Meeting was adjourned at 6:50 pm

Date of next meeting: February 9, 2010