



City of Austin

Recommendation for Action

File #: 24-4167, **Agenda Item #:** 18.

4/4/2024

Posting Language

Authorize negotiation and execution of a contract for landing fee management software with Passur Aerospace, Inc., for a term of five years in an amount not to exceed \$650,000.

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

Lead Department

Financial Services Department.

Client Department(s)

Department of Aviation.

Fiscal Note

Funding in the amount of \$45,606 is available in the Fiscal Year 2023-2024 Operating Budget of the Department of Aviation.

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

Purchasing Language:

Sole Source.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Council Committee, Boards and Commission Action:

March 13, 2024 - Recommended by the Airport Advisory Commission on a vote of 8-0-0-3 with Commissioners Fang Fang, Rose, and Ennis absent.

Additional Backup Information:

This contract is for the PASSUR Landing Fee Management (LFM) system. The system provides independently verified, standardized, automated, and detailed aircraft landing data, used by Aviation accounts receivable staff to invoice passenger and cargo carriers for landing according to their contract terms. The LFM system will help reduce airline and airport costs and staff time spent on manual reporting and billing processes each month. Aircraft landing data is uploaded from the LFM system, via a proprietary interface, to the Airport's Tenant Management and Accounts Receivables Software, allowing for verification of aircraft landing and subsequent monthly invoicing.

This contract is a sole source because changing contractors would result in a substantial cost and increased staff hours in order to create a new interface for project management, technical assistance, testing, and

training for Aviation and airline staff, with associated costs for Airport business partners in staff training and process changes.