



**AUSTIN AIRPORT ADVISORY COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, JANUARY 10, 2012**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, January 10, 2012 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Chair Dale Murphy called the meeting to order at 5:00 p.m.

Commission Members in Attendance:

Dale Murphy, Chair	Steven Hart, Vice Chair	D'Ann Johnson, Secretary
George Farris	James Kelsey	Ernest Saulmon

Commission Members Absent:

Mark Segaloff

Staff in Attendance:

Shane Harbinson, Dave Arthur, Kellye Mireles, Robert Hengst, Diana Heath, Michelle Moheet

Others Present:

Chris Coons – RW Armstrong
Brice Allen – Atlantic

1. CITIZENS COMMUNICATIONS: GENERAL

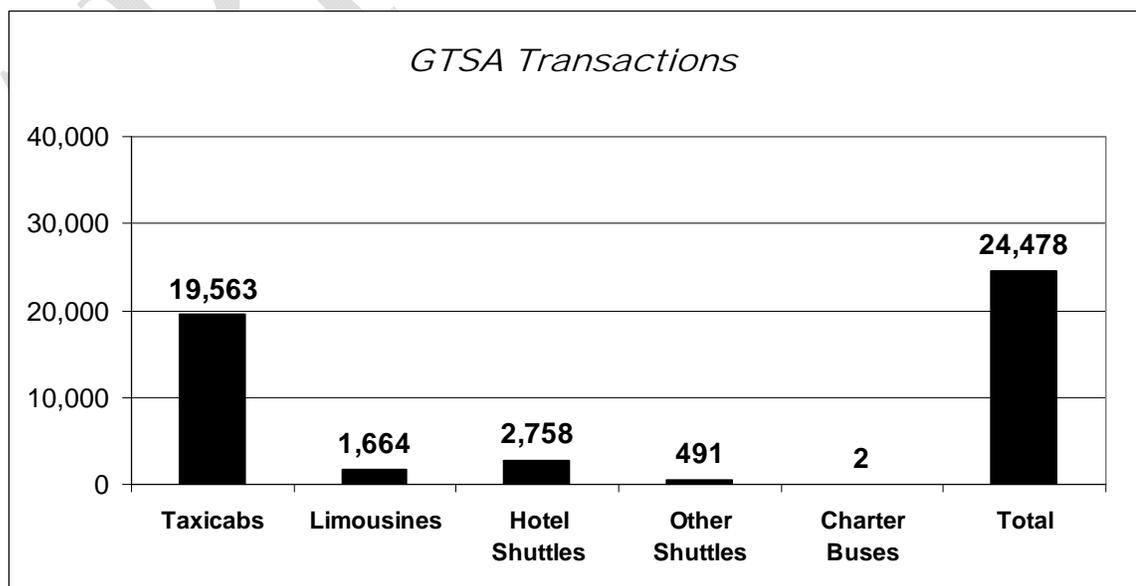
None.

2. APPROVAL OF MINUTES

The minutes from the meeting of December 13, 2011 were approved on Vice Chair Steven Hart's motion, Commission Member Ernest Saulmon's second on a 6-0 vote. Commission Member Mark Segaloff was absent.

3. STAFF BRIEFING, REPORTS AND PRESENTATIONS

- a) Planning & Engineering Capital Improvement Project Status Report Presentation was presented by Shane Harbinson, Assistant Director, Aviation Department. Shane Harbinson hit on several highlights from Planning & Engineering projects. An RFQ will be issued in January for the Information Technology Master Plan Project. Council approved the authority to do the terminal east infill project as Design-Build project delivery. The design criteria package will be done through the ABIA rotation list and final design and construction will be done by a design-build firm. The ABIA campus signage improvements phase 2 is ongoing. The design team is continuing with variable message display sign locations and design. The new employee parking lot anticipates receiving the 90% design submittal in late January. The presidential boulevard roadway safety and security improvements will include replacing the barriers that are in the front of the airport terminal to make them more attractive. The P&E building will have some office renovations. The airfield lighting control and monitoring system contractor is preparing submittals and anticipate NTP for hardware replacement in late January. The remain over night apron is an FAA grant funded project and concrete will be poured starting next week. Runway retexturing will begin next week or the following week.
- b) Finance & Operations Reports Presentation was presented by Dave Arthur, Assistant Director, Aviation Department. Enplanements are slowing from last year but there is a 2% increase over last November. The parking revenue is 16% over budget. Rental cars are slightly under where we were at last year. Food and Beverage is up 10% and Retail is up 2%. Total revenue is 2% over budget and 5% over last year. Operating expenses are under budget. Expenses and Revenue are going up. Debt service is the same trend as last year – we were conservative on our budget so we are 14% under budget. We are starting to look at our operating margin – last year was 34% and our budget was 30.5%.
- c) GTSA Transactions Report Presentation was presented by Shane Harbinson, Assistant Director, Aviation Department. Shane Harbinson discussed the GTSA Transactions for December 2011. See below for a year-to-year comparison.



4. ABIA Action Items

- a) Authorize award and execution of Amendment No. 11 to add the final year of funding to a lease agreement through the Texas Local Government Purchasing Cooperative (BuyBoard) with **IKON OFFICE SOLUTIONS INC.**, Austin, TX with to provide for the lease of copiers for the Aviation Department in an estimated not to exceed \$35,000, for a total revised contract amount not to exceed \$175,211.64. **The motion authorizing action item 4a was approved on Secretary D'Ann Johnson's motion, Commission Member Ernest Saulmon's second on a 6-0 vote. Commission Member Mark Segaloff was absent.**
- b) Authorize award, negotiation, and execution of a 12-month requirements service contract **ARINC ENGINEERING SERVICES, LLC**, Annapolis, MD, to provide radio frequency engineering support for Austin-Bergstrom International Airport in the amount of \$171,026 with four 12-month extension options in an amount of \$176,202, \$181,534, \$187,026, \$192,707 respectively total estimated contract amount not to exceed \$908,495. **The motion authorizing action item 4b was approved on Secretary D'Ann Johnson's motion, Vice Chair Steven Hart's second on a 6-0 vote. Commission Member Mark Segaloff was absent.**

5. NEW BUSINESS

CONRAC Project Update was presented by Shane Harbinson, Assistant Director, Aviation Department. There is a signed letter of intent. There is an agreement with all parties to move forward with the design. It is an aggressive schedule – there was a meeting in December and there will be a guaranteed maximum pricing by October and slated for going out for bonds in October or November.

6. OLD BUSINESS (updates)

- a) Status of action items upon which the Commission has made a recommendation to Council. *(Please note the progress of the following items)*

Authorize award, negotiation, and execution of a contract with **SIEMENS INDUSTRY, INC**, DFW Airport, TX for the purchase of fault tolerant servers and software for the Department of Aviation in an amount not to exceed \$287,822. **SIEMENS INDUSTRY, INC.** is the sole source provider for these services. *[Item scheduled to go before City Council on January 15, 2012.]*

Authorize award, negotiation, and execution of a contract through the STATE OF TEXAS DEPARTMENT OF INFORMATION RESOURCES (DIR) with **TIME WARNER TELECOM** through the cooperative purchasing program, Austin, TX, for the purchase of telecommunications and internet services for term of 60-month contract in an estimated amount not to exceed \$450,000 with four 12-month extension renewal options in an estimated amount not to exceed \$90,000 for an estimated total not to exceed contract amount of \$810,000. *[Item scheduled to go before City Council on January 12, 2012.]*

Authorize the negotiation and execution of a lease agreement with the **United States Transportation Security Administration** for administrative office and support space at the Austin-Bergstrom International Airport for a term of five years commencing on February 28, 2012. *[Item scheduled to go before City Council on January 12, 2012.]*

- b) Properties Lease Agreements – None.
- c) General Aviation – A meeting was held with Jet Black who has a very aggressive schedule. A meeting was held with Ascend to go over their issues. They will start paying rent March 1, 2012.

7. FUTURE AGENDA ITEMS

Capital Plan for 2013
Status on Taxi's Permits

8. ADJOURNMENT

Motion to adjourn the meeting was made by Vice Chair Steven Hart, Commission Member Ernest Saulmon's second on a 6-0 vote. Meeting was adjourned at 5:50 p.m.

Date of next meeting: February 14, 2012. It was decided that the February 14, 2012 meeting would start at 4:00 PM instead of 5:00 PM in order to observe Valentine's Day.