



**AUSTIN AIRPORT ADVISORY COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, MARCH 12, 2013**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, March 12, 2013 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Vice Chair, Steven Hart called the meeting to order at 5:08 p.m.

Commission Members in Attendance:

Dale Murphy, Chair
Steven Hart, Vice Chair
George Farris
Ernest Saulmon
James Kelsey
Rose Marie Klee

Commission Members Absent:

D'Ann Johnson, Secretary

Staff in Attendance:

Susana Carbajal
Dave Arthur
Kellye Mireles
Francisco Garza
Royce Traywick
Robert Hengst
Michelle Moheet
Joseph Medici
Perla Compton
Dale Thompson

Others Present:

Chris Coons, RW Armstrong
Katlon Wiedemann, Garver

1. CITIZENS COMMUNICATIONS: GENERAL

None.

2. APPROVAL OF MINUTES

The minutes from the meeting of February 12, 2013 were approved on Vice Chair Steven Hart's motion, Commission Member Rose Marie Klee's second on a 4-0 vote with the following changes:

- 4 bii) The motion authorizing action item 4bii was approved on Secretary D'Ann Johnson's motion, Commission Member Ernest Saulmon's second on a 5-0-2 vote. Chair Dale Murphy and Commission Member Rose Marie Klee abstained from the vote.

Chair Dale Murphy, Secretary D'Ann Johnson and Commission Member James Kelsey were absent.

Chair Dale Murphy arrived at 5:10 p.m.

Commission Member James Kelsey arrived at 5:13 p.m.

3. DEPARTMENT OF AVIATION STAFF BRIEFINGS, REPORTS AND PRESENTATIONS

- a) Planning & Engineering Capital Improvement Project Monthly Status Report was presented by Robert Hengst, Project Management Supervisor, Aviation Department and Dale Thompson, Project Manager, Aviation Department.
- b) Finance & Operations Reports for Fiscal Year 2013 to date was presented by Dave Arthur, Assistant Director, Aviation Department.
- c) Ground Transportation Staging Area (GTSA) Transactions Report for February 2013 was presented by Perla Compton, Grounds Transportation Manager, Aviation Department. See below for a year-to-year comparison.

YEAR TO YEAR COMPARISON			
SERVICE CATEGORY	FEBRUARY 2013	FEBRUARY 2012	% Increase/(decrease)
TAXICAB	24,980	22,415	11.4%
LIMOUSINE	2,798	2,701	3.6%
HOTEL SHUTTLE	3,181	2,932	8.5%
OTHER SHUTTLE	392	498	(21.3)%
CHARTER BUS	60	10	500.0%
OVERALL TOTAL	31,411	28,556	10.0%

- d) Update on the airport helicopter operations working group in accordance with City Council Resolution No. 20121108-052 was presented by Joseph Medici, Planner Principal, Aviation Department.

4. ACTION ITEMS

a) Vote on recommendation to City Council regarding the following:

- i. Authorize award, negotiation, and execution of a 24-month requirements service contract with LANGUAGE & CONTENT SERVICES, or one of the other qualified offerors to RFP No. TVN0019, to provide Spanish translation services in an estimated amount not to exceed \$140,000, with two 12-month extension options in an estimated amount not to exceed \$70,000 per extension option, for a total estimated contract amount not to exceed \$280,000.

The motion authorizing action item 4ai was approved on Commission Member Ernest Saulmon's motion, Commission Member Rose Marie Klee's second on a 6-0 vote. Secretary D'Ann Johnson was absent.

- ii. Approve Capital Improvement Program 2014.

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

- iii. Appointment of Officers and Directors to the ABIA Development Corporation.

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

b) Discuss and approve Austin Airport Advisory Commission Annual Internal Review.

The motion to postpone action item 4b until next month was approved on Commission Member Ernest Saulmon's motion, Vice Chair Steven Hart's second on a 6-0 vote. Secretary D'Ann Johnson was absent.

5. NEW BUSINESS

- a) Discussion of rules for photography at the Ground Transportation Staging Area (GTSA). This has been postponed until next month due to Secretary D'Ann Johnson's absence.

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 the execution of a 12-month interlocal agreement between the City of Austin and Capital Area Council of Governments (CAPCOG) for access to the Enhanced 9-1-1 Services database for the Aviation Department in an estimated amount not to exceed \$1,400, with four 12-month extension options in an estimated amount not to exceed \$1,400 per year, for a total estimated contract amount not to exceed \$7,000. *[Item went before City Council on February 14, 2013 and passed.]*

Authorize negotiation and execution of a professional services agreement with **CDM SMITH INC.**, or one of the other qualified responders to RFQ Solicitation No. CLMP120, to provide environmental, civil engineering and other consulting services for the Austin Bergstrom International Airport for three years for a total contract amount not to exceed \$1,050,000. (Notes: This contract will be awarded in compliance with City Code Chapter 2-9B (Minority Owned and Women Owned Business Enterprise Procurement Program) by meeting the goals with 16.00% MBE and 16.00% WBE subcontractor participation.) *[Item went before City Council on March 7, 2013 and passed.]*

7. CONFIRM MEETING DATE AND PLACE AGENDA ITEMS FOR NEXT COMMISSION MEETING

Date of next meeting: April 9, 2013

ADJOURNMENT

Motion to adjourn the meeting was made by Vice Chair Steven Hart, Commission Member Ernest Saulmon's second on a 6-0 vote. Secretary D'Ann Johnson was absent.

Meeting was adjourned at 6:20 p.m.

APPROVED