



## **Annual Internal Review**

**This report covers the time period of 7/1/2019 to 6/30/2020**

**Airport Advisory Commission  
(Official Name of Board or Commission)**

**The Board/Commission mission statement** (per the 2-1-1-5B City Code) **is:**

The commission shall: (1) review and make recommendations to the council on aviation projects that the Department of Aviation proposes for the capital improvements program; (2) review and make recommendations to the council on proposed aviation grants, including airport trust funds administered by the Federal Aviation Administration; (3) review and make recommendations to the council on aviation contracts that are presented by the Department of Aviation to the council for action; (4) review and make recommendations to the council on the annual operating budget proposed by the Department of Aviation; and (5) review and make policy recommendations to the council on the quality of services at Austin-Bergstrom International Airport to citizens of Austin and customers of the airport and long term planning of Austin-Bergstrom International Airport.

- 1. Describe the board's actions supporting their mission during the previous calendar year. Address all elements of the board's mission statement as provided in the relevant sections of the City Code.**

*(Reference all reports, recommendations, letters or resolutions presented to the City Council on mission-specific issues. If some of the elements of the mission statement were not acted on by the board in the past year, the report should explain why no action was taken.)*

Annual Review and Work Plan  
2019-2020

The Airport Advisory Commission (AAC) made recommendations on 26 action items – 16 items regarding negotiation and execution of goods or services agreements, 7 for funding construction projects, 1 related to airport revenue and bonds, and 2 recommendations as part of administrative management.

- The AAC had 9 Monthly Meetings in person from July 2019 until March 2020.
- The AAC met virtually for a Special Called Meeting in May 2020.
- The AAC attended 2 Community Interest events: a Tour hosted by staff in July 2019 of the lease spaces including the South Terminal and an Open House hosted by staff in February 2020 of the New Parking Garage and Administration building.
- Finance Working Group was established in August 2019 to examine existing financing and to research alternatives for 2040 Airport Master Plan.
- Wildlife Management Working Group was established in March 2020 in response to Citizen Communications regarding landfill expansion adjacent to airport.
  - Recommendation 20200529-001: Texas Regional Landfill Company Application that opposes TCEQ permit unless certain conditions are agreed to and met by applicant.
- The AAC received regular presentations from airport departments including:
  - Finance and Operations
  - Planning and Engineering
  - Ground Transportation/Landside Access
  - Concessions
- The AAC received briefings from the additional aviation divisions including:
  - Wildlife Management
  - Environmental Services
  - Emergency Planning
- The AAC received briefings from the other city departments including:
  - Art In Public Places (September 2019 regarding new projects and loss of exhibit space)
  - Legal (October 2019 regarding April 2019 fatality incident and March 2020 South Terminal negotiations)

**2. Determine if the board's actions throughout the year comply with the mission statement.**

AAC actions were within scope of mission statement.

**3. List the board's goals and objectives for the new calendar year.**

The AAC would like to review its mission and composition in order to best serve the Mayor and City Council as well as the citizens of Austin through the pandemic and recovery.

Annual Review and Work Plan  
2019-2020

Current code requires that the Airport Advisory Commission membership should include: (1) a pilot; (2) a person who, as of the date of the person's appointment, has continuously resided within Austin-Bergstrom International Airport controlled compatible land use area for at least six months; (3) a civil engineer or architect licensed in Texas; (4) attorney in good standing with the State Bar of Texas with not less than five years experience; (5) a real estate appraiser; and (6) person from the business, banking, or financial community.

The AAC goals and objectives for FY20/21 will be to continue to review and recommend expenditure requests from staff for contracts that include essential goods, professional services, construction projects, and financing agreements.

The AAC plans to study and provide input toward the implementation of the 2040 Airport Master Plan and other projects in various phases of design, construction and completion.

- Scheduled for completion in Fiscal Year 2020-2021
  - Elevator Repairs
  - Airfield Improvements
  - Information Technology Building
  - Consolidated Maintenance Facility
- Projects in pre-construction schematic or design development phases
  - Baggage Handling (2023 completion)
  - Entry Roadway (2024 completion)
  - Utility Infrastructure for new concourse (2028 completion)

The AAC plans to track the reorganization of airport personnel, vacancies, and hiring to better understand the structure of the organization and under which departments awarded bid contracts are managed and executed.