



## **Austin Airport Advisory Commission**

### **REGULAR MEETING MINUTES**

**JUNE 8, 2010**

The Austin Airport Advisory Commission convened in a regular meeting on June 8, 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, Scott Madole, Steven Hart, D’Ann Johnson, and Dale Murphy

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

None

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

Shane Harbinson, David Petersen, David Arthur, and Dedra Woodard.

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

Jay Carpenter, Chris Coons, and Alex Hopson.

#### **Others Present:**

Ramonika Carr and Julie Harris

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

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

#### **CITIZENS COMMUNICATIONS:**

Jay Carpenter gave a certificate of appreciation to Carolyn Lowe for 5 years of service.

#### **2. APPROVAL OF MINUTES FOR APRIL 13, 2010.**

Motion to approve minutes made by Scott Madole 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, Assistant Director, Aviation Department.
- b) Finance & Operations Reports Presentation was presented by David Arthur, Assistant Director, Aviation Department.
- c) GTSA Transactions Presentation was presented by Shane Harbinson, Assistant Director, Aviation Department.

**Item 3 a)** Shane Harbinson discussed the Planning & Engineering Manager’s Report (CIP Project Status) for June 2010. ABIA Terminal Fire Protection Improvements Phase-Project is in the preliminary phase. Notice to proceed issued and work scope kick-off meeting is scheduled for May 2010. Consultant is Mendoza. Overflow Parking Lot – Has been put on hold pending industry financial condition improvement. ABIA Cup Cooling tower Improvements – Has been removed from the CIP as ABIA’s Maintenance Department can do the work. Drainage Master Plan – First workshop was completed on April 27, 2010. Discussions will continue with Watershed Protection Department and Planning and Review Department. GTSA Relocation - ABIA staff is working with Avis/Budget to purchase their former in order to convert into a ground transportation staging area. ABIA Security System Upgrade – Contractor working on punch list and most of the training has been completed. Single Family Parcels – There are nine remaining parcels spread from the north, west and south of the West Runway. Three owners are not interested in selling their properties to the City, one owner is interested and would like his property appraised, 3 owners are interested but would like to discuss the situation with family member’s before consenting to have an appraisal conducted, and 2 owners we have not heard back from.

**Item 3 b)** David Arthur discussed the Finance and Operations Reports May 2010. Passenger Activity totals YTD up 5.60%, Aircraft Operations - total operations up 0.02% Cargo Activities YTD – mail totals up 8.07% cargo totals down 2.22%, belly freight totals down 13.75%, cargo totals (mail, cargo, belly freight) down 0.83%. Handouts of the entire presentation were given to the AAAC.

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

<b>YEAR TO YEAR COMPARISON</b>		
<b>SERVICE CATEGORY</b>	<b>MAY 2010</b>	<b>MAY 2009</b>
<b>TAXICAB</b>	<b>23,540</b>	<b>19,770</b>
<b>LIMOUSINE</b>	<b>1,792</b>	<b>1,204</b>
<b>HOTEL SHUTTLE</b>	<b>2,684</b>	<b>2,924</b>
<b>OTHER SHUTTLE</b>	<b>360</b>	<b>144</b>
<b>CHARTER BUS</b>	<b>10</b>	<b>9</b>
<b>OVERALL TOTAL</b>	<b>28,386</b>	<b>24,051</b>

**4. ABIA Action Items**

a) Discussion and approval of the 2011 ABIA Operating Budget.

Motion to postpone voting until July 13, 2010 made by board member Scott Madole, second by board member, Robert Torn. Motion passed 6-0.

b) Approve the award, negotiation, and execution of a 60-month revenue concession agreement with IN-TER-SPACE SERVICES, INC. dba CLEAR CHANNEL AIRPORTS, Allentown, PA, for advertising services at Austin-Bergstrom International Airport. This contract is projected to generate \$550,000 in revenue to the City in Fiscal Year 2011. Revenue over the life of the initial 60 month term of the contract is estimated to be \$2,750, 000.

Motion to approve made by board member Steven Hart board and second by Carolyn Lowe.  
Motion passed 7-0.

c) Authorize award, negotiation, and execution of a 60-month requirements service contract through the State of Texas Department of Information Resources with SUMMUS INDUSTRIES, INC, (MB) Sugarland, TX, for a Microsoft Enterprise License Agreement (EA) and Software Assurance in an estimated amount not to exceed \$14,061,297. (Item was postponed until further notice)

d) Authorized award and execution of a 36-month requirements supply contract with GEXPRO, Austin, TX for programmable logic controllers the Aviation Department in an estimated amount not to exceed \$162,000, with two 12-month extension options in an estimated amount not to exceed \$54,000 per extension option, for a total estimated contract amount not to exceed \$270,000

Motion to approve made by board member Robert Torn and second by D'Ann Johnson. Motion passed 7-0.

## **5. NEW BUSINESS**

a) Promoting events at the airport. – Rip Torn asked if Jamy Kazanoff would give a presentation to the AAAC in the near future regarding “promoting events at the airport”.

b) Recognition discussion regarding Ms. Browning. - Shane Harbinson said on June 21, 2010 he will attend a meeting with several individuals that knew Ms Browning to discuss ways on how to recognize her for her many accomplishments.

## **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 advised majority of properties information was included in the Tenant/Third Party Projects that was mentioned in the Planning & Engineering Capital Improvement Project Status Report.

Item c) General Aviation – Shane Harbinson said ABIA staff is currently working with Ascend Development. Ascend recently changed their layout to have smaller hangers.

## **7. FUTURE AGENDA ITEMS**

a) Safety Management System and office

b) Insurance requirements

## **ADJOURNMENT**

Meeting was adjourned at 7:30 pm

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

