



**AIRPORT ADVISORY COMMISSION
REGULAR MEETING MINUTES
TUESDAY, March 12, 2019**

The Airport Advisory Commission convened in a regular meeting on Tuesday, March 12, 2019, in Room 174-A of the Department of Aviation Planning & Engineering Building, 2716 Spirit of Texas Drive, in Austin, Texas.

CALL TO ORDER

Mike Rodriguez, Chair called the Commission Meeting to order at 5:02 p.m.

Commission Members in Attendance:

Mike Rodriguez, Chair
Scott Madole
Michael Watry
Eugene Sepulveda

Billy Owens
Thomas Thies
Jeremy Hendricks

Commission Members Absent:

Ernest Saulmon
Frank Maldonado

Vicky Sepulveda

Aviation Staff in Attendance:

Susana Carbajal
Lyn Estabrook
Bryce Dubee
Ammie Calderon
Donnell January
Barbara Beeson
Raquel Orta

David Arthur
Kane Carpenter
Ellen Brunjes-Brandt
Shane Harbinson
Francisco Kiko Garza
Rustin Roussel

Others Present:

Alex Fleming- Austin Commercial
Craig Clairmont- KSA
Grayson Cox- KSA
Jolene Cochran- COA SMBR
Tamela Saldana- COA SMBR
Richard Liu- AEC-WAY
Erin D'Vincent- COA Purchasing
Rebecca Kahn- Knot Anymore
Broutin Sherrill- RS&H

Josh Crawford- Garver
Way Atemadja- AEC-WAY
Ed Copeland- Woolpert
Eric Ploch- WSP
Thomas Bayer- HOK
Kenneth Hall- Stantec
Eric Smith- Knot Anymore
Chad Mathes- RS&H
Clayton Singleton- RS&H

Tyler McElroy- AEC (Structural)
Max Shourh- Stantec
Vissi Riedel- McKissack & Olckissac
Keith Jackson- HNTB
Carolyn Crosby- COA Law
Shelby Reed- COA Law

1. CITIZENS COMMUNICATIONS:

None

2. APPROVAL OF MINUTES

The minutes from the meeting of February 12, 2019 were approved on Commission member Eugene Sepulveda's motion, Commission Member Billy Owens seconds on a vote with the following revisions: 3a. Commission Member Eugene Sepulveda requested to have documented that David Arthur explained that the airline revenue results throughout the year will typically be under budget because of the airline rate making methodology, as required by FAA regulations and the airport's airline use and lease agreements with each airline, charges to the airlines for use of the airport are based on actual cost recovery. Because actual costs are not known until after the fact, estimated costs are billed monthly to the airlines and there is an annual reconciliation of actual costs to amounts paid by the airlines. Recent years' reconciliations have resulted in refunds to the airlines because actual costs are less than amounts budgeted and billed. The city budget amounts are determined annually before the annual meeting with airlines to review the next year's rates and charges. Since the airports actual costs are typically lower than budgeted amounts, the airport has the ability to negotiate the annual rates with the airlines during the rates and charges meeting. The airport may be able to lower some of the rates in response to the airline requests. The actual airline revenue earned through the year will be less than the budget due to the lower rates being charged to the airlines. 3b. The Airport Advisory Commission expressed interest in assisting the airport in negotiating expedited permitting provisions for future expansions and renovations. 4a. Commission Member Eugene Sepulveda opposed to the Porter Company contract due to the omission of any Minority and Women owned subcontracting sub-contracting opportunities. Motion passed on a 5-0-1-4 vote. Commission Members Rodriguez, Saulmon, V. Sepulveda, and Frank Maldonado were absent at this vote. Commission Member Madole abstained. Commission Member Rodriguez arrived at 5:29 p.m. after approval of minutes vote.

3. STAFF BRIEFING, REPORTS AND PRESENTATIONS

- a) Finance & Operations Reports for Fiscal Year 2019 to date.

The presentation was made by David Arthur, Assistant Director, Department of Aviation. Eugene Sepulveda requested information on the amount increases for Nondepreciable capital assets and Post employment benefits payable from the monthly balance sheets of comparable airline rates at other airports.

- b) Planning & Engineering Capital Improvement Project Monthly Status Reports and

Overview of Airport Capital Improvement Program Planning, Priorities, and Projects.

The presentation was made by Lyn Estabrook, Project Manager Supervisor, Department of Aviation.

The CIP report presentation was made by Barbara Beeson, Project Assistant, Department of Aviation.

- c) City of Austin Purchasing Overview.

The presentation was made by Erin D ‘Vincent, Procurement Supervisor, City of Austin Purchasing Office.

- d) City of Austin ACDBE/DBE and MWBE certification process and outreach efforts.

The presentation was made by Jolene Cochran, Senior Business Development Counselor, Small and Minority Business Resources Office.

- e) Airport Tenant Updates.

The presentation was made by Francisco “Kiko” Garza, Div. Manager, Properties, Advertising, & Bus. Dev., Department of Aviation. Eugene Sepulveda requested annual delta between XpresSpa Austin Airport, LLC and what Knot Anymore was promising the airport in revenues.

- f) Ground Transportation Staging Area (GTSA) Monthly Update.

The presentation was made by Carlton Thomas, Airport Landside Access Manager, Department of Aviation.

4. FOR RECOMMENDATION

- a) Authorize award and execution of a multi-term contract with JM Engineering, LLC (WBE), to provide maintenance and repair services for variable frequency drives, for up to five years for a total contract amount not to exceed \$820,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

A motion to approve was made by Commission Member Jeremy Hendricks and Commission Member Michael Watry seconds. Motion passed on a 7-0-0-3 vote. Commission Members Commission Members Saulmon, V. Sepulveda, and Maldonado were absent at this vote.

- b) Authorize negotiation and execution of a multi-term contract with PASSUR Aerospace, Inc., to provide landing fee management software, for up to five years for a total contract

amount not to exceed \$417,720.

(Note: Sole source contracts are exempt from the City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program; therefore, no subcontracting goals were established).

A motion to approve was made by Commission Member Eugene Sepulveda and Commission Member Billy Owens seconds. Motion passed on a 7-0-0-3 vote. Commission Members Saulmon, V. Sepulveda, and Maldonado were absent at this vote.

5. OLD BUSINESS (updates)

Status of action items upon which the Commission has made a recommendation to Council.
(Please note the progress of the following items)

Authorize award of a multi-term contract with The Porter Company, to provide plumbing preventative maintenance, parts, installation and repair services, for up to five years for a total contract amount not to exceed \$7,700,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established). **[Item went to City Council Thursday, March 7, 2019 and passed.]**

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

Date of next meeting: April 9, 2019

ADJOURN

Mike Rodriguez, Chair adjourned the meeting at 7:45 p.m.

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For more information on the Airport Advisory Commission, please contact Susana Carbajal at (512) 530-6364.

The Commission may go into a closed session as permitted by the Texas Open Meetings Act, (Chapter 551 of the Texas Government Code) regarding any item on the agenda.

APPROVED