



**AIRPORT ADVISORY COMMISSION (AAC)  
REGULAR MEETING MINUTES  
June 11, 2025, 3:00 PM**

The Airport Advisory Commission convened in a regular meeting on June 11, 2025, at 6310 Wilhelmina Delco Dr., Room 1405 Austin, Texas 78752

*Vice Chair Bakari Brock called the regular meeting to order at 3:04 p.m.*

**Commissioners in Attendance:**

Bakari Brock  
Jeff Eller  
Fang Fang  
Lyn Hendricks  
Scott Madole  
Susan Turrieta

**Commissioners in Attendance Remotely:**

Jonathan Coon

**Commissioners Absent:**

Patrick Rose  
Doyle Valdez  
Mike Trimble  
Cole Wilson

**PUBLIC COMMUNICATION: GENERAL**

Mirna Reyes, Unite Here Local 23 (Hyatt Place)

**APPROVAL OF MINUTES**

1. Approve the minutes of the AAC regular meeting on May 14, 2025.

*A first motion to approve was made by Commissioner Eller; Commissioner Turrieta seconded. The motion failed for lack of quorum on a 5-0-1-5 vote. Commissioner Fang abstained. Commissioners Rose, Valdez, Trimble, Madole and Wilson were absent.*

*Following Commissioner Madole's arrival, Vice Chair Brock called the item again. A second motion to approve was made by Commissioner Eller; Commissioner Fang seconded. The motion passed 6-0-1-4. Commissioner Fang abstained. Commissioners Rose, Valdez, Trimble, and Wilson were absent at this vote.*

## **STAFF BRIEFINGS**

2. Briefing on April 2025 Financial Results presented by Rajeev Thomas, Chief Financial Officer

*Anna Trejo provided the briefing.*

3. Briefing on Air Service Update provided by Jamy Kazanoff, AUS Air Service Development

*Jamy Kazanoff provided the briefing.*

4. Briefing on Journey with AUS (AUS AEDP/Capital Improvement Program) Active Projects provided by Lyn Estabrook, Deputy Chief Development Officer

*Lyn Estabrook provided the briefing.*

5. Briefing on New Entrant Rental Car RFP provided by Tracy Thompson, Chief Business and External Affairs Officer

*Tracy Thompson provided the briefing.*

## **DISCUSSION/ACTION ITEMS**

*NONE*

## **DISCUSSION ITEMS**

6. Discussion on the Draft Airport Advisory Commission Annual Internal Review covering the period of July 1, 2024, thru June 30, 2025, and upcoming year's goals.

*Commissioners discussed reaffirming goals adopted last year, including goals no. 4 and 5, and including the goals of focusing on a roadway plan and the customer experience.*

7. Review City Council action at the May 22, 2025, meeting – [Item 02] Authorize negotiation and execution of a license agreement with BATX Pipeline, LLC, to govern such entity's use of approximately 2.5 miles of airport property for a 10-inch diameter underground jet fuel pipeline and appurtenant surface facilities at Austin-Bergstrom International Airport, for a term of up to 40 years. Funding: If construction commences during Fiscal Year, this item is projected to result in approximately \$76,583 in additional revenue for the Fiscal Year 2024-2025 Aviation Department's Operating Budget.

*Approved on consent.*

- 8.** Review City Council action on the May 22, 2025 meeting – [Item 03] Authorize negotiation and execution of an amendment to the Amended and Restated Lease Agreement for the Airline Fuel Facility at Austin-Bergstrom International Airport with AUS Fuel Company, LLC, to modify the leased premises and add provisions related to the respective rights and obligations of the parties regarding the underground jet fuel pipeline to be designed, constructed, operated, and maintained by BATX Pipeline, LLC, and any appurtenant surface facilities to deliver jet fuel to the Airline Fuel Facility. Funding: If the pipeline project commences during Fiscal Year 2024-2025, this item is projected to result in unrealized revenue in the estimated amount of \$539.30 in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*
- 9.** Review City Council action at the May 22, 2025 meeting – [Item 04] Ratify an amendment to the Austin-Bergstrom International Airport General Aviation Facility Management Agreement with Signature Flight Support, LLC to add one year to the term, effective March 1, 2025, and the obligation for Signature Flight Support, LLC to provide completed quarterly inspection reports. Funding: \$144,579 is available in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*
- 10.** Review City Council action at the May 22, 2025 meeting – [Item 05] Authorize negotiation and execution of a lease with Menzies Aviation USA, Inc. for certain premises consisting of approximately 2,500 square feet of building space and related improvements for its ground handling operations at Austin-Bergstrom International Airport, for a term of five years, with a renewal option for an additional one -year term. Funding: this item is projected to result in \$22,234.67 of additional revenue for the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*
- 11.** Review City Council action at the May 22, 2025 meeting – [Item 06] Authorize negotiation and execution of a lease with Amazon.com Services LLC for certain premises consisting of approximately 50,919 square feet of building space, 37,051 square feet of cargo handling space, 134,629 square feet of aircraft parking area, and related improvements for its air freight and mail handling operations at Austin-Bergstrom International Airport, for a term of five years, commencing after the date of beneficial occupancy, and with an opportunity for an extension term. Funding: This item is projected to result in \$22,234.67 of additional revenue for the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*
- 12.** Review City Council action at the May 22, 2025 meeting – [Item 13] Authorize a contract for grease, grit, and sediment traps maintenance and repair services for the Department of Aviation with Southwaste Disposal LLC, for a term of five years in an amount not to exceed Department of Aviation. *Approved on consent.*
- 13.** Review City Council action at the May 22, 2025 meeting – [Item 29] Authorize two contracts for brownfields remediation and impacted soil and water treatment for the Department of Aviation with Clean Harbors Environmental Services, Inc. and Tasman, Inc., each for initial terms of two years with up to three one-year extension options in amounts not to exceed \$30,000,000, divided equally between the contractors or the department may

choose any contractor that can provide the required services. Funding: \$15,000,000 is available in the Capital Budget of the Department of Aviation. *Approved on consent.*

14. Review City Council action at the June 5, 2025 meeting – [Item 18] Authorize negotiation and execution of an amendment to the amended and restated fixed base operator lease and development agreement with Austin FBO, LLC, for approximately 38 acres of land at Austin-Bergstrom International Airport, to provide for the reimbursement by Austin FBO, LLC, to the City of an amount not to exceed \$3,118,000 for the construction and renovation costs associated with the AUS AEDP MFT-Economy Lot 3 Project, as part of the Midfield Taxiway Project, and their proportionate share of the design costs. Funding: Due to the anticipated construction timeframe, this item is not projected to result in additional revenue for the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*
15. Review City Council action at the June 5, 2025 meeting – [Item 19] Approve a resolution expressing the City’s consent, as required by Internal Revenue Code Section 147 (f), to the Public Finance Authority’s issuance of the Series 2024B Tax-Exempt Bonds, in exchange for the Series 2024B Taxable Bonds previously issues for the purpose of making a loan to Austin FBO, LLC, in an amount not to exceed \$53,410,000 to provide financing of the cost of the acquisition, construction, and/or equipping of certain facilities at Austin-Bergstrom International Airport and fund related costs. Funding: This item has no fiscal impact. *Approved on consent.*
16. Review City Council action at the June 5, 2025 meeting – [Item 20] Authorize negotiation and execution of an agreement with the U.S. Customs and Border Protection (CBP) for the reimbursement of CBP equipment and software costs related to required Windows 11 upgrades at Austin-Bergstrom International Airport in an amount not to exceed \$89,769. Funding: \$89,769 is available in the Fiscal Year 2024-2025 Capital Budget of the Department of Aviation. *Approved on consent.*
17. Review City Council action at the June 5, 2025 meeting – [Item 33] Authorize a contract for safety inspections, emergency repair services, and replacement parts for passenger boarding bridges and related systems for the Department of Aviation with Oshkosh Aerotech, LLC d/b/a Oshkosh Aerotech, for an initial term of three years with two one-year extension options, in an amount not to exceed \$7,500,000. Funding: \$500,000 is available in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. *Approved on consent.*

#### **FUTURE AGENDA ITEMS**

NONE

#### **NEXT REGULAR MEETING**

The next regular meeting of the AAC is scheduled for Wednesday, July 9, 2025.

## **ADJOURNMENT**

***Bakari Brock adjourned the meeting at 3:38 p.m. without objection.***

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 Jason Alexander at [jason.alexander@flyaustin.com](mailto:jason.alexander@flyaustin.com).