



**AUSTIN AIRPORT ADVISORY COMMISSION
MINUTES**

**REGULAR MEETING
TUESDAY, APRIL 9, 2013**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, April 9, 2013 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Chair, Dale Murphy called the meeting to order at 5:10 p.m.

Commission Members in Attendance:

Dale Murphy, Chair
D'Ann Johnson, Secretary
George Farris
Ernest Saulmon

Commission Members Absent:

Steven Hart, Vice Chair
James Kelsey
Rose Marie Klee

Staff in Attendance:

Susana Carbajal
Dave Arthur
Kellye Mireles
Stephanie Tucker
Jim Halbbrook
Chris Carter
Shane Harbinson
Robert Mercado
Robert Hengst
Kane Carpenter
Perla Compton
Matt Coldwell
Francisco Garza
Jennifer Williams

Others Present:

Chris Coons, RW Armstrong
Katlon Wiedemann, Garver
Jeannie Wiginton, CDM Smith

1. CITIZENS COMMUNICATIONS: GENERAL

None.

2. APPROVAL OF MINUTES

The minutes from the meeting of March 12, 2013 were approved on Commission Member George Farris' motion, Commission Member Ernest Saulmon's second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

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.
- b) Airport Tenant Updates was presented by Stephanie Tucker, Division Manager, Aviation Department.
- c) Finance & Operations Reports for Fiscal Year 2013 to date was presented by Dave Arthur, Assistant Director, Aviation Department.
- d) Ground Transportation Staging Area (GTSA) Transactions Report for March 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	MARCH 2013	MARCH 2012	% Increase/(decrease)
TAXICAB	32,635	31,463	3.7
LIMOUSINE	5,218	4,784	9.1%
HOTEL SHUTTLE	3,794	3,781	0.3%
OTHER SHUTTLE	511	500	2.2%
CHARTER BUS	58	2	2,800.0%
OVERALL TOTAL	42,216	40,530	4.2%

- e) Update on the airport helicopter operations working group in accordance with City Council Resolution No. 20121108-052 was presented by Shane Harbinson, Assistant Director, Aviation Department.

4. ACTION ITEMS

- a) Vote on recommendation to City Council regarding the following:
- i. Approve an ordinance authorizing the issuance of City of Austin, Texas, **Airport System Revenue Bonds**, Series 2013, in an amount not to exceed \$60,000,000, providing for the award of the sale of the bonds, authorizing related documents, and approving related fees.

The motion authorizing action item 4ai was approved on Secretary D'Ann Johnson's motion, Commission Member Ernest Saulmon's second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

- ii. Authorize award and execution of a 36-month requirements service contract with **NILFISK-ADVANCE, INC.** to provide runway rubber removal services for the Aviation Department in an estimated amount not to exceed \$152,812, with three 12-month extension options in an estimated amount not to exceed \$50,937 per extension option, for a total estimated contract amount not to exceed \$305,625.

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

- iii. Authorize award and execution of contract with **TAG ELECTRIC OF AUSTIN L.P.**, MBE to provide aircraft ground support equipment charging stations for the Aviation Department in an estimated amount not to exceed \$355,380.

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

- iv. Authorize award and execution of various requirements supply agreements for an 11-month period through the following cooperative purchasing programs: **TEXAS MULTIPLE AWARD SCHEDULE with W.W. GRAINGER, INC., SID TOOL CO., INC. dba. MSC INDUSTRIAL SUPPLY CO., INC., APPLIED INDUSTRIAL TECHNOLOGIES, and FASTENAL COMPANY**, for the purchase of industrial supplies and equipment for various City Departments, in an estimated amount not to exceed \$5,000,000 each and combined, with five 12-month extension options in an estimated amount not to exceed \$5,000,000 each and combined per extension option, for a total estimated contract amount not to exceed \$30,000,000, each and combined.

The motion authorizing action item 4aiv was approved on Secretary D'Ann Johnson's motion, Commission Member George Farris' second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

- v. Authorize award and execution of a contract through the Texas Local Government Purchasing Cooperative (BuyBoard) with: **CALDWELL COUNTRY CHEVROLET** for the purchase of 53 light-duty service vehicles in an amount not to exceed \$1,234,560.00 and **PHILPOTT MOTORS, LTD.** for the purchase of 113 light-duty service vehicles in an amount not to exceed \$3,177,326.

The motion authorizing action item 4av was approved on Commission Member Ernest Saulmon's motion, Secretary D'Ann Johnson's second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

- vi. Authorize award, negotiation, and execution of a 60-month services requirements contract with **MARSH USA, Inc.**, for the administration services of the Rolling Owner Controlled Insurance Program (ROCIP VI) for an estimated amount of \$875,000. The contract also authorizes the administrator to negotiate and purchase workers' compensation, general liability, and excess liability insurance coverage for which the City would pay an estimated amount of \$6,455,000 to provide coverage for contractors participating in ROCIP VI. The total cost of the contract is estimated to be \$7,330,000.

The motion authorizing action item 4avi was approved on Secretary D'Ann Johnson's motion, Commission Member George Farris' second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

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

The motion authorizing action item 4b was approved on Commission Member Ernest Saulmon's motion, Commission Member George Farris' second on a 4-0 vote with the following changes:

3. List the board's goals and objectives for the new calendar year.

The AAAC goals and objectives for 2013 will be to continue to monitor the progress of the two large capital improvement projects at the airport: the Consolidated Rental Car Facility and East Terminal Infill project. *The goals* will also include helping guide and monitor the efforts of the Helicopter Working Group in changes to City Code related to helicopter operations.

Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

5. NEW BUSINESS

- a) Update on CONRAC AIPP artwork project was presented by Carrie Brown, AIPP Coordinator, Cultural Arts Division, Economic Growth & Redevelopment Services Office.

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 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. *[Item went before City Council on March 21, 2013 and passed.]*

Appointment of Officers and Directors to the ABIA Development Corporation. *[Item scheduled to go before City Council on April 11, 2013.]*

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

Date of next meeting: May 14, 2013

ADJOURNMENT

Motion to adjourn the meeting was made by Commission Member Ernest Saulmon, Commission Member George Farris' second on a 4-0 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee were absent.

Meeting was adjourned at 6:09 p.m.