



**AIRPORT ADVISORY COMMISSION
SPECIAL MEETING MINUTES
WEDNESDAY, JULY 8, 2020**

The Airport Advisory Commission convened in a Virtual Special Meeting on Wednesday July 8, 2020.

CALL TO ORDER

Eugene Sepulveda, Vice-Chair called the Commission Meeting to order at 10:01 a.m.

Commission Members in Attendance:

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

Commission Members Absent:

Billy Owens

Aviation Staff in Attendance:

Jacqueline Yaft	Shane Harbinson	Loren Lintner
Susana Carbajal	Brian Long	Ghizlane Badawi
Ammie Calderon	Carlton Thomas	Jamy Kazanoff
Rajeev Thomas	Denise Hatch	Mookie Patel
Tracy Thompson		

CITIZENS COMMUNICATIONS:

Jeffrey Jacoby – TX Campaign for the Environment – Item 2.g

1. APPROVAL OF MINUTES

- a) The minutes from the meeting of May 13, 2020 were approved on Commission Member Saulmon’s motion, Commission Member Hendrick’s seconds on a vote. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

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 ITEMS

- a) Nominate and vote for Airport Advisory Commission officers.

Eugene Sepulveda – **Chair**

A motion to approve was made by Commission Member Wendy Price Todd and Commission Member Frank Maldonado seconds. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

Scott Madole – **Vice Chair**

A motion to approve was made by Commission Member Eugene Sepulveda and Commission Member Jeremy Hendricks seconds. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

Vicky Sepulveda – **Secretary**

A motion to approve was made by Commission Member Eugene Sepulveda and Commission Member Scott Madole seconds. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

- 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).

A motion to approve was made by Commission Member Eugene Sepulveda's motion, Commission Member Ernest Saulmon seconds on a vote. Commission member Watry recused and Commission member Todd abstained. Motion passed on a 7-0-2-1 vote. Commission Member Owens was absent at this vote.

- 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).

A motion to approve was made by Commission Member Frank Maldonado's motion, Commission Member Vicky Sepulveda seconds on a vote. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

- 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).

A motion to approve was made by Commission Member Scott Madole's motion, Commission Member Wendy Price Todd seconds on a vote. Motion passed on a 9-0-0-1 vote. Commission Member Owens was absent at this vote.

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

Eugene Sepulveda, Vice Chair adjourned the meeting at 11:45 a.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 Tracy Thompson at (512) 530-5023.