



AIRPORT ADVISORY COMMISSION MEETING
December 14, 2021 3:00 PM
2716 SPIRIT OF TEXAS DRIVE, ROOM 174-A
AUSTIN, TEXAS 78719

(Note: The Mayor of the City of Austin Order No. 20210811-033 requires all individuals over the age of two to wear a face covering while present on or in City property unless expressly exempted in Section 2 of the order or by a City policy applicable to the premises or facility.)

CURRENT BOARD MEMBERS:

Eugene Sepulveda, Chair
Scott Madole, Vice-Chair
Jeremy Hendricks, Secretary
Wendy Price Todd
Vicky Sepulveda
Bakari Brock (nominated)

Ernest Saulmon
Jonathan Coon
Billy Owens
Raymond Young
Chad Ennis

AGENDA

CALL TO ORDER

CITIZEN COMMUNICATION: GENERAL

Speakers signed up prior to the meeting being called to order will each be allowed a three minute allotment to address their concerns regarding items not posted on the agenda.

1. APPROVAL OF MINUTES

October 12, 2021 meeting.

(Note: November 9, 2021 meeting was cancelled.)

2. WRITTEN STAFF BRIEFINGS

- a) September and October 2021 Financial Results.
(Prepared by Rajeev Thomas, Deputy Chief of Finance)
- b) Fiscal Year 2021 Financial Results.
(Prepared by Rajeev Thomas, Deputy Chief of Finance)
- c) AUS Air Service Update.
(Prepared by Jamy Kazanoff, Air Service Development)

3. VERBAL STAFF BRIEFINGS

- a) “Update from the Chief Executive Officer” presented by Jacqueline Yaft, Chief Executive Officer.
- b) “Principal Architect Team selection for the Airport Expansion and Development Program (AEDP)” presented by Tracy Thompson, Interim Chief of Planning and Development, and Shane Harbinson, Deputy Chief of Planning and Development.
- c) “Airline Lounge Updates” presented by Mukesh “Mookie” Patel, Chief of Business and Finance.
- d) “Updates on the Hilton Austin Airport” presented by Tracy Thompson, Chief of Airport Affairs, and Rajeev Thomas, Deputy Chief of Finance.

4. CONSENT AGENDA

- a) Authorize negotiation and execution of a contract with Associated Time Instruments Co., Inc. d/b/a Associated Time & Parking Controls to provide maintenance, repair, and support services for the automated parking guidance system, for a term of five years in an amount not to exceed \$725,000.

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

- b) Authorize negotiation and execution of a contract with Ricondo Associates Inc, Unison Consulting, Inc, LeighFisher Inc, and Frasca Associates LLC for financial and other related consulting services, for a term of five years for a total contract amount not to exceed \$2,500,000 divided among the contractors as needed for Aviation Department.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. SMBR determined this solicitation as an opportunity for the 16 certified minority-owned and women-owned businesses available to propose as a prime consultant. As a result, two minority-owned (Ricondo Associations Inc.) and women-own (Frasca Associates LLC) businesses were selected.

5. ACTION ITEMS

- a) Discuss and approve schedule for 2022 meetings.
- b) Review of AAC bylaws and mission statement.

6. OLD BUSINESS

- a) City Council meeting on October 14, 2021.
 - Approve a resolution finding the use of the Construction Manager-at-

Risk method of contracting, as authorized by Subchapter F, Chapter 2269 of the Texas Government Code, is the project delivery method that provides the best value to the City for the Airport Expansion and Development Program, Airfield Construction project for airfield improvements.

Approved on consent.

b) City Council meeting on October 21, 2021.

- Authorize negotiation and execution of a Job Order Assignment with Alpha Building Corporation for the Barbara Jordan Terminal Vertical Circulation project for a total amount not to exceed \$3,000,000.

Approved on consent.

c) City Council meeting on November 4, 2021.

- Authorize negotiation and execution of a multi-term contract with Preferred Technologies LLC to provide an access control and identity management system, for up to five years for a total contract amount not to exceed \$6,400,000.

Approved on a 10-0 vote.

- Authorize negotiation and execution of a multi-term contract with Level 3 Financing, Inc. d/b/a Level 3 Telecom Holdings, LLC to provide data and telecommunications services, for up to ten years for a total contract amount not to exceed \$7,000,000.

Approved on consent.

- Authorize negotiation and execution of a Job Order Assignment with Hensel Phelps Construction Co., one of the City's Facilities Improvement Job Order Contractors, to reconfigure Austin Bergstrom International Airport Transportation Security Administration (TSA) Checkpoints 1 and 2 Remodel for a total amount not to exceed \$1,500,000.

Approved on consent.

- Authorize award and execution of a construction contract with Flintco, LLC, for the AUS Cargo Development East project in the amount of \$16,584,000, plus a \$1,658,400 contingency, for a total contract amount not to exceed \$18,242,400.

Approved on consent.

7. NEW BUSINESS

a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member.

b) Future Agenda Items.

c) Next scheduled meeting to be determined by the Commission on item 5a. Tentatively scheduled for January 11, 2022 at 3:00 PM.

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 or tracy.thompson@austintexas.gov.



AIRPORT ADVISORY COMMISSION

ITEM 1. APPROVAL OF MINUTES

October 12, 2021 - MEETING





**AIRPORT ADVISORY COMMISSION
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 12, 2021**

The Airport Advisory Commission convened in a Virtual Regular Meeting on Tuesday, October 12, 2021.

CALL TO ORDER

Chair E. Sepulveda called the Commission Meeting to order at 3:00 p.m.

Commissioners in Attendance:

Eugene Sepulveda – Chair
Jeremy Hendricks – Secretary
Billy Owens
Vicky Sepulveda
Ernest Saulmon

Jonathan Coon
Chad Ennis
Raymond Young
Wendy Price Todd

Commissioners Absent:

Scott Madole – Vice-Chair

CITIZENS COMMUNICATIONS:

None.

1. APPROVAL OF MINUTES

- a) The minutes from the meeting of September 14, 2021 were approved on Commissioner Saulmon's motion, Commissioner Young seconded. Motion passed on an 8-0-1-1 vote. Commissioner Todd abstained. Vice Chair Madole was absent.

2. WRITTEN STAFF BRIEFINGS

- a) "August 2021 Financial Results" prepared by Rajeev Thomas, Deputy Chief, Finance.

- b) “AUS Air Service Update” prepared by Jamy Kazanoff, Air Service Development.

3. VERBAL STAFF BRIEFINGS

- a) “Updates on the Airport Expansion and Development Program (AEDP)” presented by Shane Harbinson, Deputy Chief of Planning and Development.
- b) “Contracting Methodologies” presented by Rolando Fernandez, Capital Contracting Officer.

4. CONSENT AGENDA

Items 4a and 4b were pulled for discussion by Chair E Sepulveda due to MBE/DBE issues. Item 4c was pulled for discussion by Chair E Sepulveda for questions regarding airport egress. Items 4d and 4e were pulled for discussion by Chair E Sepulveda due to the need to discuss the consent agenda format going forward.

- a) Authorize negotiation and execution of a multi-term contract with Preferred Technologies LLC to provide an access control and identity system for up to five years for a total contract amount not to exceed 6,400,000.

A motion to approve was made by Secretary Hendricks; Commissioner Todd seconded. Motion passed on an 8-0-1-1 vote. Commissioner Coon abstained. Vice Chair Madole was absent. Chair E Sepulveda notes he voted in favor after SMBR staff clarified that the contract awardee is registered with the state as a veteran-owned business but is not registered with the City of Austin as an MWBE/DBE.

- b) Authorize negotiation and execution of a multi-term contract with Level 3 Financing, Inc. DBA Level 3 Telecom Holdings LLC, a Lumen Technologies Company, to Request for Proposals 8100 DDM3005 to provide data and telecommunications services for up to ten years for a total contract amount not to exceed \$7,000,000.

A motion to approve was made by Commissioner V Sepulveda; Commissioner Saulmon seconded. Motion passed on a 7-1-1-1 vote. Chair E Sepulveda voted against due to a lack of MWBE/DBE representation. Commissioner Young abstained. Vice Chair Madole was absent.

- c) Authorize negotiation and execution of a Job Order Assignment with Hensel Phelps Construction Co., one of the City’s Facilities Improvement Job Order Contractors, to reconfigure Austin-Bergstrom International Airport Transportation Security Administration Checkpoints 1 & 2 for a total amount not to exceed \$1,500,000.

A motion to approve was made by Commissioner Todd; Commissioner Coon seconded. Motion passed on an 8-1-0-1 vote. Chair E Sepulveda voted against due to considerations regarding airport egress for elderly and disabled passengers. Vice Chair Madole was absent.

- d) Authorize negotiation and execution of a Job Order Assignment with Alpha Building Corporation for the Barbara Jordan Terminal Vertical Circulation project for a total amount not to exceed \$3,000,000.

A motion to approve was made by Commissioner Saulmon; Commissioner Young seconded. Motion passed on a 9-0-0-1 vote. Vice Chair Madole was absent.

- e) Authorize award and execution of a construction contract with Flintco LLC for the AUS Cargo Development East project in the amount of \$16,584,000 plus \$1,658,400 contingency, for a total contract amount not to exceed \$18,242,400.

A motion to approve was made by Commissioner V Sepulveda; Commissioner Saulmon seconded. Motion passed on an 8-0-1-1 vote. Commissioner Todd abstained. Vice Chair Madole was absent.

5. ACTION ITEMS

- a) Discussion of Consent Agenda format for agendas on future meetings. Commissioner Todd requested that the Chair and Vice Chair review items for before inclusion on the Consent Agenda.
- b) Review of the Boards and Commissioners Quick Guide provided by the City Clerk.

6. FOR RECOMMENDATION, AVIATION DEPARTMENT

None.

7. NEW BUSINESS

- a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member
- The 11 month year-to-date revenue is \$32 million over budgeted revenue.
 - The Covid-19 Delta Variant slowdown in travel appears modest at AUS and appears to be on a potential upward rebound.
 - British Airways service to and from London Heathrow (LHR) restarts tomorrow, October 13, 2021.
 - The AAC is mindful of the sensitivity with City of Austin contracting and infrastructure capacity given the upcoming projects related to the AEDP.
- b) Future Agenda Items
- Commissioner V Sepulveda requested a briefing on arts projects at AUS.

- Chair E Sepulveda requested a continuation of the briefing from the SMBR office at a date to be determined in the future.

c) Next scheduled meeting November 8, 2021 at 3:00 p.m.

ADJOURNMENT

Chair E. Sepulveda adjourned the meeting at 4:59 p.m.

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AIRPORT ADVISORY COMMISSION

ITEM 2a – WRITTEN STAFF BRIEFINGS

September and October 2021 Financial Results

Prepared by Rajeev Thomas, Deputy Chief,
Finance



MEMORANDUM

TO: Airport Advisory Commissioners

FROM: Rajeev Thomas, Deputy Chief - Finance, Aviation Department

DATE: December 14, 2021

SUBJECT: Austin-Bergstrom International Airport (AUS) Update

October 2021 Financial Results (Fiscal Year 2022)

Total passenger traffic increased 199.6% in October 2021 compared to October 2020 (which was severely impacted by pandemic related concerns). Total passenger traffic in October 2021 was 96.9% of October 2019. The results for October 2021 are affected by three events; Formula One's (F1) US Grand Prix, the Austin City Limits Music Festival, and MotoGP. For comparison, the F1 event for 2019 was on Nov. 3rd and the ACL dates were Oct 4 -13th for 2019.

Table #1	FY 2022 October	FY 2021 October	Variance Fav (Unfav)	FY 2022 YTD	FY 2021 YTD	YTD Variance Fav (Unfav)
Enplanements	759,968	251,734	201.9%	759,968	251,734	201.9%
Landing Weights	974,810,356	409,225,230	138.2%	974,810,356	409,225,230	138.2%
Cargo Tonnage	13,161	11,236	17.1%	13,161	11,236	17.1%
Operating Revenue	\$19,504,689	\$10,437,704	\$9,066,984	\$19,504,689	\$10,437,704	\$9,066,984
Airport OPEX	\$8,758,689	\$9,194,900	\$436,211	\$8,758,689	\$9,194,900	\$436,211
Total Requirements	\$13,831,094	\$14,040,509	\$209,415	\$13,831,094	\$14,040,509	\$209,415
Net Income Before CARES Act	\$5,673,594	(\$3,602,805)	\$9,276,400	\$5,673,594	(\$3,602,805)	\$9,276,400
Cares Act Reimbursement	\$0	\$3,715,328	(\$3,715,328)	\$0	\$3,715,328	(\$3,715,328)
Net Income After CARES Act	\$5,673,594	\$112,523	\$5,561,072	\$5,673,594	\$112,523	\$5,561,072

As shown in Table #1, October 2021's enplanements were 201.9% higher than October 2020, serving an additional 508,234 enplaned passengers. Passenger enplanements totaled 759,968 in October 2021 compared to 251,734 in October 2020 and 778,307 in October 2019. Landing weights totaled 974.8 million in October 2021, an increase of 138.2% compared to October 2020 and 6.3% increase compared to October 2019. Cargo volume in October 2021 increased 17.1% compared to October 2020 and increased 51.8% compared to October 2019.

Monthly operating revenues increased 86.9% or \$9.1M compared to October 2020. Totalling \$19.5M, October 2021 operating revenues represent a record high and were driven primarily by increases in passenger and aircraft traffic related to multiple special events held in Austin in the month of October. Airport operating expenses were \$436k favorable compared to October 2020 with both October 2020 and 2021 being three pay period months. AUS reported \$5.7M of net income (before CARES ACT) in October 2021 compared to a deficit of (\$3.6M) in October 2020.

In the first month of the Fiscal Year 2022 (FY2022), AUS delivered strong financial performance when compared to the approved FY2022 budget due to increased revenue and operating expense savings.

Table #2	FY 2022	FY 2022	Budget vs. YTD	Budget vs. YTD
	Approved Budget	YTD	Variance \$ Fav (Unfav)	Variance % Fav (Unfav)
Operating Revenue	\$13,311,250	\$19,504,689	\$6,193,439	46.5%
Airport OPEX	\$10,020,576	\$8,758,689	\$1,261,887	12.6%
Total Requirements	\$15,092,981	\$13,831,094	\$1,261,887	8.4%
Net Income Before CARES Act	(\$1,781,731)	\$5,673,594	\$7,455,326	418.4%

As presented in Table #2, Year-to-Date (YTD) FY2022 revenues exceed budgeted revenues by 46.5% or \$6.2M. The elevated revenues are driven by the strong passenger traffic related to the special events held in the month of October. Airport operating expenses are 12.6% or \$1.3M below budgeted expenses due primarily to higher than anticipated personnel vacancy rates. Before CARES Act funding application, AUS reported net income of \$5.7M, which exceeded the budget estimate by \$7.5M.

Attachments:

October 2021 - AAC Financial Report

CITY OF AUSTIN
AUSTIN-BERGSTROM INTERNATIONAL AIRPORT
Airport Operating Fund 5070
Income Statement - For Internal Use Only
Fiscal Year to Date for 1 Month(s) ended October 31, 2021

	FY 2022 Approved Budget	Budget Seasonalized 1 month(s)	Year to Date w/ Accruals	Y-T-D to Budget		Y-T-D to CYE	
				Variance Fav (Unfav)	% Variance Fav (Unfav)	Variance Fav (Unfav)	% Variance Fav (Unfav)
REVENUE							
AIRLINE REVENUE							
Landing Fees	26,030,400	2,179,567	3,389,245	1,209,678	55.5%	1,209,678	55.5%
Terminal Rental & Other Fees	48,629,418	3,987,213	5,401,686	1,414,473	35.5%	1,414,473	35.5%
TOTAL AIRLINE REVENUE	74,659,818	6,166,780	8,790,931	2,624,151	42.6%	2,624,151	42.6%
NON-AIRLINE REVENUE							
Parking	36,056,647	3,156,589	4,466,512	1,309,923	41.5%	1,309,923	41.5%
Ground Transportation for Hire	4,983,334	411,910	688,053	276,143	67.0%	276,143	67.0%
Rental Cars	11,586,297	965,525	1,851,296	885,772	91.7%	885,772	91.7%
Food & Beverage	10,613,694	884,475	1,255,904	371,430	42.0%	371,430	42.0%
Retail	5,097,925	424,827	573,772	148,945	35.1%	148,945	35.1%
Advertising	2,059,095	171,591	349,459	177,867	103.7%	177,867	103.7%
Other Concessions, Rentals & Fees	15,532,040	1,100,106	1,524,796	424,691	38.6%	424,691	38.6%
TOTAL NON-AIRLINE REVENUE	85,929,032	7,115,022	10,709,792	3,594,770	50.5%	3,594,770	50.5%
Interest Income	353,379	29,448	3,966	(25,482)	(86.5%)	(25,482)	(86.5%)
TOTAL REVENUE	160,942,229	13,311,250	19,504,689	6,193,439	46.5%	6,193,439	46.5%
OPERATING REQUIREMENTS							
Fac Mgmt, Ops and Airport Security	61,086,440	6,257,723	5,485,216	772,507	12.3%	772,507	12.3%
Airport Planning and Development	6,045,841	582,851	459,783	123,069	21.1%	123,069	21.1%
Support Services	30,346,679	2,767,440	2,112,858	654,582	23.7%	654,582	23.7%
Business Services	6,135,897	412,562	700,832	(288,270)	(69.9%)	(288,270)	(69.9%)
TOTAL OPERATING EXPENSES	103,614,857	10,020,576	8,758,689	1,261,887	12.6%	1,261,887	12.6%
Debt Service							
2013 Prosperity Bank Loan	5,411,891	451,131	451,131	0	0.0%	0	0.0%
2014 Bond Issuance	6,654,005	554,500	554,500	0	0.0%	0	0.0%
2017 Bond Issuance	9,698,969	808,247	808,247	0	0.0%	0	0.0%
2019 Refunding Bonds	14,520,686	1,215,428	1,215,428	0	0.0%	0	0.0%
2019 New Money	16,919,848	1,080,573	1,080,573	0	0.0%	0	0.0%
TOTAL Net Debt Service	53,205,399	4,109,880	4,109,880	0	0.0%	0	0.0%
OTHER REQUIREMENTS							
Workers' Compensation	448,220	37,352	37,352	0	0.0%	0	0.0%
Citywide Administrative Support	6,154,467	512,872	512,872	0	0.0%	0	0.0%
Communications & Technology Mgmt	1,790,090	149,174	149,174	0	0.0%	0	0.0%
Accrued Payroll	342,887	28,574	28,574	0	0.0%	0	0.0%
CTECC	332,077	27,673	27,673	0	0.0%	0	0.0%
Trunked Radio Allocation	353,120	29,427	29,427	0	0.0%	0	0.0%
Public Works Capital Projects Mgmt Fund	2,129,441	177,453	177,453	0	0.0%	0	0.0%
Compensation Adjustment	427,505	0	0	0	N/A	0	N/A
Trf to Subordinate Obligation	3,392,000	0	0	0	N/A	0	N/A
TOTAL OTHER REQUIREMENTS	15,369,807	962,525	962,525	0	0.0%	0	0.0%
TOTAL REQUIREMENTS	172,190,063	15,092,981	13,831,094	1,261,887	8.4%	1,261,887	8.4%
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	(11,247,834)	(1,781,731)	5,673,594	7,455,326	418.4%	7,455,326	418.4%
CARES Act Reimbursement (Parking)	(3,569,365)	(297,447)	0	(297,447)	(100.0%)	(297,447)	(100.0%)
CARES Act Reimbursement (Debt Service)	(14,611,240)	(1,217,603)	0	(1,217,603)	(100.0%)	(1,217,603)	(100.0%)
TOTAL CARES ACT REIMBURSEMENT	(18,180,605)	(1,515,050)	0	(1,515,050)	(100.0%)	(1,515,050)	(100.0%)
EXCESS (DEFICIT) OF TOTAL AFTER CARES ACT	6,932,771	(266,681)	5,673,594	5,940,275	2227.5%	5,940,275	2227.5%

Note: Columns may not add to totals shown because of rounding

ENPLANMENTS	Passengers
October, 2021 (Month over Month)	759,968
October, 2021 - Year-to-Date	759,568

**CITY OF AUSTIN
AUSTIN-BERGSTROM INTERNATIONAL AIRPORT
INCOME STATEMENT COMPARISON THIS YEAR VS. LAST YEAR**

	This month - This Year vs. Last Year				Fiscal YTD - This Year vs. Last Year			
	FY21 (Oct 21) vs FY20 (Oct 20)				FY21 (Oct 21 - Oct 21) vs FY20 (Oct 20 - Oct 20)			
	FY22 Oct-21	FY21 Oct-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance	FY22 YTD Oct-21	FY21 YTD Oct-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance
<u>Airline Revenue</u>								
Landing Fees	3,389,245	1,443,769	1,945,476	134.7%	3,389,245	1,443,769	1,945,476	134.7%
Terminal Rental & Other Fees	5,401,686	3,817,304	1,584,382	41.5%	5,401,686	3,817,304	1,584,382	41.5%
Total Airline Revenue	8,790,931	5,261,072	3,529,859	67.1%	8,790,931	5,261,072	3,529,859	67.1%
<u>Non-Airline Revenue</u>								
Parking	4,466,512	1,259,119	3,207,393	254.7%	4,466,512	1,259,119	3,207,393	254.7%
Ground Transportation for Hire	688,053	162,154	525,899	324.3%	688,053	162,154	525,899	324.3%
Rental Cars	1,851,296	945,110	906,186	95.9%	1,851,296	945,110	906,186	95.9%
Food & Beverage	1,255,904	898,497	357,407	39.8%	1,255,904	898,497	357,407	39.8%
Retail	573,772	506,176	67,596	13.4%	573,772	506,176	67,596	13.4%
Advertising	349,459	162,321	187,137	115.3%	349,459	162,321	187,137	115.3%
Other Concessions, Rentals & Fees	1,524,796	1,220,125	304,672	25.0%	1,524,796	1,220,125	304,672	25.0%
Total Non-Airline Revenue	10,709,792	5,153,502	5,556,290	107.8%	10,709,792	5,153,502	5,556,290	107.8%
Interest Income	3,966	23,130	(19,164)	(82.9%)	3,966	23,130	(19,164)	(82.9%)
Total Operating Revenue	19,504,689	10,437,704	9,066,984	86.9%	19,504,689	10,437,704	9,066,984	86.9%
<u>Operating Requirements</u>								
Fac Mgmt, Ops and Airport Security	5,485,216	5,387,476	(97,741)	(1.8%)	5,485,216	5,387,476	(97,741)	(1.8%)
Airport Planning and Development	459,783	434,187	(25,595)	(5.9%)	459,783	434,187	(25,595)	(5.9%)
Support Services	2,112,858	3,053,141	940,283	30.8%	2,112,858	3,053,141	940,283	30.8%
Business Services	700,832	320,096	(380,736)	(118.9%)	700,832	320,096	(380,736)	(118.9%)
Total Operating Expense	8,758,689	9,194,900	436,211	4.7%	8,758,689	9,194,900	436,211	4.7%
<u>Debt Service</u>								
GO Debt Service Fund	0	42	42	100.0%	0	42	42	100.0%
2013 Prosperity Bank Loan	451,131	450,678	(453)	(0.1%)	451,131	450,678	(453)	(0.1%)
2014 Bond Issuance	554,500	589,557	35,057	5.9%	554,500	589,557	35,057	5.9%
2017 Bond Issuance	808,247	836,226	27,979	3.3%	808,247	836,226	27,979	3.3%
2019 Refunding Bonds	1,215,428	1,364,846	149,418	10.9%	1,215,428	1,364,846	149,418	10.9%
2019 New Money	1,080,573	474,021	(606,552)	(128.0%)	1,080,573	474,021	(606,552)	(128.0%)
Total Debt Service	4,109,880	3,715,371	(394,509)	(10.6%)	4,109,880	3,715,371	(394,509)	(10.6%)
<u>Other Requirements</u>								
Workers' Compensation	37,352	36,312	(1,040)	(2.9%)	37,352	36,312	(1,040)	(2.9%)
Citywide Administrative Support	512,872	527,361	14,489	2.7%	512,872	527,361	14,489	2.7%
Communications & Technology Mgmt	149,174	156,605	7,431	4.7%	149,174	156,605	7,431	4.7%
Accrued Payroll	28,574	13,844	(14,730)	(106.4%)	28,574	13,844	(14,730)	(106.4%)
Additional Retirement Contribution	0	29,230	29,230	100.0%	0	29,230	29,230	100.0%
CTECC	27,673	25,662	(2,011)	(7.8%)	27,673	25,662	(2,011)	(7.8%)
Trunked Radio Allocation	29,427	25,096	(4,331)	(17.3%)	29,427	25,096	(4,331)	(17.3%)
Public Works Capital Projects Mgmt Fund	177,453	316,130	138,676	43.9%	177,453	316,130	138,676	43.9%
Total Other Requirements	962,525	1,130,239	167,713	14.8%	962,525	1,130,239	167,713	14.8%
Total Requirements	13,831,094	14,040,509	209,415	1.5%	13,831,094	14,040,509	209,415	1.5%
SURPLUS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	5,673,594	(3,602,805)	9,276,400	257.5%	5,673,594	(3,602,805)	9,276,400	257.5%
CARES Act Reimbursement (Debt Service)	0	(3,715,328)	(3,715,328)	(100.0%)	0	(3,715,328)	(3,715,328)	(100.0%)
Total CARES Act	0	(3,715,328)	(3,715,328)	(100.0%)	0	(3,715,328)	(3,715,328)	(100.0%)
TOTAL SURPLUS (DEFICIT) AFTER CARES ACT	5,673,594	112,523	5,561,072	4942.2%	\$ 5,673,594	\$ 112,523	\$ 5,561,072	4942.2%

Note: Columns may not add to totals shown because of rounding



AIRPORT ADVISORY COMMISSION

ITEM 2b – WRITTEN STAFF BRIEFINGS

Fiscal Year 2021 Financial Results

Prepared by Rajeev Thomas, Deputy Chief,
Finance



MEMORANDUM

TO: Airport Advisory Commissioners

FROM: Rajeev Thomas, Deputy Chief - Finance, Aviation Department

DATE: December 14, 2021

SUBJECT: Austin-Bergstrom International Airport (AUS) Update

September 2021 Financial Results

Total passenger traffic increased 190.2% in September 2021 compared to September 2020 (which was severely impacted by pandemic related concerns). Total passenger traffic in September 2021 is 85.6% of September 2019.

Table #1	FY 2021 September	FY 2020 September	Variance Fav (Unfav)	FY 2021 YTD	FY 2020 YTD	YTD Variance Fav (Unfav)
Enplanements	601,732	207,968	189.3%	5,207,769	4,723,544	10.3%
Landing Weights	867,079,407	378,925,681	128.8%	7,195,387,954	7,014,192,094	2.6%
Cargo Tonnage	10,738	10,677	0.6%	116,633	100,470	16.1%
Operating Revenue	\$16,161,875	\$8,963,247	\$7,198,628	\$153,260,451	\$140,166,565	\$13,093,885
Airport OPEX	\$14,778,724	\$10,115,013	(\$4,663,712)	\$90,183,729	\$99,453,068	\$9,269,339
Total Requirements	\$22,325,968	\$14,892,371	(\$7,433,597)	\$153,135,844	\$154,582,554	\$1,446,711
Net Income Before CARES Act	(\$6,164,093)	(\$5,929,124)	(\$234,969)	\$124,607	(\$14,415,989)	\$14,540,596
CARES Act Reimbursement	\$833,934	\$3,796,903	(\$2,962,969)	\$29,872,172	\$21,546,781	\$8,325,390
Net Income After CARES Act	(\$5,330,159)	(\$2,132,221)	(\$3,197,938)	\$29,996,778	\$7,130,792	\$22,865,986

Table #1 illustrates September 2021's enplanements were 189.3% higher than September 2020, serving an additional 393,764 enplaned passengers. Passenger enplanements totaled 601,732 in September 2021 compared to 207,968 in September 2020 and 703,770 in September 2019. Cargo volume in September 2021 increased 0.6% compared to September 2020.

Monthly operating revenues increased 80.3% or \$7.2M compared to September 2020 as landing fees, retail and parking revenues return to pre-pandemic volumes. Before Cares Act funding application, AUS reported a (\$6.2M) deficit in September 2021 compared with a (\$5.9M) deficit in September 2020. The deficit in September 2021 is

primarily driven by year end expenses and remaining unused encumbrance balances charged in this period as is standard for the final month of the fiscal year.

Fiscal Year 2021 Financial Results (Close II)

Fiscal Year 2021 (FY2021) traffic totaled 10,395,521 passengers which represents a 10.2% increase from the prior year. FY2021 total passenger traffic was 61.4% of the passenger traffic in FY2019; however, in the final quarter of FY2021 (July through September 2021) AUS averaged 88.5% of passenger traffic compared to the same period in 2019. As shown in Table #1, FY2021 passenger enplanements are 10.3% higher than the prior year. FY2021 cargo volume increased 16.1% compared to the prior year. Excluding mail and belly freight, FY2021 cargo volume increased 21.4% over the prior year.

Table #2	FY 2021	FY 2021	FY 2021	Budget vs. YTD	Budget vs. YTD	CYE vs. YTD	CYE vs. YTD
	Amended Budget	CYE	YTD	Variance \$ Fav (Unfav)	Variance % Fav (Unfav)	Variance \$ Fav (Unfav)	Variance \$ Fav (Unfav)
Operating Revenue	\$125,320,092	\$126,286,406	\$153,260,451	27,940,359	22.3%	26,974,045	21.4%
Airport OPEX	\$98,823,377	\$93,356,309	\$90,183,729	8,639,648	8.7%	3,172,580	3.4%
Total Requirements	\$158,854,288	\$156,334,273	\$153,135,844	5,718,444	3.6%	\$3,198,429	2.0%
Net Income before CARES Act	(\$33,534,196)	(\$30,047,867)	\$124,607	33,658,803	100.4%	30,172,474	100.4%
CARES Act Reimbursement	\$30,950,446	\$33,618,983	\$29,872,172	(\$1,078,274)	(3.5%)	(\$3,746,811)	(11.1%)
Net Income After CARES Act	(\$2,583,750)	\$3,571,116	\$29,996,778	32,580,528	1261.0%	26,425,662	740.0%

As presented in Table #2, FY2021 revenues exceed budgeted revenues by 22.3% or \$27.9M. FY2021 operating revenues increased 9.3% or \$13.1M compared to the prior year as identified in Table #1. The increased revenues year over year are driven by increased landing fees, terminal rental and fees, parking, rental car, and retail revenues. In the final quarter of FY2021 (July through September 2021) operating revenue (prior to pandemic related concessionaire relief credits remitted in July 2021) was 2.4% higher compared to the same quarter in FY2019.

Airport operating expenses are 8.7% or \$8.6M below budgeted expenses due to higher than anticipated personnel vacancy rates in spite of attempts to increase staffing levels in the latter half of the year. The continued focus on operational efficiencies and expense savings resulted in favorable FY2021 expenses to budget and current year estimates (CYE). Compared to the prior year, airport operating expenses favorably decreased 9.3% or \$9.3M.

Debt service and City of Austin allocated costs were in line with AUS's budget and forecast. In FY2021, before Cares Act funding application, AUS reported net income

of \$0.1M compared to prior year deficit of (\$14.4M). FY2021 net income before CARES Act is \$33.7M higher than budgeted due to higher than expected passenger traffic in the second half of the fiscal year which resulted in increased revenues while expenses remained lower than expected. In FY2021, AUS received \$27.1M and \$2.7M in CARES Act reimbursement funds for debt service and parking expenses, respectively.

Attachments:

September 2021 - AAC Financial Report

CITY OF AUSTIN
AUSTIN-BERGSTROM INTERNATIONAL AIRPORT
Airport Operating Fund 5070
Income Statement - For Internal Use Only
Fiscal Year to Date for 12 Month(s) ended September 30, 2021 - Close II

	FY 2021 Amended Budget	FY 2021 CYE	Year to Date w/ Accruals	Y-T-D to Budget		Y-T-D to CYE	
				Variance Fav (Unfav)	% Variance Fav (Unfav)	Variance Fav (Unfav)	% Variance Fav (Unfav)
REVENUE							
AIRLINE REVENUE							
Landing Fees	16,720,000	17,426,753	25,286,933	8,566,933	51.2%	7,860,181	45.1%
Terminal Rental & Other Fees	37,697,000	43,679,223	53,139,416	15,442,416	41.0%	9,460,193	21.7%
TOTAL AIRLINE REVENUE	54,417,000	61,105,976	78,426,350	24,009,350	44.1%	17,320,373	28.3%
NON-AIRLINE REVENUE							
Parking	21,107,271	18,337,134	27,942,020	6,834,749	32.4%	9,604,886	52.4%
Ground Transportation for Hire	4,487,041	2,019,053	3,628,632	(858,409)	(19.1%)	1,609,579	79.7%
Rental Cars	11,069,553	11,026,850	12,850,788	1,781,235	16.1%	1,823,938	16.5%
Food & Beverage	11,467,350	11,553,113	7,344,348	(4,123,002)	(36.0%)	(4,208,765)	(36.4%)
Retail	5,215,748	5,215,748	5,610,468	394,720	7.6%	394,720	7.6%
Advertising	1,750,000	1,897,783	1,897,783	147,783	8.4%	0	0.0%
Other Concessions, Rentals & Fees	14,598,015	14,812,320	15,447,082	849,067	5.8%	634,762	4.3%
TOTAL NON-AIRLINE REVENUE	69,694,978	64,862,001	74,721,121	5,026,143	7.2%	9,859,121	15.2%
Interest Income	1,208,114	318,429	112,980	(1,095,134)	(90.6%)	(205,449)	(64.5%)
TOTAL REVENUE	125,320,092	126,286,406	153,260,451	27,940,359	22.3%	26,974,045	21.4%
OPERATING REQUIREMENTS							
Fac Mgmt, Ops and Airport Security	59,744,143	57,553,087	56,378,182	3,365,961	5.6%	1,174,905	2.0%
Airport Planning and Development	5,391,192	5,053,065	4,798,319	592,873	11.0%	254,746	5.0%
Support Services	25,641,391	26,068,947	24,300,072	1,341,319	5.2%	1,768,875	6.8%
Business Services	8,046,651	4,681,210	4,707,156	3,339,495	41.5%	(25,946)	(0.6%)
TOTAL OPERATING EXPENSES	98,823,377	93,356,309	90,183,729	8,639,648	8.7%	3,172,580	3.4%
Debt Service							
GO Debt Service Fund	507	504	504	3	0.6%	0	0.0%
2013 Prosperity Bank Loan	5,412,895	5,412,895	5,412,800	95	0.0%	95	0.0%
2014 Bond Issuance	7,077,844	7,077,844	7,081,300	(3,456)	(0.0%)	(3,456)	(0.0%)
2017 Bond Issuance	10,034,715	10,034,715	10,042,648	(7,933)	(0.1%)	(7,933)	(0.1%)
2019 Refunding Bonds	15,470,348	15,459,157	15,457,870	12,478	0.1%	1,287	0.0%
2019 New Money	8,471,750	8,471,751	8,471,700	51	0.0%	51	0.0%
TOTAL Net Debt Service	46,468,059	46,456,866	46,466,822	1,239	0.0%	(9,956)	(0.0%)
OTHER REQUIREMENTS							
Workers' Compensation	435,740	435,740	435,740	0	0.0%	0	0.0%
Citywide Administrative Support	6,328,330	6,328,330	6,328,330	0	0.0%	0	0.0%
Communications & Technology Mgmt	1,879,259	1,879,259	1,879,259	0	0.0%	0	0.0%
Accrued Payroll	166,126	166,126	166,126	0	0.0%	0	0.0%
Additional Retirement Contribution	350,754	0	0	350,754	100.0%	0	N/A
CTECC	307,939	307,939	307,939	0	0.0%	0	0.0%
Trunked Radio Allocation	301,150	301,150	301,150	0	0.0%	0	0.0%
Public Works Capital Projects Mgmt Fund	3,793,554	3,793,554	3,793,554	0	0.0%	0	0.0%
Liability Reserve	0	0	0	0	N/A	0	N/A
TOTAL OTHER REQUIREMENTS	13,562,852	16,521,098	16,485,292	(2,922,440)	(21.5%)	35,806	0.2%
TOTAL REQUIREMENTS	158,854,288	156,334,273	153,135,844	5,718,446	3.6%	3,198,430	2.0%
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS							
TOTAL REQUIREMENTS	(33,534,196)	(30,047,867)	124,607	33,658,805	100.4%	30,172,474	100.4%
CARES Act Reimbursement (Parking)	0	0	(2,742,648)	2,742,648	N/A	2,742,648	N/A
CARES Act Reimbursement (Debt Service)	(30,950,446)	(33,618,983)	(27,129,523)	(3,820,923)	(12.3%)	(6,489,460)	(19.3%)
TOTAL CARES ACT REIMBURSEMENT	(30,950,446)	(33,618,983)	(29,872,172)	(1,078,274)	(3.5%)	(3,746,811)	(11.1%)
EXCESS (DEFICIT) OF TOTAL AFTER CARES ACT	(2,583,750.00)	3,571,116.00	29,996,778.30	32,580,530.13	1261.0%	26,425,662.73	740.0%

Note: Columns may not add to totals shown because of rounding

ENPLANEMENTS	Passengers
September, 2021 (Month over Month)	601,732
September, 2021 - Year-to-Date	5,207,769

**CITY OF AUSTIN
AUSTIN-BERGSTROM INTERNATIONAL AIRPORT
INCOME STATEMENT COMPARISON THIS YEAR VS. LAST YEAR**

	This month - This Year vs. Last Year FY21 (Sep 21) vs FY20 (Sep 20)				Fiscal YTD - This Year vs. Last Year FY21 (Oct 20 - Sep 21) vs FY20 (Oct 19 - Sep 20)			
	FY21 Sep-21	FY20 Sep-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance	FY21 YTD Sep-21	FY20 YTD Sep-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance
<u>Airline Revenue</u>								
Landing Fees	2,833,227	1,334,862	1,498,364	112.2%	25,286,933	24,318,648	968,285	4.0%
Terminal Rental & Other Fees	5,284,167	3,792,957	1,491,210	39.3%	53,139,416	49,381,268	3,758,148	7.6%
Total Airline Revenue	8,117,393	5,127,819	2,989,574	58.3%	78,426,350	73,699,917	4,726,433	6.4%
<u>Non-Airline Revenue</u>								
Parking	3,878,093	1,233,487	2,644,606	214.4%	27,942,020	23,409,088	4,532,931	19.4%
Ground Transportation for Hire	514,770	133,212	381,558	286.4%	3,628,632	3,912,754	(284,122)	(7.3%)
Rental Cars	215,864	(95,327)	311,192	326.4%	12,850,788	10,259,195	2,591,594	25.3%
Food & Beverage	565,805	326,681	239,124	73.2%	7,344,348	7,044,922	299,426	4.3%
Retail	384,330	198,837	185,493	93.3%	5,610,468	3,241,392	2,369,076	73.1%
Advertising	79,225	81,892	(2,667)	(3.3%)	1,897,783	2,108,648	(210,865)	(10.0%)
Other Concessions, Rentals & Fees	2,402,275	1,935,856	466,419	24.1%	15,447,082	15,677,727	(230,645)	(1.5%)
Total Non-Airline Revenue	8,040,362	3,814,637	4,225,724	110.8%	74,721,121	65,653,725	9,067,396	13.8%
Interest Income	4,120	20,791	(16,671)	(80.2%)	112,980	812,924	(699,944)	(86.1%)
Total Operating Revenue	16,161,875	8,963,247	7,198,628	80.3%	153,260,451	140,166,565	13,093,885	9.3%
<u>Operating Requirements</u>								
Fac Mgmt, Ops and Airport Security	8,161,235	6,709,087	(1,452,149)	(21.6%)	56,378,182	58,573,743	2,195,561	3.7%
Airport Planning and Development	890,659	538,398	(352,260)	(65.4%)	4,798,319	5,773,641	975,322	16.9%
Support Services	5,016,598	2,516,594	(2,500,003)	(99.3%)	24,300,072	24,833,178	533,106	2.1%
Business Services	710,232	350,933	(359,299)	(102.4%)	4,707,156	10,272,507	5,565,351	54.2%
Total Operating Expense	14,778,724	10,115,013	(4,663,712)	(46.1%)	90,183,729	99,453,068	9,269,339	9.3%
<u>Debt Service</u>								
GO Debt Service Fund	39	0	(39)	N/A	504	0	(504)	N/A
2013 Prosperity Bank Loan	451,036	450,700	(336)	(0.1%)	5,412,800	5,409,100	(3,700)	(0.1%)
2014 Bond Issuance	593,301	589,840	(3,461)	(0.6%)	7,081,300	7,077,794	(3,506)	(0.0%)
2017 Bond Issuance	844,159	836,388	(7,771)	(0.9%)	10,042,648	9,962,559	(80,089)	(0.8%)
2019 Refunding Bonds	1,276,439	1,401,131	124,692	8.9%	15,457,870	16,049,688	591,818	3.7%
2019 New Money	1,092,532	474,000	(618,532)	(130.5%)	8,471,700	4,326,750	(4,144,950)	(95.8%)
Total Debt Service	4,257,506	3,752,059	(505,447)	(13.5%)	46,466,822	42,825,891	(3,640,931)	(8.5%)
<u>Other Requirements</u>								
Workers' Compensation	36,308	38,284	1,976	5.2%	435,740	459,386	23,646	5.1%
Citywide Administrative Support	527,370	479,138	(48,232)	(10.1%)	6,328,330	5,749,656	(578,674)	(10.1%)
Communications & Technology Mgmt	156,604	151,491	(5,113)	(3.4%)	1,879,259	1,817,925	(61,334)	(3.4%)
Accrued Payroll	13,844	29,543	15,699	53.1%	166,126	354,511	188,385	53.1%
CTECC	25,657	17,128	(8,529)	(49.8%)	307,939	205,514	(102,425)	(49.8%)
Trunked Radio Allocation	25,094	26,435	1,341	5.1%	301,150	317,231	16,081	5.1%
Public Works Capital Projects Mgmt Fund	316,130	283,281	(32,849)	(11.6%)	3,793,554	3,399,372	(394,182)	(11.6%)
Trf to Subordinate Obligation	2,188,732	0	(2,188,732)	N/A	3,273,194	0	(3,273,194)	N/A
Total Other Requirements	3,289,738	1,025,300	(2,264,438)	(220.9%)	16,485,292	12,303,595	(4,181,697)	(34.0%)
Total Requirements	22,325,968	14,892,371	(7,433,597)	(49.9%)	153,135,844	154,582,554	1,446,711	0.9%
SURPLUS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	(6,164,093)	(5,929,124)	(234,969)	(4.0%)	124,607	(14,415,989)	14,540,596	100.9%
CARES Act Reimbursement (Parking)	(833,934)	0	833,934	N/A	(2,742,648)	(2,787,153)	(44,505)	(1.6%)
CARES Act Reimbursement (Debt Service)	0	(3,796,903)	(3,796,903)	(100.0%)	(27,129,523)	(18,759,628)	8,369,895	44.6%
Total CARES Act	(833,934)	(3,796,903)	(2,962,969)	(78.0%)	(29,872,172)	(21,546,781)	8,325,390	38.6%
TOTAL SURPLUS (DEFICIT) AFTER CARES ACT	(5,330,159)	(2,132,221)	(3,197,938)	(150.0%)	\$ 29,996,778	\$ 7,130,792	\$ 22,865,986	320.7%



AIRPORT ADVISORY COMMISSION

ITEM 2c – WRITTEN STAFF BRIEFINGS

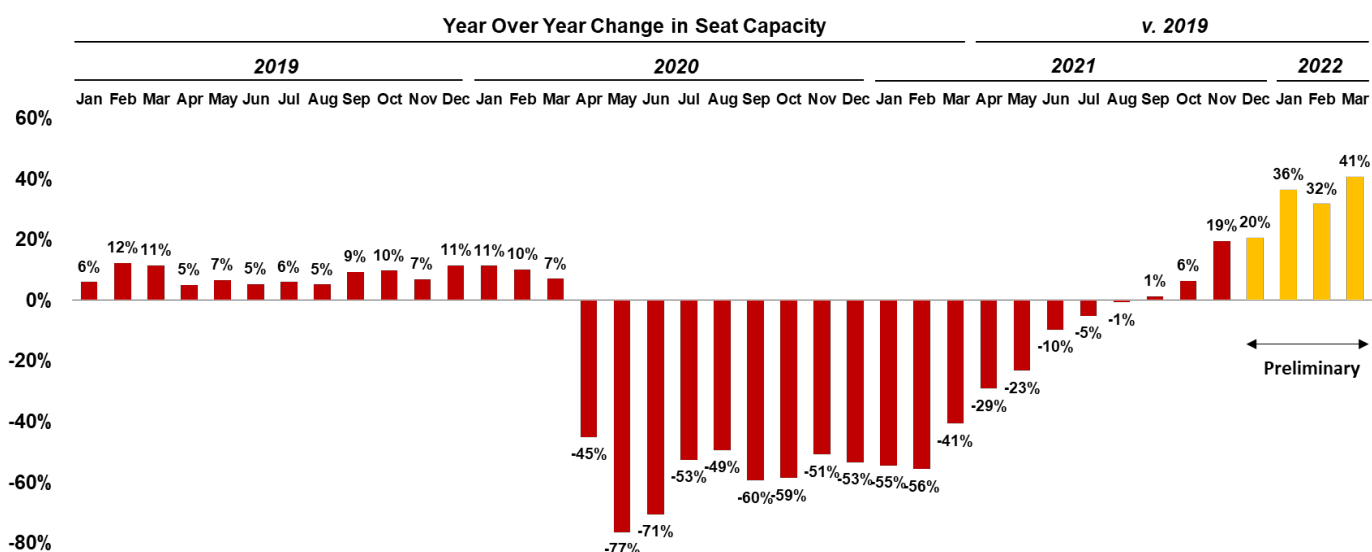
AUS Air Service Update

Prepared by Jamy Kazanoff, Air Service
Development

December 2021 Air Service Snapshot

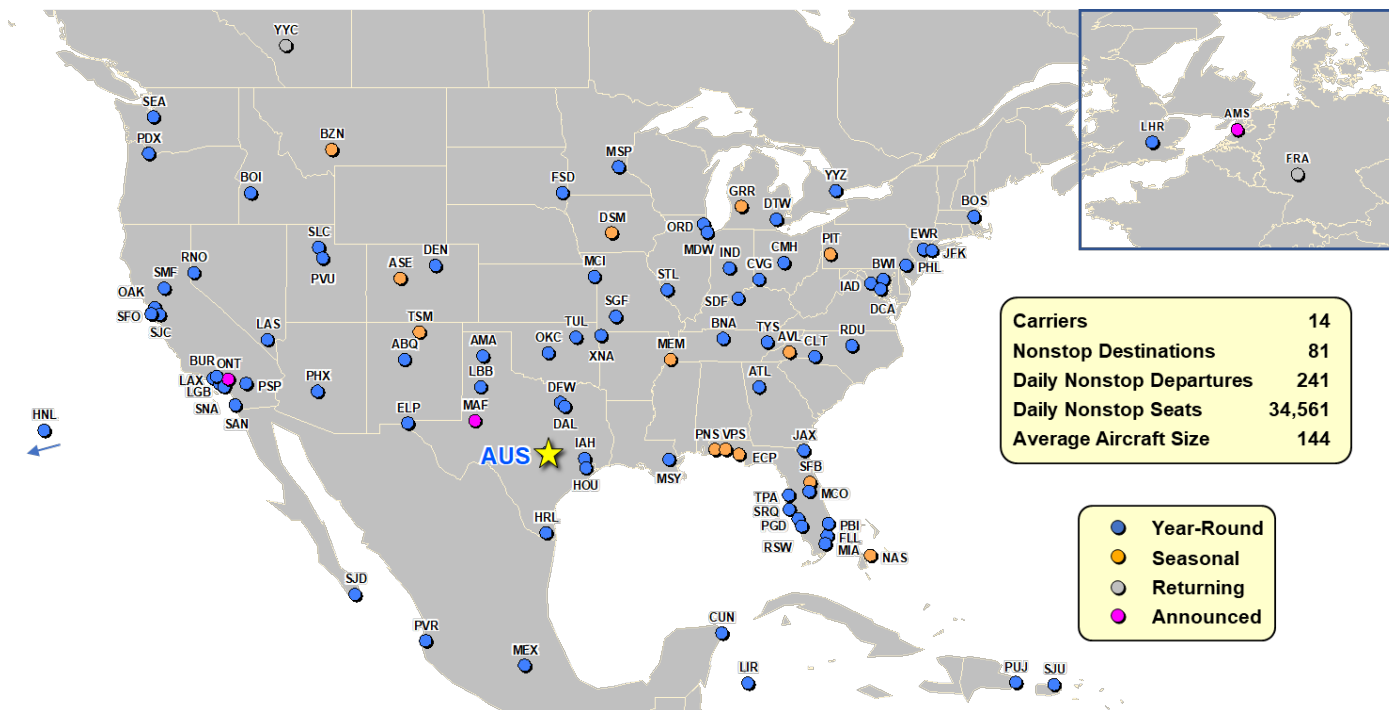
The Thanksgiving holiday saw some of the busiest travel days since the beginning of the pandemic with nearly 2.5mm passengers being processed at TSA checkpoints on Sunday, November 28 and some other days easily exceeding 2.0mm passengers. Enthusiasm surrounding these achievements has been subdued by the onset of the Omicron variant which along with new testing rules, has already impacted demand in international markets. After nearly two months of consistent week-over-week improvement in bookings, industry trades and consumer reports are now reporting signs of a slowdown.

The chart below shows how COVID-19 has affected AUS capacity with year-over-year change in seat capacity through March 2021, and then 2019 comparisons starting in April. Some carriers are returning to a more typical scheduling timeline where schedules are firmed three or more months out but some are still making close-in changes. Most carriers have adjusted AUS schedules through February and some even beyond that through the summer. Based on currently filed schedules, capacity will be 20% above 2019 levels in December and a staggering 36% in January and 32% in February.



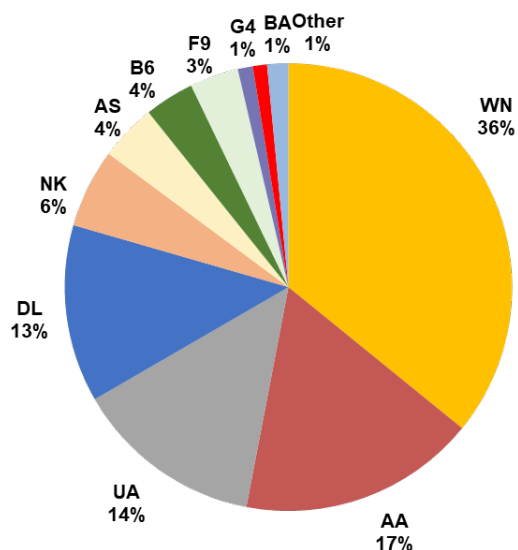
The route map on the next page provides a snapshot of current air service at AUS. Highlights of recent air service announcements/developments include:

- **Allegiant** opened its new base last month with 89 employees and three A320s; new service started to AMA, FSD, PBI, PGD, PVU, SDF, SGF, SNA & TUL
- **British Airways** resumed LHR service on Oct. 13 with 3 weekly flights; increased to 4 weekly in November and December; and then 5 weekly in January & February
- **Air Canada** returned to AUS on Oct. 2 with 6 weekly flights, but will take a hiatus from Dec. 18 – Jan. 4 due to CBP staffing issues at Toronto (YYZ) pre-clearance
- **KLM** has loaded AMS service for sale effective March 28, 2022 with 3/week on the 292-seat A330-300
- **Lufthansa** has deferred service restoration to March 2, 2022; **WestJet** is scheduled to return on May 1, 2022
- **Hawaiian** added extra HNL frequencies for the holidays and has added a permanent third weekly frequency eff. Dec. 12
- **Southwest** nonstop service will be added to AMA, CHS, CMH, MAF, ONT & PVR in early 2022.
- **American** started nonstop service to LIR, PUJ, PVR & TUL; will serve DEN, RSW, SLC & SRQ for the holidays; will start ABQ in January and increase DEN to year-round
- **Alaska** will serve PSP 5/wk from November 19 – April 18

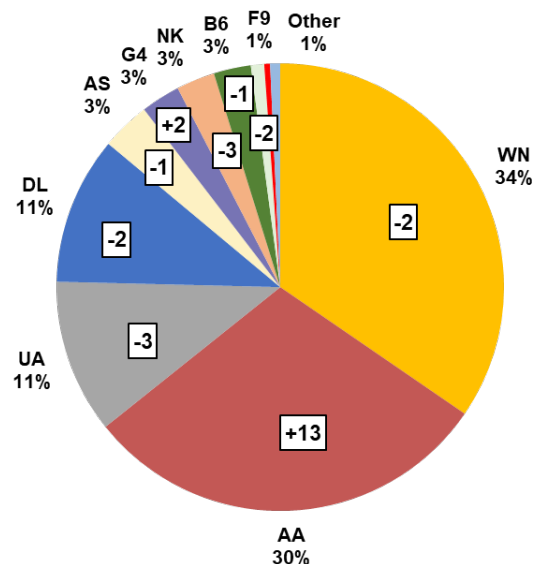


Southwest is still the largest carrier at AUS by capacity but American is now much closer in size. United and Delta are still similar in terms of capacity share. Southwest's share will increase once additional new service is started this Spring. Allegiant has also gained capacity share since 2019 with the opening of an aircraft and crew base and will likely grow further.

AUS Seat Share
December 2019



AUS Seat Share
December 2021



Point Change



AIRPORT ADVISORY COMMISSION

ITEM 4a – CONSENT AGENDA

Authorize negotiation and execution of a contract with Associated Time Instruments Co., Inc. d/b/a Associated Time & Parking Controls to provide maintenance, repair, and support services for the automated parking guidance system, for a term of five years in an amount not to exceed \$725,000.



Recommendation for Action

File #: 21-3526, **Agenda Item #:**

1/27/2022

Posting Language

Authorize negotiation and execution of a contract with Associated Time Instruments Co., Inc. d/b/a Associated Time & Parking Controls to provide maintenance, repair, and support services for the automated parking guidance system, for a term of five years in an amount not to exceed \$725,000.

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

Lead Department

Financial Services Department.

Client Department(s)

Aviation.

Fiscal Note

Funding in the amount of \$101,433 is available in the Fiscal Year 2021-2022 Operating Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

Sole Source.

For More Information:

Inquiries should be directed to Sai Xoomsai Purcell, at 512-978-1524 or Sai.Xoomsai@austintexas.gov [<mailto:Sai.Xoomsai@austintexas.gov>](mailto:Sai.Xoomsai@austintexas.gov).

Council Committee, Boards and Commission Action:

December 14, 2021 - To be reviewed by the Airport Advisory Commission.

Additional Backup Information:

The contract will provide maintenance, support, and repair services for the automated parking guidance system used to assist customers with locating open parking spaces at Austin-Bergstrom International Airport's (ABIA) parking facilities. This system ensures efficient operations of airport parking garages by providing airport parking customers with real time information on parking availability. The contract will allow the Aviation Department to purchase software, equipment, upgrades, training, and other goods and services required to maintain and operate the parking guidance system's hardware, software, and equipment.

The equipment utilized at ABIA is manufactured by Park Assist System and is maintained, supported and distributed exclusively by Associated Time Instruments Co., Inc. Associated Time Instruments Co., Inc. is the sole authorized reseller and program administrator of the Park Assist System equipment and services.

This is a new contract. Annual costs are based on contractor standard cost for software and hardware maintenance and support, and projected future upgrades, expansion and repair needs.

Strategic Outcome(s):

Mobility.



AIRPORT ADVISORY COMMISSION

ITEM 4b – CONSENT AGENDA

Authorize negotiation and execution of a contract with Ricondo Associates Inc, Unison Consulting, Inc, LeighFisher Inc, and Frasca Associates LLC for financial and other related consulting services, for a term of five years for a total contract amount not to exceed \$2,500,000 divided among the contractors as needed for Aviation Department.

RECOMMENDATION FOR COUNCIL ACTION**VENDOR: RICONDO ASSOCIATES INC, UNISON CONSULTING INC, LEIGHFISHER INC, FRASCA ASSOCIATES LLC.**

SUBJECT: Authorize negotiation and execution of a contract with Ricondo Associates Inc. (Minority Owned Business (Hispanic)), Unison Consulting, Inc, LeighFisher Inc, and Frasca Associates LLC. (Women-Owned Business) for financial and other related consulting services, for a term of five years for a total contract amount not to exceed \$2,500,000 divided among the contractors as needed for Aviation Department.

MBE/WBE: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. SMBR determined this solicitation as an opportunity for the sixteen (16) certified minority-owned and women-owned businesses available to proposal as a prime consultant. As a result, two minority-owned and women-owned businesses were selected.

LEAD DEPARTMENT: Purchasing Office

CLIENT DEPARTMENT(S): Aviation Department

FISCAL NOTE: Funding in the amount of \$334,000 is available in the Fiscal Year 2021-2022 Operating Budget of the Aviation Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

PURCHASING: The Purchasing Office issued a Request for Qualification Statements (RFQS) 8100 JTH4005 for services. The solicitation issued on August 16, 2021 and it closed on September 21, 2021. 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 CONTACT: Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or AgendaOffice@austintexas.gov

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person(s): Jim Howard, at 512-974-2031 or Jim.howard@austintexas.gov or Alfonso Drayton, at 512-974-2298 or Alfonso.drayton@austintexas.gov

BOARD AND COMMISSION ACTION: December 14, 2021- To be reviewed by the Airport Advisory Commission.

ADDITIONAL BACKUP INFORMATION (RCA BODY)

The contract will provide specialized airport financial skills and consulting services for the Aviation Department. The Aviation Department requires multiple contractors due to the specialized expertise of each firm which are not available from Aviation city employees.

The services will include airport rates and charges financial consulting, airport financial planning, airport financial and strategic planning for capital improvement program financial management, annual airport consultant report on consolidated rental car facility and customer facility charges. Additional consulting such as assisting in developing and implementing benchmarks and best practices, providing research and information on the airport, airline, rental car, and airport parking industries, preparation of cost/benefit analysis of previous and/or future projects or operations and competitive assessments, evaluate feasibility of proposed programs and projects, provide real estate/property feasibility studies as it relates to airport-related development, and provide various economic impact analysis and studies.

This contract is replacing the current contract which expires February 22, 2022. The requested authority is based on the historical spend and department estimates. The recommended contractors are the current providers for these services. There will be substantial growth at the Airport during the next five years which will significantly increase the need for these services.

RECOMMENDATION FOR COUNCIL ACTION**VENDOR: RICONDO ASSOCIATES INC, UNISON CONSULTING INC, LEIGHFISHER INC, FRASCA ASSOCIATES LLC.**

An evaluation team with expertise in this area evaluated the offers and scored Ricondo Associates Inc, Unison Consulting, Inc, LeighFisher Inc, and Frasca Associates, LLC, as the best to provide these services based on Experience and Qualifications of Proposers and Key Individuals, including references; Understanding of the Scope and magnitude of the work to be accomplished as demonstrated by the RFQS response and Demonstrated Experience of the firm providing aviation services similar to the tasks listed within the scope of work

If Aviation is unable to secure a contract, City will not have the financial expertise or ability within Aviation staff to complete the type of tasks required for airport financial maintenance.

Strategic Outcome(s): Mobility, Government that Works for All



AIRPORT ADVISORY COMMISSION

ITEM 5a – ACTION ITEMS

Discuss and approve schedule for 2022
AAC meetings.



AIRPORT ADVISORY COMMISSION MEETING
3:00 PM
2716 SPIRIT OF TEXAS DRIVE
AUSTIN, TEXAS 78719

2022 MEETING DATES

January 11, 2022

February 8, 2022

March 8, 2022

April 12, 2022

May 10, 2022

June 14, 2022

July 12, 2022

August 9, 2022

September 13, 2022

October 11, 2022

November 8, 2022

December 13, 2022



AIRPORT ADVISORY COMMISSION

ITEM 5b – ACTION ITEMS

Review of AAC bylaws and mission statement.

**BYLAWS OF THE
Austin Airport Advisory Commission**

ARTICLE 1. NAME.

The name of the Commission is the Austin Airport Advisory Commission (AAC)

ARTICLE 2. PURPOSE AND DUTIES.

(A) The Austin Airport Advisory Commission (AAC) reviews, assesses and makes recommendations to Austin City Council concerning the Austin-Bergstrom International Airport (AUS):

- Capital improvement projects,
- Proposed aviation grants,
- Proposed aviation contracts,
- Annual operating budgets, and
- Quality of services and customer experience.

(B) In its recommendations, AAC ensures consistency with good business practices, integrity and the values of the City of Austin and AUS, including:

- Safety,
- Public service & engagement,
- Responsibility & accountability,
- Innovation & sustainability,
- Diversity & inclusion, and
- Ethics & integrity.

(C) The AAC advises and offers help to solve problems and advance the mission and initiatives of AUS.

(D) The AAC brings citizen input to the airport leadership and engages community stakeholders as needed to promote public awareness and good decision making.

(E) The AAC facilitates and promotes communication between the AUS staff and Austin City Council.

- (F) In all their work, members of the AAC advocate the interests of the airport's customers, City of Austin citizens, and the Austin City Council.

ARTICLE 3. MEMBERSHIP.

- (A) The Commission is composed of eleven members appointed by the city council.
- (B) A member serves at the pleasure of the City Council.
- (C) Commission members serve for a term of four years beginning March 1st on the year of appointment.
- (D) An individual Commission member may not act in an official capacity except through the action of the Commission.
- (E) A Commission 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 Commission member, an illness or injury of a Commission member's immediate family member, active military service, or the birth or adoption of the Commission member's child for 90 days after the event. The Commission member must notify the staff liaison of the reason for the absence not later than the date of the next regular meeting of the Commission. Failure to notify the liaison before the next regular meeting of the Commission will result in an unexcused absence.
- (F) At each meeting, each Commission 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 Commission shall submit a written resignation to the chair of the Commission, 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 Commission shall consist of a chair and a vice-chair.
- (B) Officers shall be elected annually by a majority vote of the Commission at the first regular meeting after April 1st. In the event a current officer becomes ineligible to serve as an officer, the Commission 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 Commission for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a Commission 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 Commission may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized Commission 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 Commission meetings, appoint all committees, represent the Commission 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.

ARTICLE 6. AGENDAS.

- (A) Two or more Commission 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 Commission 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 Commission meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- (B) Commission meetings shall be governed by Robert's Rules of Order.
- (C) The Commission may not conduct a closed meeting without the approval of the city attorney.
- (D) The Commission shall meet monthly. In November of each year, the Commission 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 Commission 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 Commission action must be adopted by an 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 Commission shall allow citizens to address the Commission 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 Commission minutes. The minutes of each Commission meeting must include the vote of each member on each item before the Commission 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 Commission 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 Commission votes to continue the meeting.
- (N)) Each person and Commission member attending a Commission meeting should observe decorum pursuant to Section 2-1-48 of the City Code.
- (O)) A member of the public may not address a Commission 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 Commission. A committee cannot meet until its creation is approved by the Council Audit and Finance Committee. Each committee shall consist of at least three Commission members appointed by the chair. A staff member shall be assigned to each committee by the director of the Department of Aviation.
- (C) The Commission chair shall appoint a Commission 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 Commission at the January Commission 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 Commission can determine the size of a working group but the number of Commission members serving on the working group must be less than a quorum of the Commission.
- (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 Commission in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the Commission 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 Airport Advisory Commission at their meeting held on November 10, 2020.



Ammie Calderon, Staff Liaison



Tracy Thompson, Esq.
Airport Chief Officer
Administrative & External Affairs
Department of Aviation