



## **Austin Airport Advisory Commission**

### **REGULAR MEETING MINUTES**

**MARCH 9, 2010**

The Austin Airport Advisory Commission convened in a regular meeting on March 9, 2010 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

#### **Board Members in Attendance:**

Richard Hatfield – Chair, Carolyn Lowe- Vice Chair, Robert Torn, Dale Murphy, Scott Madole, and D’Ann Johnson

#### **Board Members Absent:**

Steven Hart.

#### **Staff in Attendance:**

Shane Harbinson, Dave Arthur and Dedra Woodard.

#### **Other Staff Present:**

Jonathan Lian, Denise Hatch, and Delma Alvarez

#### **Others Present:**

Faisal Abdel, Pauline Lee, and Judy Smith

#### **Welcome & Call the Meeting to Order:**

Richard Hatfield called the meeting to order at 5:05 p.m.

### **CITIZENS COMMUNICATIONS:**

#### **2. APPROVAL OF MINUTES FOR FEBRUARY 9, 2010.**

Motion to approve minutes made by Dale Murphy and second by Carolyn Lowe.  
Motion passed 6-0. Approved with recommended changes.

#### **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 David Arthur, Assistant Director, Finance Department.

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

**Item 3 a)** Shane Harbinson discussed the Planning & Engineering Manager's Report for March 2010. ABIA Parking Garage and Rental car Facility – ABIA staff met with Pfeffer Development for a preliminary discussion. Drainage Master Plan - Phase II contract was executed on 12/15/09. Consultant is updating the existing conditions drawings. Shuttle Bus Route Reconfiguration – Project will be placed on hold, due to possible impacts from the Conrac Concept Design Study. GTSA relocation – Work placed on hold pending RFP review for cell phone lot development adjacent to the Hilton. ABIA Terminal Improvements 2006 – Phase 4 - Plan to issue for Bid in April 2010. Airfield Joint Sealant Rehabilitation – A pre-Bid meeting held on 2/17/10 and bid opening is scheduled for 3/11/10. Parking Garage Repairs – NTP anticipated for March 22, 2010 and construction will start April 1<sup>st</sup>. Remain Overnight Aircraft Parking – Notice to Proceed has been issued.

**Item 3 b)** David Arthur discussed the Finance and Operations Reports January 2010. Passenger Activity YTD up 5.88%, Aircraft Operations - total operations down 0.69% Cargo Activities YTD - mail totals down 2.21% cargo totals down 2.59%, belly freight totals down 8.32%, cargo totals (mail, cargo, belly freight) down 3.14%. Non-Airline Revenue Detail January 2010 compared to January 2009. Total Parking Revenues up 3.72%, total other concessions down 3.67%, and total other rental and fees up 3.35%, total non-airline revenue up 1.24%. Handouts of the entire presentation were presented to the AAAC.

**Item 3 c)** Shane Harbinson discussed the GTSA Transactions for February 2010. See below for a year-to-year comparison.

YEAR TO YEAR COMPARISON		
SERVICE CATEGORY	FEBRUARY 2010	FEBRUARY 2009
TAXICAB	21,092	18,613
LIMOUSINE	1,513	1,246
HOTEL SHUTTLE	2,595	2,798
OTHER SHUTTLE	227	261
CHARTER BUS	4	16
OVERALL TOTAL	25,431	22,934

#### 4. ABIA Action Items

- a) Review and approve 2010 Capital Improvement Plan (CIP).

Shane Harbinson gave an overview/presentation on what has been proposed for the Capital Improvement Plan (CIP). The FY2011 Capital Improvements Plan Budget is as follows: FY 2011 fund to be provided: airport capital fund \$12,891,667, FAA AIP grants \$200,000, total funds available - **\$13,091,667**. Funds to be used for: Airside Improvements \$516,667, Landside improvements \$5,525,000, terminal improvements \$7,050,000, total project requirements - **\$13,091,667**. Handouts were given to the AAAC showing a list of the entire recommended projects.

Motion to approve made by board member Scott Madole and second by board member, Robert Torn. 5-0-1. Dale Murphy abstained.

## 5. NEW BUSINESS

- a) Review and approve 2010 Capital Improvement Plan (CIP). Item was changed from new business to an action item.
- b) USO  
Denise Hatch gave an overview of the United Service Organization. Denise said because Austin does not have a military processing center there is currently no need for a USO at ABIA. Also, ABIA does not currently have the room to provide a USO area.
- c) ACI Survey Results  
Shane gave a presentation/overview regarding the ACI survey results. Handouts of the entire presentation were given to the AAAC.
- d) Update on Commuter Parking Sub-Committee.  
Shane Harbinson gave a re-cap regarding of the Commuter Parking Subcommittee Meeting that was held on February 24, 2010. Shane said Jerry Dinse and the AMPCO team are currently evaluating some of the recommendations that were made to evaluate lot A as an offer for commuter parking. Options that are being researched by Jerry are ABIA's parking operations and fees, and where to put the commuter's (long term parking lot or keep them at the existing employee lot). The next Commuter Parking Sub-Committee meeting will be held on March 24, 2010. Robert Torn recused himself from the discussion.
- e) Airport Tour  
Richard Hatfield suggested that every member of the AAAC take the airport tour as soon as possible. DeAnn Johnson gave a briefing regarding her airport tour experience. Shane Harbinson asked the Commission to give at least a week's advance notice when scheduling a tour. Richard Hatfield suggests that a Resolution be prepared for ABIA employees.

## 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 – Shane Harbinson said new construction is taking place at ABIA. Also, Jetblue is changing its aircraft fleet from the 100 E190seat to the A320 aircraft. Southwest Airlines will be adding flights to LA and Orlando.

**Item c)** General Aviation – Shane Harbinson said ABIA's staff will continue to work with Jet Black Aviation and Ascend Development.

## 7. FUTURE AGENDA ITEMS

**Item 7 a)** Employee Resolution

**Item 7 b)** Minimum taxi fares out of the airport

## **8. ADJOURNMENT**

Meeting was adjourned at 7:15 pm

**Date of next meeting:** April 13, 2010