



**AUSTIN AIRPORT ADVISORY COMMISSION  
MINUTES**

**REGULAR MEETING  
TUESDAY, MAY 14, 2013**

The Austin Airport Advisory Commission convened in a regular meeting on Tuesday, May 14, 2013 at 2716 Spirit of Texas Drive, in Room 160 in Austin, Texas.

Chair, Dale Murphy called the meeting to order at 5:04 p.m.

**Commission Members in Attendance:**

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

**Staff in Attendance:**

Jim Smith  
Susana Carbajal  
Dave Arthur  
Kellye Mireles  
Jennifer Williams  
Robert Hengst  
Shane Harbinson  
Michelle Moheet  
Julie Harris  
Royce Traywick

**Others Present:**

Chris Coons, RW Armstrong  
John Fuller, AECOM  
John Lawson, Fins Up Aviation  
Scott Briggs, Ascend AUS, LLC  
Leslie Milvo, HRD COA  
Pierre Riou, Cantilo & Bennett, LLP

**1. CITIZENS COMMUNICATIONS: GENERAL**

None.

**2. APPROVAL OF MINUTES**

The minutes from the meeting of April 9, 2013 were approved on Commission Member Ernest Saulmon’s motion, Commission Member George Farris’ second on a 3-0-3 vote. Vice Chair Steven Hart, Commission Member James Kelsey and Commission Member Rose Marie Klee abstained from the vote. Secretary D’Ann Johnson was 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 and Jennifer Williams, Project Manager, Aviation Department.

**Secretary D’Ann Johnson arrived at the meeting.**

b) Airport Tenant Updates was presented by Julie Harris, Airport Property Program 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 April 2013 was presented by Royce Traywick, Parking and Grounds Transportation Supervisor, Aviation Department. See below for a year-to-year comparison.

<b>YEAR TO YEAR COMPARISON</b>			
<b>SERVICE CATEGORY</b>	<b>APRIL 2013</b>	<b>APRIL 2012</b>	<b>% Increase/(decrease)</b>
TAXICAB	31,258	25,961	20.4%
LIMOUSINE	3,341	2,788	19.8%
HOTEL SHUTTLE	3,321	3,426	(3.1%)
OTHER SHUTTLE	480	573	(16.2%)
CHARTER BUS	94	16	487.5%
<b>OVERALL TOTAL</b>	<b>38,494</b>	<b>32,764</b>	<b>17.5%</b>

e) FAA’s Airport Privatization Pilot Program was presented by Jim Smith, Executive Director, Aviation Department.

#### 4. ACTION ITEMS

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

- i. Set a public hearing to consider an ordinance amending **TITLE 13** of the city code relating to heli-facilities. (Suggested date and time: June 20, 2013 4:00 p.m. at Austin City Hall, 301 W. Second Street, Austin, TX)

**The motion authorizing action item 4ai was approved on Vice Chair Steven Hart's motion, Commission Member Rose Marie Klee's second on a 7-0 vote. The suggested date and time was changed from June 6 to June 20 due to the 16 day requirement between setting and conducting a public hearing.**

**Commission Member James Kelsey left the meeting.**

- ii. Conduct a public hearing and consider an ordinance amending **TITLE 13** of the city code relating to heli-facilities.

**The motion authorizing action item 4aaii was approved on Commission Member George Farris' motion, Vice Chair Steven Hart's second on a 6-0 vote with modifications to the draft ordinance on page 23 part C to read:**

**The director shall deny a renewal application for a category III if the director determines that the adjacent development makes continued operation of the heliport a material threat to life, health, or property.**

**Commission Member James Kelsey was absent.**

- iii. Authorize negotiation, award, and execution of a 60-month services requirements contract with **SAFETY SOLUTIONS INC.**, or one of the other qualified offerors to RFP JSD0134 for the Construction Safety Management services of the Rolling Owner Controlled Insurance Program (ROCIP VI) for the Human Resources Department, for a total estimated amount of \$395,000.

**The motion authorizing action item 4aiii 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.**

- iv. Authorize negotiation and execution of an amendment to the lease and hangar facility development agreement with **ASCEND AUS, LLC** to require the Department of Aviation to relocate a FAA signal cable, refund tenant a total amount of \$173,804.00, and modify other lease terms consistent with the mediated settlement agreement dated July 17, 2012.

**The motion authorizing action item 4aiv 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.**

- v. Authorize award, negotiation, and execution of a 36-month requirements service contract with **BARRY CLARK & ASSOCIATES, INC. and CAMPBELL-HILL AVIATION GROUP, LLC.** to provide air service market evaluation and development services in an estimated amount not to exceed \$950,000 each and combined, with three 12-month extension options in an estimated amount not to exceed \$350,000 per option each and combined, for the Aviation Department in an estimated amount not to exceed \$2,000,000 each and combined.

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

- vi. Authorize award, negotiation and execution of a 24-month requirements service contract with **TITUS SYSTEMS, LP** or with the other qualified respondents to RFP BKH0153REBID to provide structured communications cabling services in an amount not to exceed \$6,000,000 with three 12-month extension options in an amount not to exceed \$3,000,000 per option for a total estimated contract amount not to exceed \$15,000,000.

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

## **5. NEW BUSINESS**

None.

## **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)*

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

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. *[Item went before City Council on May 9, 2013 and passed.]*

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. *[Item went before City Council on April 25, 2013 and passed.]*

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. *[Item went before City Council on April 25, 2013 and passed.]*

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. *[Item went before City Council on April 25, 2013 and passed.]*

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. *[Item went before City Council on April 25, 2013 and passed.]*

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. *[Item went before City Council on May 9, 2013 and passed.]*

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

**Date of next meeting:** June 11, 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. Commission Member James Kelsey was absent.**

**Meeting was adjourned at 7:10 p.m.**