



**AUSTIN AIRPORT ADVISORY COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, JUNE 12, 2012**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, June 12, 2012 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Chair Dale Murphy called the meeting to order at 5:06 p.m.

Commission Members in Attendance:

Dale Murphy, Chair	Steven Hart, Vice Chair	D'Ann Johnson, Secretary
George Farris	Ernest Saulmon	Rose Marie Klee

Commission Members Absent:

James Kelsey

Staff in Attendance:

Shane Harbinson
Dave Arthur
Kellye Mireles
Robert Hengst
Yolanda Tovar

Others Present:

Chris Coons – RW Armstrong
Erik Nelson – COA Budget Office
Nate Granger – RS&H

1. CITIZENS COMMUNICATIONS: GENERAL

None.

2. APPROVAL OF MINUTES

The minutes from the meeting of May 8, 2012 were approved on Vice Chair Steven Hart's motion, George Farris' second on a 5-0 vote with the following changes:

3b) 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.

Secretary D'Ann Johnson and Commission Member James Kelsey were 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.
- b) Finance & Operations Reports Presentation was presented by Yolanda Tovar, Financial Manager, Aviation Department.

Secretary D'Ann Johnson showed at 5:30 PM.

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

YEAR TO YEAR COMPARISON			
SERVICE CATEGORY	MAY 2012	MAY 2011	% Increase/(decrease)
TAXICAB	25,988	28,309	(8.2%)
LIMOUSINE	2,706	1,995	35.6%
HOTEL SHUTTLE	3,610	3,202	12.7%
OTHER SHUTTLE	453	467	(3.0%)
CHARTER BUS	39	28	39.3%
OVERALL TOTAL	32,796	34,001	(3.5%)

4. ABIA Action Items

- a) Approve the appointment of Elaine Hart to the Board of Directors of Austin-Bergstrom Landhost Enterprises, Inc. to replace Robert Goode.

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 James Kelsey was absent.

5. NEW BUSINESS

- a) CONRAC Project Update. A meeting was held last week with the design build team and our consultant to go over the design. Hope to move into construction sets by the end of August. Secretary D'Ann Johnson and Commission Member Rose Marie Klee reported on the artist interviews.
- b) Open Discussion on Taxi operations at the airport. Health Department are preparing for a mobile health unit to come and do checkups for the taxi drivers. Secretary D'Ann Johnson advised that the bathrooms are being locked at midnight.

- c) Status update on VOR checkpoint. The VOR signal is too weak at AUS to make it effective so there are talks with the FAA to investigate and see if that Austin Executive might have a stronger signal.
- d) Part 139 Inspection results. Part 139 is the airport operating certificate. The FAA safety office was here for one week conducting a comprehensive airport inspection, testing the competency of airport operation, maintenance and firefighting staff; and inspecting the airfield for any safety discrepancies with FAA standards. The comments from the FAA have not been officially submitted to staff yet, however the inspector did verbally advised that there is an excess of paint buildup on the taxi way center lines. Therefore staff is removing the centerline paint, and hopes to have the work completed in the next 60 days.
- e) FAA Title 6 Audit. There is nothing to report other than they are here and reviewing our documentation. This is the first time we have gone through it so we are not sure what the process is. This is a new program for the FAA so there is no schedule on how often they will do this.
- f) Operating Budget Update. Yolanda Tovar, Financial Manager, Aviation Department presented the 2013 Operating Budget Update. A concern was brought up about the increase in cab fees and long term parking and how it compares to other airports.

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 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. *[Item went before City Council on May 24, 2012 and passed.]*

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. *[Item went before City Council on May 24, 2012 and passed.]*

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. *[Item went before City Council on May 24, 2012 and passed.]*

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. *[Item went before City Council on May 24, 2012 and passed.]*

- b) Properties Lease Agreements – Asking existing concessionaires to give us some ideas about possible areas where new concessions could come up.

b) General Aviation – Requests from pilots for the pilot lounge to have internet access.

7. FUTURE AGENDA ITEMS

Special Meeting called on June 26, 2012 to discuss the Siemens Temporary Federal Inspection Services project.

8. ADJOURNMENT

Motion to adjourn the meeting was made by Vice Chair Steven Hart, Ernest Saulmon's second on a 6-0 vote. Meeting was adjourned at 6:40 p.m.

Date of next meeting: June 26, 2012 Special Meeting, and regular meeting on July 10, 2012

APPROVED