



**AUSTIN AIRPORT ADVISORY COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, MAY 8, 2012**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, May 8, 2012 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Chair Dale Murphy called the meeting to order at 5:03 p.m.

Commission Members in Attendance:

Dale Murphy, Chair
James Kelsey

Steven Hart, Vice Chair
Ernest Saulmon

D'Ann Johnson, Secretary
Rose Marie Klee

Commission Members Absent:

George Farris

Staff in Attendance:

Shane Harbinson
Yolanda Tovar
Kellye Mireles
Robert Hengst
Susana Gonzalez
Joe Medici
Stephanie Tucker

Others Present:

Chris Coons, RW Armstrong

1. CITIZENS COMMUNICATIONS: GENERAL

None.

2. APPROVAL OF MINUTES

The minutes from the meeting of April 10, 2012 were approved on Rose Marie Klee's motion, Ernest Saulmon's second on a 6-0 vote. Commission Member George Farris 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. ARFF building is close to 15 years old and needs repairs. The estimated budget is \$453,000. We did not receive the grant for the airfield security fence improvements so we are accessing the fence line to determine what needs to be replaced. The terminal east infill project will hopefully have the design team on board by December of this year. Formula One support is a project in which we are trying to identify areas that we can support the formula one event. We got a call today for international charters – which will include a couple of 767's charters carrying 250 plus passengers. We will start meeting with the customs director and the consultant on how to handle these passengers through customs. Drainage Master Plan is scheduled to go to Planning Commission Codes and Ordinances on May 15. The full planning commission is anticipated on May 22nd and then go to council in June. The cooling tower repairs are at 95% submittal review. CONRAC facility is in design and trying to identify the parking use of the existing third floor of the existing garage. Terminal Joint improvement has been submitted for JOC pricing. Terminal HVAC project has been awarded to Barr Company. Final Wildlife hazard assessment report was submitted to the FAA on April 11, 2012. Terminal Improvements and repairs – 95% of documents were received and are under review. Presidential Blvd pavement rehab will include restriping and ground pavement signage. Delivery of the ARFF Vehicle is scheduled for December. Noise mitigation program is still focusing on the mobile home park. Remain over night apron – phase 2 – paving is complete and the removal has begun on the temporary fence which will enable the airport to handle an additional 13 large aircraft. The Ascend tenant mediation is scheduled for July. There are also several tenant modifications that are being done in the airport.
- b) Finance & Operations Reports Presentation was presented by Yolanda Tovar, Financial Manager, Aviation Department. The 2012 March passengers total increased 3% when compared to March 2011. The YTD total passengers for this fiscal year, from October 2011 through March 2012, increased 3% when compared to the same period in FY2011. The operating Income statement shows the operating profit of the department, taking out the debt service and the interest earned. This reports shows for the first 6 months a profit of \$ 15.3 million or 33.77 % of operating margin. This percent represents the profit compared to the total revenue. The Income statement shows ABIA net profit, after deducting the debt service and adding the interest income, in an amount of \$ 6.4 million. This is the net profit for the first 6 months. You can also see that the airline revenue is 5% lower than the budget and the non-airline revenue is 6% higher than the budget. The operating expenses for this period of Oct – March shows a 4% savings or 1.2 million lower than the budget. The fund summary comparison reports, shows a 9% increase on the YTD non-airline revenue when compared to the same period last year. The expenses are at 6% higher than last year. Also, the net profit is 300 K lower than last year. The non-airline revenue detail report is part of the fund summary comparison but with more details and it shows the different categories of the non-airline revenue. The number of enplaned passengers for March is 2.66% higher than last year and with a YTD increase of 3%. The 2013 Operating budget will be presented next month.

- c) GTSA Transactions Report Presentation was presented by Shane Harbinson, Assistant Director, Aviation Department. Shane Harbinson discussed the GTSA Transactions for April 2012. See below for a year-to-year comparison.

YEAR TO YEAR COMPARISON			
SERVICE CATEGORY	APRIL 2012	APRIL 2011	% Increase/(decrease)
TAXICAB	25,961	27,785	(6.6%)
LIMOUSINE	2,788	2,002	39.3%
HOTEL SHUTTLE	3,426	2,987	14.7%
OTHER SHUTTLE	573	402	42.5%
CHARTER BUS	16	14	14.3%
OVERALL TOTAL	32,764	33,190	(1.3%)

4. ABIA Action Items

- a) Authorize award and execution of a 6-month service agreement with **FORTBRAND SERVICES, INC.**, for portable preconditioned aircraft air conditioning and heating unit rental services for the Aviation Department in an amount not to exceed \$65,000.

The motion authorizing action item 4a was approved on Secretary D'Ann Johnson's motion, Vice Chair Steven Hart's second on a 6-0 vote. Commission Member George Farris was absent.

- b) Authorize award and execution of a 36-month requirements supply contract with **WENZEL, WENZEL, & ASSOCIATES**, for the purchase of rollup traffic signs in an estimated amount not to exceed \$420,000, with three 12-month extension options in an estimated amount not to exceed \$140,000 per extension option, for a total estimated contract amount not to exceed \$840,000.

The motion authorizing action item 4b was approved on Vice Chair Steven Hart's motion, Commission Member James Kelsey's second on a 6-0 vote. Commission Member George Farris was absent.

- c) Authorize negotiation and execution of revenue producing agreements with rental car companies to operate rental car concessions at a consolidated rental car facility at Austin-Bergstrom International Airport.

The motion authorizing action item 4c was approved on Vice Chair Steven Hart's motion, Commission Member James Kelsey's second on a 6-0 vote. Commission Member George Farris was absent.

- d) Authorize negotiation and execution of a master lease with Austin **CONRAC, LLC** to construct, maintain, and operate the CONRAC facility for the operation of rental car concessions at Austin-Bergstrom International Airport.

The motion authorizing action item 4d was approved on Vice Chair Steven Hart's motion, Commission Member Ernest Saulmon's second on a 6-0 vote. Commission Member George Farris was absent.

5. NEW BUSINESS

- a) CONRAC Project Update. Nothing new to add.
- b) Open Discussion on Taxi operations at the airport. We have not heard back from the health department to get diabetes and blood pressure screenings for the taxi drivers.
- c) Set Commission goals for 2012-2013. Shane Harbinson, Assistant Director, Aviation Department explained that in the past - commission members met with their council members twice a year to discuss what is going on with the airport. Commission members would tour the airport get familiar with all the components of the airport so when there is an action item you will know what division it impacts. Shane also discussed that there is a transportation research board that is called an airport cooperative research program (ACRP); and there is an ACRP that provides familiarization for part time airport policy makers and geared towards boards and commissions. Shane will email a link to everyone on the board. Additionally, the board set their goals with meeting twice a year with their council member, and takes a tour of the airport if they haven't in the past three years, visit the information booth, bring up topics at meeting on what they would like to learn about the airport and have 6 subject meetings throughout the year.

Commission Member James Kelsey left the meeting at 6:05 pm.

- d) Status update on VOR checkpoint. We outreached to the FAA tech ops and they will be testing the signal strength and report back to us.

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 execution of a construction contract with **RODRIGUEZ BARR, INC. DBA THE BARR COMPANY, AIA**, Austin, TX for ABIA Campus Signage Improvements in the amount of \$1,556,910.10 plus a \$155,691 contingency, for a total contract amount not to exceed \$1,712,601.10. *[Item went before City Council on April 5, 2012 and passed.]*

Authorize negotiation and execution of an amendment to the professional services agreement with **CDM SMITH, INC.** (formerly Camp Dresser & McKee, Inc.), Austin, TX for engineering services for the Austin-Bergstrom International Airport (ABIA) Stormwater Drainage Master Plan Update project in the amount of \$115,000, for a total contract amount not to exceed \$615,000. *[Item went before City Council on April 12, 2012 and passed.]*

Authorize execution of a construction contract with **MID-STATE PLUMBING, INC.**, (WBE/FW 45.2%), for ABIA Information Systems Building Fire Protection Improvements in the amount of \$498,000 plus a \$49,800 contingency, for a total contract amount not to exceed \$547,800. *[Item went before City Council on April 26, 2012 and passed.]*

Authorize award and execution of a contract with **OSHKOSH CORPORATION** to provide an aircraft rescue and fire fighting vehicle in an amount not to exceed \$711,320. *[Item went before City Council on April 26, 2012 and passed.]*

Authorize execution of a construction contract with the **BARR CO.**, for the ABIA Terminal HVAC Improvements in the amount of \$1,169,518 plus an \$116,952 contingency, for a total contract amount not to exceed \$1,286,470. *[Item went before City Council on April 26, 2012 and passed.]*

Authorize award and execution of a 60-month requirements contract to provide passenger boarding bridge maintenance support and repair parts in an estimated amount not to exceed \$1,000,000; and authorize award and execution of a contract for the purchase and installation of 24 loading bridge preconditioned air units in an estimated amount not to exceed \$1,825,367, with **JBT AEROTECH/JETWAYS SYSTEMS** for the Aviation Department, for a total estimated amount not to exceed \$2,825,367. JBT AeroTech/Jetway Systems is the sole source provider for these products. *[Item went before City Council on April 26, 2012 and passed.]*

Authorize award, negotiation, and execution of 12-month requirements service contract with **SECURITY DESIGN, INC. dba EO INTEGRATED SYSTEMS, INC.** for airport security system software and hardware maintenance, support services, and training at the Austin-Bergstrom International Airport in an estimated amount not to exceed \$105,000, with three 12-month extension options in an estimated amount not to exceed \$109,000, \$113,200, and \$118,000 respectively, for a total estimated contract amount not to exceed \$445,200. *[Item went before City Council on April 26, 2012 and passed.]*

- b) Properties Lease Agreements – no major changes.
- b) General Aviation - Ascend Mitigation; Jet Black submitted layout plans

7. FUTURE AGENDA ITEMS

- a) Part 139 inspection results
- b) FAA Title 6 Audit
- c) Budget Update / Operating Budget

8. ADJOURNMENT

Motion to adjourn the meeting was made by Commission Member Ernest Saulmon, Vice Chair Steven Hart's second on a 5-0 vote. Meeting was adjourned at 6:22 p.m.

Date of next meeting: June 12, 2012

APPROVED