



**AIRPORT ADVISORY COMMISSION (AAC)  
REGULAR MEETING MINUTES  
March 12, 2025, 3:00 PM**

The Airport Advisory Commission convened in a regular meeting on March 12, 2025, at 6310 Wilhelmina Delco Dr., Room 1405 Austin, Texas 78752

*Vice-Chair Bakari Brock called the regular meeting to order at 3:01 p.m.*

**Commissioners in Attendance:**

Bakari Brock, Vice-Chair  
Raymond Young  
Lyn Hendricks  
Doyle Valdez  
Jeff Eller

**Commissioners in Attendance Remotely:**

Wendy Price Todd, Chair  
Patrick Rose, Secretary  
Jonathan Coon

**Commissioners Absent:**

Chad Ennis  
Fang Fang  
Scott Madole

**PUBLIC COMMUNICATION: GENERAL**

NONE

**APPROVAL OF MINUTES**

1. Approve the minutes of the AAC regular meeting on February 12, 2025.

*A motion to approve was made by Commissioner Valdez; Commissioner Eller seconded. The motion passed on a 7-0 vote. Commissioner Rose abstained; Commissioners Ennis, Madole, and Fang Fang were absent at this vote.*

## **STAFF BRIEFINGS**

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

*Will Mack presented the report for Rajeev Thomas.*

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

*Jamy Kazanoff provided 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 briefing.*

5. Briefing on FY25 Grant Update presented by Rajeev Thomas, Chief Financial Officer

*Cathy Brown presented for Rajeev Thomas.*

## **DISCUSSION/ACTION ITEMS**

6. Authorize negotiation and execution of a lease with Worldwide Flight Services, Inc. for certain premises consisting of approximately 1,466 square feet of building space and related improvements for office use and support of its ground handling operations at Austin-Bergstrom International Airport, for a term of one year, with a renewal option for an additional one-year term. Funding: This item is projected to result in approximately \$12,828 in additional revenue for the Fiscal Year 2024-2025 Aviation Department's Operating Budget.

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

7. Authorize negotiation and execution of a lease with Global Aviation Services, LLC d/b/a Primeflight GSE Maintenance for certain premises consisting of approximately 2,458 square feet of building space and related improvements for its aircraft maintenance 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 approximately \$21,508 in additional revenue for the Fiscal Year 2024-2025 Aviation Department's Operating Budget.

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

8. Authorize a contract for campus closed-circuit television onsite preventative maintenance, troubleshooting, and repairs for the Department of Aviation with Convergent Technologies, LLC, for an initial term of one year with up to four one-year extension options for a total contract amount not to exceed \$3,755,002. Funding: \$408,007 is available in the Department of Aviation's Operating Budget. Funding for the remaining contract term is contingent upon available funding in future budgets. [Note: 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 Eller; Commissioner Valdez seconded. The motion passed on a 8-0 vote. Commissioners Ennis, Madole, and Fang Fang were absent at this vote.*

9. Authorize a contract for airfield lighting, signage, and original equipment manufacturer replacement parts for the Department of Aviation with ADB Safegate Americans Holding, Inc., for a term of five years for a total contract amount not to exceed \$3,307,805. Funding: \$500,000 is available in the Department of Aviation's Operating Budget. Funding for the remaining contract term is contingent upon available funding in future budgets. [Note: Sole source contracts are exempt from the City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.]

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

10. Authorize a contract for preventative maintenance and repair services for variable frequency drives for the Department of Aviation with Lelam holdings d/b/a Climate Solutions, for an initial term of four years with up to one one-year extension option in an amount not to exceed \$878,400. Funding: \$87,840 is available in the Department of Aviation's Operating Budget. Funding for the remaining contract term is contingent upon available funding in future budgets. [Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the services required for this solicitation, there were insufficient subcontracting opportunities; therefore, no subcontracting goals were established.]

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

## **DISCUSSION ITEMS**

11. Review City Council action at the March 6, 2025, meeting-[Item 03] Approve an ordinance amending the Fiscal Year 2024-2025 Aviation Department Airport Subordinate Obligation Fund Budget (Ordinance No.20240814-007)to increase transfers in by \$1,500,000 and increase appropriations by \$1,500,000 for interest payments and other costs associated with the anticipated draws on the Airport System Subordinate Lein Revolving Revenue Note Program. Funding: \$1,500,000 is available in the Aviation Department operating Fund Budget. *Approved on consent.*

*Jason Alexander, Deputy Chief-Airport Affairs, noted for the record that this item was approved by City Council on consent.*

12. Review City Council action at the March 6, 2025, meeting-[Item 14] Authorized a contract for asphalt parking lot and roads construction, rehabilitation, and repair at Austin-Bergstrom International Airport for the Department of Aviation and to be managed by Capital Delivery Services with Alpha Paving Industries, LLC, for and initial term of two years for an amount not to exceed \$8,900,000 with up to three one-year extension options in amounts not to exceed \$1,700,000 each, for a total contract amount not to exceed \$24,000,000. Funding: \$18,900,000 is available in the Department of Aviation’s Capital Budget. Funding for the remaining optional contract terms is contingent upon available funding in future budgets. *Approved on consent.*

*Jason Alexander, Deputy Chief-Airport Affairs, noted for the record that this item was approved by City Council on consent.*

### **FUTURE AGENDA ITEMS**

*Commissioners Brock and Todd requested an update on the rideshare traffic plans, safety plans for construction, and impact on passenger experience.*

*Commissioner Tood asked that commissioners consider initiatives to expand transportation options to the airport for possible future commission recommendations.*

### **NEXT REGULAR MEETING**

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

### **ADJOURNMENT**

***Bakari Brock adjourned the meeting at 3:52 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 April 9, 2025 meeting on Commissioner Valdez's motion, Commissioner Rose second on a 8-0 vote, with Commissioners Young, Madole, and Ennis absent.**

Approved