



**AIRPORT ADVISORY COMMISSION (AAC)  
REGULAR MEETING MINUTES  
January 8, 2025, 3:00 PM**

The Airport Advisory Commission convened in a regular meeting on January 8, 2025, at 6310 Wilhelmina Delco Dr., Room 1405 Austin, Texas 78752

*Wendy Price Todd called the regular meeting to order at 3:01 p.m.*

**Commissioners in Attendance:**

Wendy Price Todd, Chair  
Patrick Rose, Secretary  
Raymond Young  
Jeremy Hendricks  
Scott Madole  
Doyle Valdez  
Jeff Eller

**Commissioners in Attendance Remotely:**

Bakari Brock, Vice-Chair  
Jonathan Coon

**Commissioners Absent:**

Chad Ennis  
Fang Fang

**PUBLIC COMMUNICATION: GENERAL**

NONE

**APPROVAL OF MINUTES**

1. Approve the minutes of the AAC regular meeting on December 11, 2024.

*A motion to approve was made by Commissioner Rose; Commissioner Hendricks seconded. The motion passed on a 8-0 vote. Commissioners Ennis, Valdez, and Fang Fang were absent at this vote.*

## **STAFF BRIEFINGS**

2. Briefing on November 2024 Financial Results presented by Rajeev Thomas, Chief Financial Officer

*Rajeev Thomas provided briefing.*

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

*Jamy Kazanoff provided briefing.*

4. Briefing on Air Service Development and Airline Industry Trends presented by Jamy Kazanoff, AUS Air Service Development, and Kevin Schorr, Vice President, Campbell-Hill Aviation Group

*Jamy Kazanoff and Kevin Schorr provided briefing and addressed questions from the Commission.*

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

*Lyn Estabrook provided briefing.*

## **DISCUSSION/ACTION ITEMS**

6. Authorize negotiation and execution of an amendment to a Department of Aviation lease with the Transportation Security Administration (TSA) to add two (2) one-year option periods, and to provide for the issuance of a rent credit to TSA for reimbursement of costs incurred for remediation and site work on their leased premises, in an amount not to exceed \$195,353.74. Funding: \$55,968.74 is available in the Fiscal Year 2024-25 Operating Budget of the Department of Aviation. Funding for the remaining agreement term is contingent upon available funding in future budgets.

*A motion to approve was made by Commissioner Hendricks; Commissioner Eller seconded. The motion passed on a 9-0 vote. Commissioners Ennis and Fang Fang were absent at this vote.*

7. Authorize a contract for original equipment manufacturer baggage handling system parts for the Department of Aviation with Siemens Logistics, LLC, for an initial term of three years with up to two one-year extension options, for a total contract amount not to exceed \$2,500,000. Funding: \$375,000 is available in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets. [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.]

*A motion to approve was made by Commissioner Eller; Commissioner Hendricks seconded. The motion passed on a 9-0 vote. Commissioners Ennis and Fang Fang were absent at this vote.*

8. Authorize a contract for an emergency notification system for the Austin-Bergstrom International Airport for the Department of Aviation with Everbridge, Inc., for an initial term of one year with up to two one-year extension options, for a total contract amount not to exceed \$272,090. Funding: \$90,697 is available in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets. [This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the goods and services required for this procurement, there were no subcontracting opportunities, therefore, no subcontracting goals were established.]

*A motion to approve was made by Commissioner Valdez; Commissioner Young seconded. The motion passed on a 9-0 vote. Commissioners Ennis and Fang Fang were absent at this vote.*

9. Authorize a contract for replacement of pre-conditioned air conditioning and heating hoses for the Department of Aviation with Metroplex Custom Services, LLC, for an initial term of two years with up to three one-year extension options, for a total contract amount not to exceed \$465,000. Funding: \$65,000 is available in the Fiscal Year 2024-2025 Operating Budget of the Department of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets. [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.]

*A motion to approve was made by Commissioner Brock; Commissioner Hendricks seconded. The motion passed on a 9-0 vote. Commissioners Ennis and Fang Fang were absent at this vote.*

10. Authorize a contract for capital project auditing and controls for the Department of Aviation with Anchor Enterprises, LLC, for an initial term of five years with up to three one-year extension options for a total amount not to exceed \$32,000,000. Funding: Funding is available in the Capital Budget of the Department of Aviation. [This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program) and subcontractor goals were applied to the solicitation. The subcontracting goals were exceeded, and the resulting contract will include 25% MBE and 5% WBE.]

*A motion to approve was made by Commissioner Young; Commissioner Madole seconded. The motion passed on a 9-0 vote. Commissioners Ennis and Fang Fang were absent at this vote.*

### **DISCUSSION ITEMS**

None

### **FUTURE AGENDA ITEMS**

None

### **NEXT REGULAR MEETING**

The next regular meeting of the AAC is scheduled for Wednesday, February 12, 2025.

### **ADJOURNMENT**

*Wendy Price Todd adjourned the meeting at 4:16 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).

**The minutes were approved at the February 12, 2025 meeting on Commissioner Young's motion, Hendricks second on a 9-0 vote with Commissioners Fang and Ennis absent.**