



## **Airport Advisory Commission**

### **REGULAR MEETING MINUTES**

**September 12, 2017**

The Airport Advisory Commission convened in a regular meeting on September 12, 2017, at 2716 Spirit of Texas Drive, in Room 174-A in Austin, Texas.

#### **Board Members in Attendance:**

Ernest Saulmon, Chair	Nadia Barrera-Ramirez, Vice Chair	Michael Watry, Secretary
Mike Rodriguez	Bradley Tegeler	Frank Maldonado
Billy Owens	Dominique Bobbio	Vicky Sepulveda

#### **Board Members Absent:**

John Walewski	Jeremy Hendricks
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#### **Staff in Attendance:**

Susana Carbajal, Shane Harbinson, Donnell January, David Arthur, Jessica BlueBird, Denise Hatch, Janice White, Jennifer Williams, Francisco “Kiko” Garza, Diana Heath, Kane Carpenter

#### **Others Present:**

Stephanie Tucker  
Clayton Singleton – RS&H, Inc.  
Josh Crawford – Garver  
Christine Miller – Unite Here

#### **Welcome & Call the Meeting to Order:**

Ernest Saulmon called the meeting to order at 5:00 p.m.

#### **1. CITIZENS COMMUNICATIONS:**

None.

#### **2. APPROVAL OF MINUTES – August 8, 2017**

Motion to approve. Motion made by Mike Rodriguez and seconded by Frank Maldonado. Motion passed 8-0-0-3 (Commission Members John Walewski, Jeremy Hendricks, and Vicky Sepulveda were absent at this vote).

### **3. STAFF BRIEFING, REPORTS AND PRESENTATIONS**

- a) Finance & Operations Reports for Fiscal Year 2017 to date.  
(David Arthur, Assistant Director)
- b) Planning & Engineering Capital Improvement Project Monthly Status Reports.  
(Janice White, Project Manager Supervisor)
- c) Airport Tenant Updates.  
(Francisco “Kiko” Garza, Div. Manager, Properties, Advertising, & Bus. Dev.)

Vicky Sepulveda arrived at 5:13 p.m.

- d) Ground Transportation Staging Area (GTSA) Monthly Update.  
(Denise Hatch, Airport Operations Chief)

### **4. FOR RECOMMENDATION**

- a) Approve a resolution declaring the City of Austin's official intent to reimburse itself from revenue bonds in an amount not to exceed \$24,800,000 for Austin Bergstrom International Airport improvements.

Motion to approve. Motion made by Bradley Tegeler and seconded by Michael Watry. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- b) Authorize negotiation and execution of a contract with GateKeeper Systems, Inc., to provide a ground transportation management system, for a term of three years in an amount not to exceed \$310,000.

Motion to approve. Motion made by Mike Rodriguez and seconded by Billy Owens. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- c) Authorize negotiation and execution of a contract with ARC Document Solutions, LLC., to provide records digitization electronic conversion services, for a term of three years in an amount not to exceed \$432,256.

Motion to approve. Motion made by Frank Maldonado and seconded by Nadia Barrera-Ramirez. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- d) Authorize exempted sole source procurements for the Department of Aviation’s membership in Airports Council International - North America in a total amount not to exceed \$100,000.

Motion to approve. Motion made by Mike Rodriguez and seconded by Frank Maldonado. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- e) Approve a resolution authorizing acceptance of grants from the Federal Aviation Administration, the Department of Homeland Security, and other state and federal agencies to the City of Austin, Department of Aviation, for Austin-Bergstrom International Airport for Fiscal Year 2017-2018 in an amount not to exceed \$30,000,000. Grant reimbursement will apply to projects in the Fiscal Year 2017-2018 Approved Capital and/or Operating Budgets of the Aviation Department. Grant funds will be placed in the Airport Capital Fund, the ABIA Improvement Funds and/or the ABIA Operating Fund.

Motion to approve. Motion made by Mike Rodriguez and seconded by Frank Maldonado. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- f) Authorize negotiation and execution of a contract with JMR Technology, Inc., to provide an upgrade to the planning guidelines and design standard reporting software for the checked baggage inspection system, in an amount not to exceed \$292,430.

Motion to approve. Motion made by Michael Watry and seconded by Bradley Tegeler. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

- g) Authorize negotiation and execution of a contract with Honeywell International, Inc., to provide maintenance, support, and related parts for the Honeywell energy management system, for a term of five years in an amount not to exceed \$570,283.

Motion to approve. Motion made by Frank Maldonado and seconded by Vicky Sepulveda. Motion passed 9-0-0-2 (With Commission Members John Walewski and Jeremy Hendricks absent at this vote).

## **5. NEW BUSINESS**

Presentation of Airport Master Plan Vision Session  
September 13, 2017 at 5:00 p.m.  
Aviation Planning & Engineering Building, Conference Room 174  
2716 Spirit of Texas Drive, Austin, TX 78719

## **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 negotiation and execution of a 36-month contract through the State of Texas Department of Information Resources cooperative purchasing program with LEVEL 3

FINANCIAL, INC. DBA LEVEL 3 COMMUNICATIONS, LLC. or LEVEL 3 COMMUNICATIONS, to provide telecommunication and internet services for the Aviation Department, in an amount not to exceed \$384,713. **[Item went before City Council on August 17, 2017 and was approved.]**

Authorize negotiation and execution of a contract with Booz Allen Hamilton Engineering Services, LLC., to provide radio frequency engineering and consulting services, with an initial term of two years and three one-year extension options, for a total contract amount not to exceed \$1,250,000. **[Item went before City Council on August 31, 2017 and was approved.]**

Authorize negotiation and execution of a contract through the Houston-Galveston Area Council with Siddons-Martin Emergency Group, LLC, for an aircraft rescue firefighting apparatus, in an amount not to exceed \$782,444. **[Item went before City Council on August 31, 2017 and was approved.]**

**7. FUTURE AGENDA ITEMS**

Date of next meeting: October 10, 2017

**ADJOURNMENT.**

Meeting was adjourned at 5:52 p.m.

