

## **Special Meeting of the Airport Advisory Commission**

**July 8, 2020**

### **Airport Advisory Commission to be held July 8, 2020 with Social Distancing Modifications**

Public comment will be allowed via telephone; no in-person input will be allowed. **All speakers must register in advance** (7/7/2020 by noon). All public comment will occur at the beginning of the meeting.

To speak remotely at the **Airport Advisory Commission Meeting**, residents must:

- Call or email the board liaison at **(512) 530-6605** or **ammie.calderon2@austintexas.gov** no later than noon, (the day before the meeting). The information required is the speaker name, item number(s) they wish to speak on, whether they are for/against/neutral, and a telephone number or email address.
- Once a request to speak has been called in or emailed to the board liaison, residents will receive either an email or phone call providing the telephone number to call on the day of the scheduled meeting.
- Speakers must call in at least 15 minutes prior to meeting start in order to speak, late callers will not be accepted and will not be able to speak.
- Speakers will be placed in a queue until their time to speak.
- Handouts or other information may be emailed to **ammie.calderon2@austintexas.gov** by Noon the day before the scheduled meeting. This information will be provided to Board and Commission members in advance of the meeting.
- If this meeting is broadcast live, residents may watch the meeting here:  
**<http://www.austintexas.gov/page/watch-atxn-live>**





**AIRPORT ADVISORY COMMISSION MEETING  
WEDNESDAY, July 8, 2020 AT 10:00 AM  
VIA VIDEOCONFERENCING**

**CURRENT BOARD MEMBERS:**

Eugene Sepulveda, Vice-Chair	Scott Madole
Michael Watry, Secretary	Billy Owens
Wendy Price Todd	Frank Maldonado
Vicky Sepulveda	Jeremy Hendricks
Ernest Saulmon	Brian Stollar

**AGENDA**

**CALL TO ORDER**

**1. APPROVAL OF MINUTES – May 13, 2020 meeting.**

June 9, 2020 Airport Advisory Commission meeting was cancelled.

**2. DEPARTMENT OF AVIATION STAFF BRIEFINGS**

- a) Executive Director's Report: AUS Workforce  
(Jacqueline Yaft, Executive Director)
- b) AUS Passenger Traffic Update and May 2020 Financial Results  
(Rajeev Thomas, Interim Deputy Chief – Finance)
- c) AUS Air Service Update  
(Jamy Kazanoff, Air Service Development)
- d) Airport Concessions Update  
(Susana Carbajal, Deputy Chief – Revenue)
- e) Airport Baggage Handling System Update  
(Shane Harbinson, Deputy Chief – Planning & Development)
- f) Parking and Ground Transportation Update  
(Carlton Thomas, Airport Landside Access Manager)

- g) Update on Travis County Landfill Application Permit  
(Loren Lintner, Airport Operations Manager)

### **3. ACTION ITEM**

- a) Nominate and vote for Airport Advisory Commission officers.
- b) Discuss, review, and approve Annual Internal Review Report.

### **4. FOR RECOMMENDATION**

- a) Authorize negotiation and execution of two multi-term contracts with RS&H, Inc. and Ricondo & Associates Inc., to provide aviation planning services, each for up to five years for total contract amounts not to exceed \$7,500,000, divided between the contractors.

(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 and subcontractor goals were applied to the solicitation. The subcontracting goals were exceeded by both contractors and the resulting contract with RS&H, Inc. will include 7% WBE and 6.10% MBE and the resulting contract with Ricondo & Associates Inc. will include 9% WBE and 7% MBE).

- b) Authorize negotiation and execution of a contract with NEC Corporation of America, to provide maintenance and support of the private branch exchange at the Austin-Bergstrom International Airport, for a term of five years in an amount not to exceed \$2,355,000.

(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 no subcontracting opportunities; therefore, no subcontracting goals were established).

- c) Authorize award of a multi-term contract with JMR Technology, Inc., to provide telephone technical support and onsite services to support the ongoing operation of the baggage handling system, for up to five years for a total contract amount not to exceed \$527,000.

(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).

### **5. OLD BUSINESS**

- a) Authorize negotiation and execution of an interlocal agreement with Travis County

(the "County") granting the County a license to design, construct, operate, and maintain a hike and bike trail across a parcel of Airport property for a period of 20 years as part of the Onion Creek Greenway. **[Item went to City Council Thursday, June 11, 2020 and passed.]**

- b) Authorize negotiation and execution of a multi-term contract with ThyssenKrupp Airport Systems Inc., to provide maintenance, inspections, emergency repairs, parts and training for passenger boarding bridges, for up to five years for a total contract amount not to exceed \$3,001,000. **[Item went to City Council Thursday, June 11, 2020 and passed.]**

## **6. NEW BUSINESS**

- a) Next meeting: August 11, 2020.

## **ADJOURNMENT**

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days before the meeting date. Please call Ammie Calderon, Aviation Department, at (512) 530-6605 for additional information; TTY users route through Relay Texas at 711.

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





**AIRPORT ADVISORY COMMISSION  
SPECIAL MEETING MINUTES  
WEDNESDAY, MAY 13, 2020**

The Airport Advisory Commission convened in a Virtual Special Meeting on Wednesday May 13, 2020.

**CALL TO ORDER**

Mike Rodriguez, Chair called the Commission Meeting to order at 1:17 p.m.

**Commission Members in Attendance:**

Mike Rodriguez, Chair	Frank Maldonado
Michael Watry – Secretary	Wendy Todd Price
Jeremy Hendricks	Scott Madole

**Commission Members Absent:**

Eugene Sepulveda – Vice Chair  
Vicky Sepulveda  
Ernest Saulmon  
Billy Owens

**Aviation Staff in Attendance:**

Jacqueline Yaff	Shane Harbinson	Loren Lintner
Susana Carbajal	Brian Long	Ghizlane Badawi
Ammie Calderon	Carlton Thomas	
Rajeev Thomas	Denise Hatch	

**CITIZENS COMMUNICATIONS:**

Jeffrey Jacoby – TX Campaign for the Environment – Item 4.c

**1. APPROVAL OF MINUTES**

- a) The minutes from the meeting of March 10, 2020 were approved on Commission Member Watry's motion, Commission Member Maldonado seconds on a vote. Motion passed on a 6-0-0-4 vote. Commission Members E. Sepulveda, V. Sepulveda, Owens, and Saulmon were absent at this vote.

## **2. DEPARTMENT OF AVIATION STAFF BRIEFINGS**

- a) Executive Director's Report: Current State of Air Service and AUS Workforce (Jacqueline Yaft, Executive Director)
- b) March 2020 Financial Results and CARES Act Funding (Rajeev Thomas, Interim Deputy Chief – Finance)
- c) Current Airport Construction & Status of Airport Expansion Program (Shane Harbinson, Deputy Chief – Planning & Development)
- d) Parking and Ground Transportation Update (Carlton Thomas, Airport Landside Access Manager)
- e) Update on South Terminal Lease (Susana Carbajal, Deputy Chief – Revenue)

## **3. FOR RECOMMENDATION**

- a) Authorize negotiation and execution of an interlocal agreement with Travis County (the "County") granting the County a license to design, construct, operate, and maintain a hike and bike trail across a parcel of Airport property for a period of 20 years as part of the Onion Creek Greenway.

A motion to approve was made by Commission Member Jeremy Hendrick's motion, Commission Member Frank Maldonado seconds on a vote. Commission Member Wendy Price Todd abstained. Motion passed on a 5-0-1-4 vote. Commission Members E. Sepulveda, V. Sepulveda, Owens, and Saulmon were absent at this vote.

- b) Authorize negotiation and execution of a multi-term contract with ThyssenKrupp Airport Systems Inc., to provide maintenance, inspections, emergency repairs, parts and training for passenger boarding bridges, for up to five years for a total contract amount not to exceed \$3,001,000.

(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 Frank Maldonado's motion, Commission Member Jeremy Hendrick's seconds on a vote. Motion passed on a 6-0-0-4 vote. Commission Members E. Sepulveda, V. Sepulveda, Owens, and Saulmon were absent at this vote.



#### **4. OLD BUSINESS**

- a) Discuss the creation and objective of an Airport Wildlife Management Program Working Group.

A motion to approve the creation of an Airport Wildlife Management Program Working Group was made by Commission Member Jeremy Hendrick's motion, Commission Member Michael Watry seconds on a vote. Motion passed on a 6-0-0-4 vote. Commission Members E. Sepulveda, V. Sepulveda, Owens, and Saulmon were absent at this vote.

#### **5. NEW BUSINESS**

- a) Next meeting: June 9, 2020

#### **ADJOURNMENT**

Mike Rodriguez, Chair adjourned the meeting at 2:30 p.m.

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. Meeting locations are planned with wheelchair access. If requiring Sign Language Interpreters or alternative formats, please give notice at least 2 days before the meeting date. Please call Ammie Calderon, Aviation Department, at (512) 530-6605 for additional information; TTY users route through Relay Texas at 711.

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





## **Annual Internal Review**

**This report covers the time period of 7/1/2019 to 6/30/2020**

### **Airport Advisory Commission** **(Official Name of Board or Commission)**

**The Board/Commission mission statement (per the City Code) is:**

The purpose of the board is to review and make recommendations to the Council on aviation projects that the Department of Aviation proposes for the capital improvements program, proposed aviation grants, aviation contracts, annual operating budget and quality of services at Austin Bergstrom International Airport.

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

The Airport Advisory Commission (AAC) made recommendations on 26 action items - 16 items regarding negotiation and execution of goods or services agreements, 7 for funding construction projects, 1 related to airport revenue and bonds, and 2 recommendations as part of administrative management.

- 2. Determine if the board's actions throughout the year comply with the mission statement.**

The AAC actions were within the scope of the mission statement.

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

The AAC goals and objectives for the next fiscal year will be to continue to monitor the progress of the 2019 Capital Improvement Plan at the airport, the 9 gate terminal and apron expansion, the new public parking garage and administrative building, and make constructive input to the planning and implementation of the 2040 Airport Master Plan. Also, continue to monitor progress towards the City-wide goal of zero waste including for future tenant leases.

DRAFT

**Posting Language**

Authorize negotiation and execution of two multi-term contracts with RS&H, Inc. and Ricondo & Associates Inc., to provide aviation planning services, each for up to five years for total contract amounts not to exceed \$7,500,000, divided between the contractors.

(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 and subcontractor goals were applied to the solicitation. The subcontracting goals were exceeded by both contractors and the resulting contract with RS&H, Inc. will include 7% WBE and 6.10% MBE and the resulting contract with Ricondo & Associates Inc. will include 9% WBE and 7% MBE).

**Lead Department**

Purchasing Office.

**Client Department(s)**

Aviation.

**Fiscal Note**

Funding in the amount of \$500,000 is available in the Fiscal Year 2019-2020 Operating Budget of Aviation. Funding for the remaining contract terms are contingent upon available funding in future budgets.

**Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 8100 JSB3011 for these services. The solicitation issued on January 27, 2020 and it closed on March 5, 2020. Of the five offers received, the recommended contractors submitted the best evaluated responsive offers. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](#).

**Prior Council Action:****For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: John Besser, at 512-974-2261 or [John.Besser@austintexas.gov](mailto:John.Besser@austintexas.gov).

**Council Committee, Boards and Commission Action:**

July 14, 2020 – To be reviewed by the Airport Advisory Commission.

**Additional Backup Information:**

These contracts are for consulting services to further develop the Aviation Department's Master Plan. The selected firms for these contracts will further develop the 2040 Master Plan to define enabling projects, resolve conflicts, and align projects for a successful program implementation. They will also provide detailed planning to describe project scopes in order to hire professional design services. These services will be requested as needed and will cover at a minimum the following general planning areas: Airfield, Airspace, Passenger Terminal, General Aviation, Landside, Cost Estimating, Geographic Information Systems (GIS),

and Forecasting and Economic Analysis. Aviation is selecting two firms in order to provide a diversified pool of experts in which to address the many challenges and unforeseen requirements in implementing a multi-billion-dollar expansion program over the next 10 years.

In November 2018, Council authorized the release of the 2040 Master Plan to the Federal Aviation Administration (FAA) for its approval of the Airport Layout Plans (ALP), and in March 2020 the FAA approved the ALP.

The 2040 Master Plan was resultant on the growing needs of the Austin-Bergstrom International Airport (Airport). The average U.S. airport grows at a rate of 2.5%. The Airport has maintained a 27-year average 5.4% growth rate and has grown in the past nine years at a rate of 8.3%. This robust growth has led to space deficiencies that requires expanding the airport to meet the growing regional demand. The FAA will soon categorize the Airport as a large hub airport, joining the top 30 Airports in the U.S. Accordingly, in 2017, per FAA requirements, Aviation launched a master plan study to envision the Airport of the future and identify the facilities, infrastructure, and emerging aviation technologies necessary to meet the growth and expansion of the Airport over a 20-year time span. The result of this study is the Austin-Bergstrom International Airport 2040 Master Plan.

An evaluation team with expertise in this area evaluated the offers and scored the Ricondo & Associates Inc. and RS&H Inc. as the two best to provide these services based on qualifications of the proposer, experience and abilities of the project manager and project team, team structure and personnel, price, local presence, quality assurance/quality control, and service-disabled veteran business enterprise.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$3,000,000
Optional Extension 1	1 yr.	\$1,500,000
Optional Extension 2	1 yr.	\$1,500,000
Optional Extension 3	1 yr.	\$1,500,000
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$7,500,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Government That Works for All; Mobility.

**Posting Language**

Authorize negotiation and execution of a contract with NEC Corporation of America, to provide maintenance and support of the private branch exchange at the Austin-Bergstrom International Airport, for a term of five years in an amount not to exceed \$2,355,000.

(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 no subcontracting opportunities; therefore, no subcontracting goals were established).

**Lead Department**

Purchasing Office.

**Client Department(s)**

Aviation.

**Fiscal Note**

Funding in the amount of \$115,965 is available in the Fiscal Year 2019-2020 Operating Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

**Purchasing Language:**

The Purchasing Office issued a Request for Proposals 8100 DDM3001 for these goods and services. The solicitation issued on June 11, 2019 and it closed on July 11, 2019. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](#).

**Prior Council Action:**

**For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Jim Howard, at 512-974-2031 or [jim.howard@austintexas.gov](mailto:jim.howard@austintexas.gov).

**Council Committee, Boards and Commission Action:**

July 14, 2020 – To be reviewed by the Airport Advisory Commission.

**Additional Backup Information:**

The contract is for service, hardware/software maintenance, upgrades and warranty of the private branch exchange (PBX), call accounting/management system, seamless integration voice messaging system, remote monitoring, and related power systems which serve the Austin-Bergstrom International Airport (ABIA). A PBX is a telephone exchange or switching system that serves a private organization and performs concentration of central office lines or trunks and provides intercommunication between a large number of

telephone stations in the organization. The contract will also provide a mechanism for moves, additions, and changes to the PBX system on an “as needed or upon request” basis.

This contract replaces a previous contract with the same contractor.

An evaluation team with expertise in this area evaluated the offers and scored NEC Corporation of America the best to provide these services based on price, prior experiences and references, concept and solutions, local preferences and service disabled veteran business enterprise.

This service is a critical part of the airport’s telecommunications backbone.

**Strategic Outcome(s):**

Government That Works for All.



**Posting Language**

Authorize award of a multi-term contract with JMR Technology, Inc., to provide telephone technical support and onsite services to support the ongoing operation of the baggage handling system, for up to five years for a total contract amount not to exceed \$527,000.

(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).

**Lead Department**

Purchasing Office.

**Client Department(s)**

Aviation.

**Fiscal Note**

Funding in the amount of \$17,567 is available in the Fiscal Year 2019-2020 Operating Budget of Aviation.

Funding for the remaining contract term is contingent upon available funding in future budgets.

**Purchasing Language:**

The Purchasing Office issued an Invitation for Bids (IFB) 8100 JCN1005 for these services. The solicitation issued on February 10, 2020 and it closed on April 16, 2020. The recommended contractor submitted the only responsive offer. A complete solicitation package, including a tabulation of the bids received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](#).

**Prior Council Action:****For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person Jane Neal, at 512-974-3389 or [Jane.Neal@austintexas.gov](mailto:Jane.Neal@austintexas.gov).

**Council Committee, Boards and Commission Action:**

July 14, 2020 - To be reviewed by the Airport Advisory Commission.

**Additional Backup Information:**

The contract will provide telephone technical support and onsite services for the baggage handling system (BHS) located at Austin-Bergstrom International Airport. The support will include assistance with troubleshooting and modifying all software and hardware in relation to maintaining the BHS functionality in order to meet the federally mandated regulations and ensure safe air travel. The support services will be provided through a combination of telephone technical support and as needed an onsite technician. The BHS is comprised of two separate centralized conveyor systems designed to continuously feed checked bags to

explosive detection scanners, where they are screened for explosives and then ultimately end up on the baggage carousals at the apron level for aircraft loading.

This contract will replace the existing contract expiring on August 3, 2020. The recommended contractor is not the current provider for these services.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Current Contract Authorization</u></b>
Initial Term	3 yrs.	\$316,200
Extension Option 1	1 yr.	\$105,400
Extension Option 2	1 yr.	\$105,400
<b>TOTALS</b>	<b>5 yrs.</b>	<b>\$527,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Mobility.