

## Special Meeting of the Airport Advisory Commission

August 28, 2020

### Airport Advisory Commission to be held August 28, 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** (8/27/2020 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>**



**SPECIAL CALLED MEETING  
AIRPORT ADVISORY COMMISSION  
FRIDAY, AUGUST 28, 2020 AT 3:00 PM  
VIA VIDEOCONFERENCING**

**AGENDA**

**CURRENT BOARD MEMBERS:**

Mike Rodriguez, Chair  
Eugene Sepulveda, Vice Chair  
Michael Watry, Secretary  
Jeremy Hendricks  
Scott Madole

Ernest Saulmon  
Vicky Sepulveda  
Frank Maldonado  
Billy Owens  
Wendy Price Todd

Jonathan Coon

**AGENDA**

**CALL TO ORDER**

**1. WORKING SESSION – Discuss and determination of Airport Advisory Commission Goals and Objectives**

**Part 2 – How do we define the best Austin Airport Advisory Commission? How do we define the best Austin Airport Advisory Commissioner?** Dr. Steven Tomlinson, Facilitator

**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 Tracy Thompson at (512) 530-5023.

## Austin Airport Advisory Commission

**From:** Eugene Sepulveda, Chair  
**To:** Airport Advisory Commissioners  
**Date:** August 14, 2020  
**Subject:** Workshop to define a great Commission and great Commissioners

We've scheduled our regular August meeting in expedited fashion to allow 90 of the 120 minutes as a workshop to explore how we would define a great Austin Airport Advisory Commission and a great Commissioner. Steven Tomlinson has agreed to facilitate the session pro bono. While I'm obviously a biased source (he's my husband), he's a PhD in economics, was a master teacher at UT, now at the Episcopal Seminary, and he's a renowned corporate communications coach – more on him at <http://steventomlinson.com/>.

I'm proposing we launch with Jacque telling us what would be most helpful to AUS executive staff. Think we should then explore clarity of our roles, balance with governance, representation of our council members/mayor, interests in representing the perspectives of our fellow citizens, and the individual contributions we might offer.

Our council mandate, our charter is quite narrow. I propose we brainstorm and craft a new charter with Jacque and staff, which we then review and edit with our council members to ensure we are optimally serving their needs, then recommend it as a new charter to City Council.

We'll have Friday's 90 minute session and a second session the afternoon of 8/28. I hope we're able to craft a strawman new council mandate from these two sessions with operating details. We would then review these with our sponsoring council members before voting on our final recommendations in September or October.

Our existing mandate (per our by-laws, attached):

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.

We should explore – outside of the constraints of the current bylaws – how we recommend defining a great Austin Airport Advisory Commission and a great Austin Airport Commissioner.

**BYLAWS OF THE  
Airport Advisory Commission**

**ARTICLE 1. NAME.**

The name of the board is Airport Advisory Commission

**ARTICLE 2. PURPOSE AND DUTIES.**

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.

**ARTICLE 3. MEMBERSHIP.**

- (A) The board is composed of eleven members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Board members serve for a term of four years beginning March 1<sup>st</sup> on the year of appointment.
- (D) An individual board member may not act in an official capacity except through the action of the board.
- (E) A board member who is absent for three consecutive regular meetings or one-third of all regular meetings in a “rolling” twelve month timeframe automatically vacates the member’s position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the board member, an illness or injury of a board member’s immediate family member, active military service, or the birth or adoption of the board member’s child for 90 days after the event. The board member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the board. Failure to notify the liaison before the next regular meeting of the board will result in an unexcused absence.
- (F) At each meeting, each board member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- (G) A member who seeks to resign from the board shall submit a written resignation to the chair of the board, the staff liaison, or the city clerk’s office. If possible, the

resignation should allow for a thirty day notice so the city council can appoint a replacement.

#### **ARTICLE 4. OFFICERS.**

- (A) The officers of the board shall consist of a chair, a vice-chair, and a secretary.
- (B) Officers shall be elected annually by a majority vote of the board at the first regular meeting after April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the board may hold an emergency election as needed.
- (C) The term of office shall be one year, beginning May 1st and ending April 30th. An officer may continue to serve until a successor is elected. A person may not serve as an officer in a designated position of a board for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a board for four consecutive terms is not eligible for re-election to that designated office until the expiration of two years after the last date of the person's service in that office. The board may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized board members.
- (D) A member may not hold more than one office at a time.

#### **ARTICLE 5. DUTIES OF OFFICERS.**

- (A) The chair shall preside at board meetings, appoint all committees, represent the board at ceremonial functions, and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.
- (C) In the absence of the chair and vice-chair, the secretary shall perform the duties of the chair.

#### **ARTICLE 6. AGENDAS.**

- (A) Two or more board members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The board liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).

## ARTICLE 7. MEETINGS.

- (A) The board meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Board meetings shall be governed by Robert's Rules of Order.
- (C) The board may not conduct a closed meeting without the approval of the city attorney.
- (D) The board shall meet monthly. In November of each year, the board shall adopt a schedule of the meetings for the upcoming year, including makeup meeting dates for the holidays and cancelled meetings.
- (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three or more members. The call shall state the purpose of the meeting. A board may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule, more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by Council.
- (F) Six members constitute a quorum.
- (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting, then the meeting may not be held.
- (H) To be effective, a board action must be adopted by affirmative vote of the number of members necessary to provide a quorum.
- (I) The chair has the same voting privilege as any other member.
- (J) The board shall allow citizens to address the board on agenda items and during a period of time set aside for citizen communications. The chair may limit a speaker to three minutes.
- (K) The staff liaison shall prepare the board minutes. The minutes of each board meeting must include the vote of each member on each item before the board and indicate whether a member is absent or failed to vote on an item.
- (L) The city clerk shall retain agendas, approved minutes, internal review reports, and bylaws. The Aviation Department shall retain all other board documents. The documents are public records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
- (M) The chair shall adjourn a meeting not later than 10 p.m., unless the board votes to continue the meeting.

- (N) Each person and board member attending a board meeting should observe decorum pursuant to Section 2-1-48 of the City Code.
- (O) A member of the public may not address a board at a meeting on an item posted as a briefing.

## **ARTICLE 8. COMMITTEES/WORKING GROUPS.**

### **COMMITTEES**

- (A) The Airport Advisory Commission will have no committees.
- (B) Each committee must be established by an affirmative vote of the board. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three board members appointed by the chair. A staff member shall be assigned to each committee by the director of the Aviation Department.
- (C) The board chair shall appoint a board member as the committee chair, with the member's consent.
- (D) A majority of the total number of appointed committee members constitutes a quorum.
- (E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- (F) Each committee shall make an annual report to the board at the January board meeting.
- (G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

### **WORKING GROUPS**

- (A) The board can determine the size of a working group but the number of board members serving on the working group must be less than a quorum of the board.
- (B) A working group may designate a chair, with the member's consent, but is not required to do so.

- (C) Quorum requirements do not apply to working groups.
- (D) Staff support will not be provided for working groups.
- (E) Working groups are not required to post their meetings in accordance with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

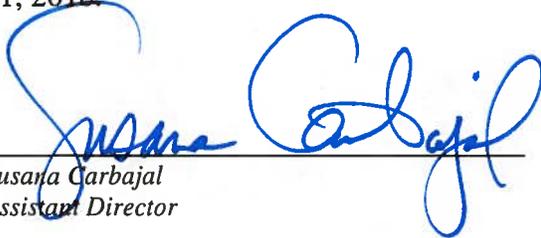
**ARTICLE 9. PARLIAMENTARY AUTHORITY.**

The rules contained in the current edition of Robert's Rules of Order shall govern the board in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the board or city council may adopt.

**ARTICLE 10. AMENDMENT OF BYLAWS.**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin City Council at their meeting held on February 11, 2016.

  
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Susana Carbajal  
Assistant Director

  
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3/12/2016