



**AIRPORT ADVISORY COMMISSION MEETING**  
**October 12, 2021 3:00 PM**  
**2716 SPIRIT OF TEXAS DRIVE, ROOM 174-A**  
**AUSTIN, TEXAS 78719**

*(Note: The Mayor of the City of Austin Order No. 20210811-033 requires all individuals over the age of two to wear a face covering while present on or in City property unless expressly exempted in Section 2 of the order or by a City policy applicable to the premises or facility.)*

**CURRENT BOARD MEMBERS:**

Eugene Sepulveda, Chair  
Scott Madole, Vice-Chair  
Jeremy Hendricks, Secretary  
Wendy Price Todd  
Vicky Sepulveda

Ernest Saulmon  
Jonathan Coon  
Billy Owens  
Raymond Young  
Chad Ennis

**AGENDA**

**CALL TO ORDER**

**CITIZEN COMMUNICATION: GENERAL**

Speakers signed up prior to the meeting being called to order will each be allowed a three minute allotment to address their concerns regarding items not posted on the agenda.

**1. APPROVAL OF MINUTES**

September 14, 2021 meeting.

**2. WRITTEN STAFF BRIEFINGS**

- a) August 2021 Financial Results.  
(Prepared by Rajeev Thomas, Deputy Chief of Finance)
- b) AUS Air Service Update.  
(Prepared by Jamy Kazanoff, Air Service Development)

**3. VERBAL STAFF BRIEFINGS**

- a) "Updates on the Airport Expansion and Development Program (AEDP)" presented by Tracy Thompson, Interim Chief of Planning and Development, and Shane Harbinson,

Deputy Chief of Planning and Development.

- b) “Contracting Methodologies” presented by Rolando Fernandez, Capital Contracting Officer and Cynthia Gonzales, Capital Contracting Deputy Officer.

#### **4. CONSENT AGENDA**

- a) Authorize negotiation and execution of a multi-term contract with Preferred Technologies LLC to provide an access control and identity management system for up to five years for a total contract amount not to exceed \$6,400,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. This solicitation listed one main scope of work. There were 4 MBEs and 4 WBEs available to bid on this solicitation. There were 7 bids submitted all of which were reviewed by SMBR. Out of the 7, there were 3 bidders that elected to utilize MWBEs on the contract. However, the contractor selected was not one of the bidders that will be using subcontractors. As such, no subcontracting goals were established.)

- b) Authorize negotiation and execution of a multi-term contract with Level 3 Financing, Inc. d/b/a Level 3 Telecom Holdings, LLC, a Lumen Technologies company, to Request for Proposals 8100 DDM3005, to provide data and telecommunications services, for up to ten years for a total contract amount not to exceed \$7,000,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. Aviation identified one main scope of work. SMBR reviewed and determined that there were no subcontracting opportunities, however, there were 12 MBEs and 1 WBE firms that would bid as a prime for this contract. All MWBEs were provided bid opportunity notifications. There were 3 responses to this solicitation. SMBR reviewed all 3, though no bidder elected to utilize MWBE subcontractors for the contract.)

- c) Authorize negotiation and execution of a Job Order Assignment with Hensel Phelps Construction Co., one of the City’s Facilities Improvement Job Order Contractors, to reconfigure Austin-Bergstrom International Airport Transportation Security Administration Checkpoints 1 & 2 for a total amount not to exceed \$1,500,000.

(Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program). MBE/WBE participation goals will be established prior to the issuance of this Job Order Assignment.)

- d) Authorize negotiation and execution of a Job Order Assignment with Alpha Building Corporation for the Barbara Jordan Terminal Vertical Circulation project for a total amount not to exceed \$3,000,000.

(Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program).

MBE/WBE participation goals will be established prior to the issuance of this Job Order Assignment.)

- e) Authorize award and execution of a construction contract with Flintco, LLC, for the AUS Cargo Development East project in the amount of \$16,584,000 plus \$1,658,400 for contingency, for a total contract amount not to exceed \$18,242,400.

(Note: Public notice was given for this solicitation through the City's web portal. Three bids were received. Of the three bids received, none of the firms submitting were certified MBE/WBE. Flintco LLC submitted the lowest responsive bid. The contractor's choice of work methodology provides for 30 areas of contracting opportunities. This contract will be awarded in compliance with City Code Chapter 2-9A by meeting the goals with 12.73% MBE and 1.79% WBE participation.)

## **5. ACTION ITEMS**

- a) Review of the Boards and Commissions Quick Guide provided by the City Clerk.

## **6. FOR RECOMMENDATION, AVIATION DEPARTMENT**

None.

## **7. NEW BUSINESS**

- a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member.
- b) Future Agenda Items.
- c) Next scheduled meeting November 9, 2021 at 3:00 PM.

## **ADJOURNMENT**

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 Tracy Thompson at (512) 530-5023 or [tracy.thompson@austintexas.gov](mailto:tracy.thompson@austintexas.gov).



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 1. APPROVAL OF MINUTES**

September 14, 2021 - MEETING





**AIRPORT ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, SEPTEMBER 14, 2021**

The Airport Advisory Commission convened in a Virtual Regular Meeting on Tuesday, September 14, 2021.

**CALL TO ORDER**

Chair E. Sepulveda called the Commission Meeting to order at 3:02 p.m.

**Commissioners in Attendance:**

Eugene Sepulveda – Chair	Jonathan Coon
Scott Madole – Vice-Chair	Vicky Sepulveda
Jeremy Hendricks – Secretary	Chad Ennis
Billy Owens	Raymond Young

**Commissioners Absent:**

Frank Maldonado	Ernest Saulmon
Wendy Price Todd	

**Aviation Staff in Attendance:**

Jacqueline Yaft	John Gallo	David Smythe-Macaulay
Tracy Thompson	Steve Khanoyan	Ammie Calderon
Ghizlane Badawi	Brian Long	Mukesh “Mookie” Patel
Rajeev Thomas	Shane Harbinson	Jamy Kazanoff
Kane Carpenter	Sam Haynes	

**CITIZENS COMMUNICATIONS:**

None.

**1. INTRODUCTION OF COMMISSIONER CHAD ENNIS**

Commissioner Chad Ennis of District 6 was introduced to the Commission.

## **2. APPROVAL OF MINUTES**

- a) The minutes from the meeting of August 10, 2021 were approved on Commissioner Young's motion, Commissioner Coon seconded. Motion passed on a 7-0-0-4 vote. Commissioners Maldonado, Saulmon, V. Sepulveda, and Todd were absent at this vote.

## **3. WRITTEN STAFF BRIEFINGS**

- a) "July 2021 Financial Results" prepared by Rajeev Thomas, Deputy Chief, Finance.
- b) "AUS Air Service Update" prepared by Jamy Kazanoff, Air Service Development.

## **4. VERBAL STAFF BRIEFINGS**

- a) "Updates on the Airport Expansion and Development Program (AEDP)" presented by Tracy Thompson, Interim Chief of Planning and Development.
- b) "Recap of 2022 Department of Aviation Budget" presented by Rajeev Thomas, Deputy Chief, Finance.
- c) "Update on Cargo Development Project" presented by Mookie Patel, Chief, Business and Finance.

## **5. ACTION ITEMS**

None.

## **6. FOR RECOMMENDATION, AVIATION DEPARTMENT**

- a) Approve a resolution finding the use of the Construction Manager-at-Risk method of contracting, as authorized by Subchapter F, Chapter 2269 of the Texas Government Code, is the project delivery method that provides the best value to the City for the Airport Development and Expansion Program, Airfield Construction project for airfield improvements.

A motion to approve was made by Secretary Hendricks, Commissioner Young seconded for a vote. Motion passed on an 8-0-0-3 vote. Commissioners Maldonado, Saulmon, and Todd were absent at this vote.

## **7. NEW BUSINESS**

- a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member
  - Aviation revenues have a strong upwardly trend.
  - Airline competing and expanding routes remains robust.
  - The AEDP has the potential to receive additional funds through the Infrastructure Investment and Jobs Act. AUS will compete for a fair share of funds. With shovel ready projects, AUS has a competitive advantage for grant applications.
  - The 2022 budget appears reasonable and achievable.
  - The Commission received an update on projects regarding cargo facilities.
- b) Future Agenda Items
- c) Next scheduled meeting October 12, 2021 at 3:00 p.m.

## **ADJOURNMENT**

Chair E. Sepulveda adjourned the meeting at 4:06 p.m.

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For more information on the Airport Advisory Commission, please contact Tracy Thompson at (512) 530-5023.



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 2a – WRITTEN STAFF BRIEFINGS**

August 2021 Financial Results

Prepared by Rajeev Thomas, Deputy Chief,  
Finance





## MEMORANDUM

TO: Airport Advisory Commissioners

FROM: Rajeev Thomas, Deputy Chief - Finance, Aviation Department

DATE: October 6, 2021

SUBJECT: Austin-Bergstrom International Airport (AUS) Update

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### **COVID-19 Financial Impact and August 2021 Financial Results**

August's total passenger numbers were 209% higher than August 2020 which was significantly impacted by the pandemic. Enplaned passengers continue to increase and came in at 632,734. August 2021 enplanements were at 85% of August 2019 enplaned passengers. For the previous 3 months, including August, AUS had averaged 88% of 2019 passengers.

	FY 2021 August	FY 2020 August	FY 21 vs 20 Var B/(W)	YTD FY21	YTD FY20	FY 21 vs 20 YTD Var B/(W)
Enplanements	632,734	206,379	206.6%	4,606,037	4,515,576	2.0%
Landing Weights	863,918,499	473,872,571	82.3%	6,326,856,547	6,635,266,413	(4.6%)
Cargo Tonnage	9,040	9,971	(9.3%)	105,895	89,792	17.9%
Operating Revenue	\$17,344,630	\$6,925,748	\$10,418,882	\$137,098,576	\$131,203,318	\$5,895,258
Airport Opex	\$7,212,249	\$7,474,246	\$261,997	\$75,405,005	\$89,338,056	\$13,933,051
Total Requirements	\$12,560,384	\$12,251,362	(\$309,022)	\$129,725,413	\$139,690,183	\$9,964,770
Net Income	\$4,784,246	(\$5,325,615)	\$10,109,861	\$7,373,163	(\$8,486,865)	\$15,860,028

Please find attached the August 2021 financial results for AUS. This report outlines that August's 2021 enplanements were 206.59% higher or 426,355 higher than August 2020. August 2021 enplanements Year to Date (YTD) are up 2.00% over prior year. Cargo volume decreased (9.34%) versus August 2020, and YTD cargo volume is 17.93% higher than the prior year. Excluding mail and belly freight, YTD cargo volume is up 24.67% over prior year.

Operating revenues increased 150.4% over the prior year month or \$10.4M, and increased by 4.5% or \$5.9M August YTD. Year to Date revenues are 18.4% higher or \$21.4M above budget. The increased revenues year over year are driven by increased landing fees, terminal rental and fees, parking, rental car and retail revenues.

Our operating expenses are currently tracking below our year end forecasts even though we have ramped up our hiring and staffing levels to meet the increase in passenger levels and aircraft operations. The continued focus on operational efficiencies and expense savings has resulted in favorable YTD expenses to budget and current year estimates. Accordingly, August's aviation related operating expenses were \$9.5M favorable to the budget YTD, and 15.6% or \$13.9M lower than prior YTD.

The City of Austin allocated costs were in line with the airport's budget and debt service costs were as forecasted. Overall, August 2021 net income was \$4.8M versus (\$5.3M) in August 2020. YTD net income is \$7.4M, and \$15.8M higher than prior year due to increased revenues and lowered expenditures. August YTD net income is \$18M higher than budgeted due to higher revenues and lower expenses than budget. The Airport received \$27.1M and \$1.9M YTD in Cares Act reimbursement funds for debt service and parking, respectively.

Attachments:

August 2021 - AAC Financial Report

**CITY OF AUSTIN**  
**AUSTIN-BERGSTROM INTERNATIONAL AIRPORT**  
**Airport Operating Fund 5070**  
**Income Statement - For Internal Use Only**  
**Fiscal Year to Date for 11 Month(s) ended August 31, 2021**

	FY 2021 Amended Budget	Budget Seasonalized 11 month(s)	FY 2021 CYE	CYE Seasonalized 11 month(s)	Year to Date w/ Accruals	Y-T-D to Budget		Y-T-D to CYE	
						Variance Fav (Unfav)	% Variance Fav (Unfav)	Variance Fav (Unfav)	% Variance Fav (Unfav)
REVENUE									
AIRLINE REVENUE									
Landing Fees	16,720,000	16,110,144	17,426,753	15,958,651	22,453,707	6,343,562	39.4%	6,495,055	40.7%
Terminal Rental & Other Fees	37,697,000	35,461,977	43,679,223	40,061,518	47,855,250	12,393,272	34.9%	7,793,732	19.5%
TOTAL AIRLINE REVENUE	54,417,000	51,572,122	61,105,976	56,020,169	70,308,956	18,736,835	36.3%	14,288,787	25.5%
NON-AIRLINE REVENUE									
Parking	21,107,271	19,293,972	18,337,134	16,051,416	24,063,927	4,769,955	24.7%	8,012,512	49.9%
Ground Transportation for Hire	4,487,041	4,079,566	2,019,053	1,792,185	3,113,862	(965,704)	(23.7%)	1,321,677	73.7%
Rental Cars	11,069,553	10,295,725	11,026,850	10,107,946	12,634,924	2,339,199	22.7%	2,526,978	25.0%
Food & Beverage	11,467,350	10,483,677	11,553,113	10,590,354	6,778,543	(3,705,135)	(35.3%)	(3,811,811)	(36.0%)
Retail	5,215,748	4,741,542	5,215,748	4,781,102	5,226,138	484,596	10.2%	445,036	9.3%
Advertising	1,750,000	1,635,732	1,897,783	1,739,634	1,818,558	182,826	11.2%	78,924	4.5%
Other Concessions, Rentals & Fees	14,598,015	12,537,267	14,812,320	12,749,818	13,044,808	507,540	4.0%	294,990	2.3%
TOTAL NON-AIRLINE REVENUE	69,694,978	63,067,482	64,862,001	57,812,454	66,680,760	3,613,278	5.7%	8,868,305	15.3%
Interest Income	1,208,114	1,107,438	318,429	291,893	108,859	(998,578)	(90.2%)	(183,034)	(62.7%)
TOTAL REVENUE	125,320,092	115,747,041	126,286,406	114,124,516	137,098,576	21,351,534	18.4%	22,974,059	20.1%
OPERATING REQUIREMENTS									
Fac Mgmt, Ops and Airport Security	59,744,143	51,473,653	57,553,087	49,506,475	48,216,946	3,256,707	6.3%	1,289,529	2.6%
Airport Planning and Development	5,391,192	4,745,058	5,053,065	4,468,484	3,907,660	837,397	17.6%	560,824	12.6%
Support Services	25,641,391	22,315,272	26,068,947	22,626,957	19,283,475	3,031,797	13.6%	3,343,483	14.8%
Business Services	8,046,651	6,419,985	4,681,210	3,751,479	3,996,923	2,423,062	37.7%	(245,445)	(6.5%)
TOTAL OPERATING EXPENSES	98,823,377	84,953,968	93,356,309	80,353,396	75,405,005	9,548,963	11.2%	4,948,391	6.2%
Debt Service									
GO Debt Service Fund	507	465	504	462	465	0	0.0%	(3)	(0.6%)
2013 Prosperity Bank Loan	5,412,895	4,961,764	5,412,895	4,961,764	4,961,764	(0)	(0.0%)	(0)	(0.0%)
2014 Bond Issuance	7,077,844	6,487,999	7,077,844	6,487,999	6,487,999	(0)	(0.0%)	(0)	(0.0%)
2017 Bond Issuance	10,034,715	9,198,489	10,034,715	9,198,489	9,198,489	0	0.0%	0	0.0%
2019 Refunding Bonds	15,470,348	14,192,133	15,459,157	14,181,565	14,181,431	10,702	0.1%	134	0.0%
2019 New Money	8,471,750	7,379,168	8,471,751	7,379,168	7,379,168	(0)	(0.0%)	(0)	(0.0%)
TOTAL Net Debt Service	46,468,059	42,220,018	46,456,866	42,209,448	42,209,316	10,702	0.0%	131	0.0%
OTHER REQUIREMENTS									
Workers' Compensation	435,740	399,428	435,740	399,428	399,432	(4)	(0.0%)	(4)	(0.0%)
Citywide Administrative Support	6,328,330	5,800,969	6,328,330	5,800,969	5,800,960	9	0.0%	9	0.0%
Communications & Technology Mgmt	1,879,259	1,722,654	1,879,259	1,722,654	1,722,655	(1)	(0.0%)	(1)	(0.0%)
Accrued Payroll	166,126	152,282	166,126	152,282	152,282	(0)	(0.0%)	(0)	(0.0%)
Additional Retirement Contribution	350,754	321,525	0	0	0	321,525	N/A	0	N/A
CTECC	307,939	282,277	307,939	282,277	282,282	(5)	(0.0%)	(5)	(0.0%)
Trunked Radio Allocation	301,150	276,054	301,150	276,054	276,056	(2)	(0.0%)	(2)	(0.0%)
Public Works Capital Projects Mgmt Fund	3,793,554	3,477,425	3,793,554	3,477,425	3,477,425	0	0.0%	0	0.0%
TOTAL OTHER REQUIREMENTS	13,562,852	12,432,614	13,212,098	12,111,090	12,111,092	321,523	2.6%	(2)	(0.0%)
TOTAL REQUIREMENTS	158,854,288	139,606,600	153,025,273	134,673,933	129,725,413	9,881,188	7.1%	4,948,521	3.7%
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	(33,534,196)	(23,859,559)	(26,738,867)	(20,549,417)	7,373,163	31,232,722	130.9%	27,922,580	135.9%
CARES Act Reimbursement (Parking)	0	0	0	0	(1,908,714)	1,908,714	N/A	1,908,714	N/A
CARES Act Reimbursement (Debt Service)	(30,950,446)	(28,371,242)	(33,618,983)	(30,817,401)	(27,129,523)	(1,241,719)	(4.4%)	(3,687,878)	(12.0%)
TOTAL CARES ACT REIMBURSEMENT	(30,950,446)	(28,371,242)	(33,618,983)	(30,817,401)	(29,038,237)	666,995	2.4%	(1,779,164)	(5.8%)
EXCESS (DEFICIT) OF TOTAL AFTER CARES ACT	(2,583,750)	4,511,683	6,880,116	10,267,984	36,411,400	31,899,717	707.0%	26,143,416	254.6%

Note: Columns may not add to totals shown because of rounding

ENPLANEMENTS	Passengers	% Inc/(Dec)
August, 2021 (Month over Month)	632,734	206.59%
August, 2021 - Year-to-Date	4,606,037	2.00%

**CITY OF AUSTIN**  
**AUSTIN-BERGSTROM INTERNATIONAL AIRPORT**  
**INCOME STATEMENT COMPARISON THIS YEAR VS. LAST YEAR**

	This month - This Year vs. Last Year FY21 (Aug 21) vs FY20 (Aug 20)				Fiscal YTD - This Year vs. Last Year FY21 (Oct 20 - Aug 21) vs FY20 (Oct 19 - Aug 20)			
	FY21 Aug-21	FY20 Aug-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance	FY21 YTD Aug-21	FY20 YTD Aug-20	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance
<b><u>Airline Revenue</u></b>								
Landing Fees	3,017,515	1,654,516	1,362,999	82.4%	22,453,707	22,983,786	(530,079)	(2.3%)
Terminal Rental & Other Fees	5,120,717	3,855,137	1,265,581	32.8%	47,855,250	45,588,311	2,266,938	5.0%
Total Airline Revenue	8,138,232	5,509,653	2,628,580	47.7%	70,308,956	68,572,098	1,736,859	2.5%
<b><u>Non-Airline Revenue</u></b>								
Parking	4,364,536	1,132,290	3,232,246	285.5%	24,063,927	22,175,601	1,888,326	8.5%
Ground Transportation for Hire	461,878	113,305	348,574	307.6%	3,113,862	3,779,542	(665,679)	(17.6%)
Rental Cars	1,361,468	(1,509,806)	2,871,273	190.2%	12,634,924	10,354,522	2,280,402	22.0%
Food & Beverage	1,039,254	224,473	814,780	363.0%	6,778,543	6,718,241	60,302	0.9%
Retail	506,036	132,089	373,947	283.1%	5,226,138	3,042,555	2,183,583	71.8%
Advertising	179,554	126,998	52,555	41.4%	1,818,558	2,026,756	(208,198)	(10.3%)
Other Concessions, Rentals & Fees	1,285,478	1,171,428	114,050	9.7%	13,044,808	13,741,871	(697,064)	(5.1%)
Total Non-Airline Revenue	9,198,203	1,390,777	7,807,426	561.4%	66,680,760	61,839,088	4,841,672	7.8%
Interest Income	8,195	25,318	(17,123)	(67.6%)	108,859	792,133	(683,274)	(86.3%)
<b>Total Operating Revenue</b>	<b>17,344,630</b>	<b>6,925,748</b>	<b>10,418,882</b>	<b>150.4%</b>	<b>137,098,576</b>	<b>131,203,318</b>	<b>5,895,257</b>	<b>4.5%</b>
<b><u>Operating Requirements</u></b>								
Fac Mgmt, Ops and Airport Security	4,435,736	4,361,779	(73,957)	(1.7%)	48,216,946	51,864,656	3,647,710	7.0%
Airport Planning and Development	342,794	319,787	(23,008)	(7.2%)	3,907,660	5,235,242	1,327,582	25.4%
Support Services	1,880,624	2,468,216	587,592	23.8%	19,283,475	22,316,584	3,033,109	13.6%
Business Services	553,094	324,464	(228,630)	(70.5%)	3,996,923	9,921,574	5,924,650	59.7%
Total Operating Expense	7,212,249	7,474,246	261,997	3.5%	75,405,005	89,338,056	13,933,051	15.6%
<b><u>Debt Service</u></b>								
GO Debt Service Fund	42	0	(42)	N/A	465	0	(465)	N/A
2013 Prosperity Bank Loan	451,131	450,600	(531)	(0.1%)	4,961,764	4,958,400	(3,364)	(0.1%)
2014 Bond Issuance	589,844	589,885	41	0.0%	6,487,999	6,487,954	(45)	(0.0%)
2017 Bond Issuance	836,226	836,229	3	0.0%	9,198,489	9,126,171	(72,318)	(0.8%)
2019 Refunding Bonds	1,277,299	1,401,053	123,753	8.8%	14,181,431	14,648,557	467,126	3.2%
2019 New Money	1,092,583	474,050	(618,533)	(130.5%)	7,379,168	3,852,750	(3,526,418)	(91.5%)
Total Debt Service	4,247,127	3,751,817	(495,310)	(13.2%)	42,209,316	39,073,832	(3,135,484)	(8.0%)
<b><u>Other Requirements</u></b>								
Workers' Compensation	36,312	38,282	1,970	5.1%	399,432	421,102	21,670	5.1%
Citywide Administrative Support	527,360	479,138	(48,222)	(10.1%)	5,800,960	5,270,518	(530,442)	(10.1%)
Communications & Technology Mgmt	156,605	151,494	(5,111)	(3.4%)	1,722,655	1,666,434	(56,221)	(3.4%)
Accrued Payroll	13,844	29,543	15,699	53.1%	152,282	324,968	172,686	53.1%
CTECC	25,662	17,126	(8,536)	(49.8%)	282,282	188,386	(93,896)	(49.8%)
Trunked Radio Allocation	25,096	26,436	1,340	5.1%	276,056	290,796	14,740	5.1%
Public Works Capital Projects Mgmt Fund	316,130	283,281	(32,849)	(11.6%)	3,477,425	3,116,091	(361,334)	(11.6%)
Total Other Requirements	1,101,008	1,025,300	(75,709)	(7.4%)	12,111,092	11,278,295	(832,796)	(7.4%)
<b>Total Requirements</b>	<b>12,560,384</b>	<b>12,251,362</b>	<b>(309,022)</b>	<b>(2.5%)</b>	<b>129,725,413</b>	<b>139,690,183</b>	<b>9,964,771</b>	<b>7.1%</b>
<b>SURPLUS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS</b>	<b>4,784,246</b>	<b>(5,325,615)</b>	<b>10,109,860</b>	<b>189.8%</b>	<b>7,373,163</b>	<b>(8,486,865)</b>	<b>15,860,028</b>	<b>186.9%</b>
CARES Act Reimbursement (Parking)	(1,908,714)	(198,698)	1,710,016	860.6%	(1,908,714)	(2,787,153)	(878,440)	(31.5%)
CARES Act Reimbursement (Debt Service)	0	(11,315,515)	(11,315,515)	N/A	(27,129,523)	(14,962,725)	12,166,798	81.3%
Total CARES Act	(1,908,714)	(11,514,214)	(9,605,500)	83.4%	(29,038,237)	(17,749,879)	11,288,359	63.6%
<b>TOTAL SURPLUS (DEFICIT) AFTER CARES ACT</b>	<b>6,692,960</b>	<b>6,188,599</b>	<b>504,361</b>	<b>8.1%</b>	<b>36,411,400</b>	<b>\$ 9,263,014</b>	<b>\$ 27,148,387</b>	<b>293.1%</b>

Note: Columns may not add to totals shown because of rounding



## **AIRPORT ADVISORY COMMISSION**

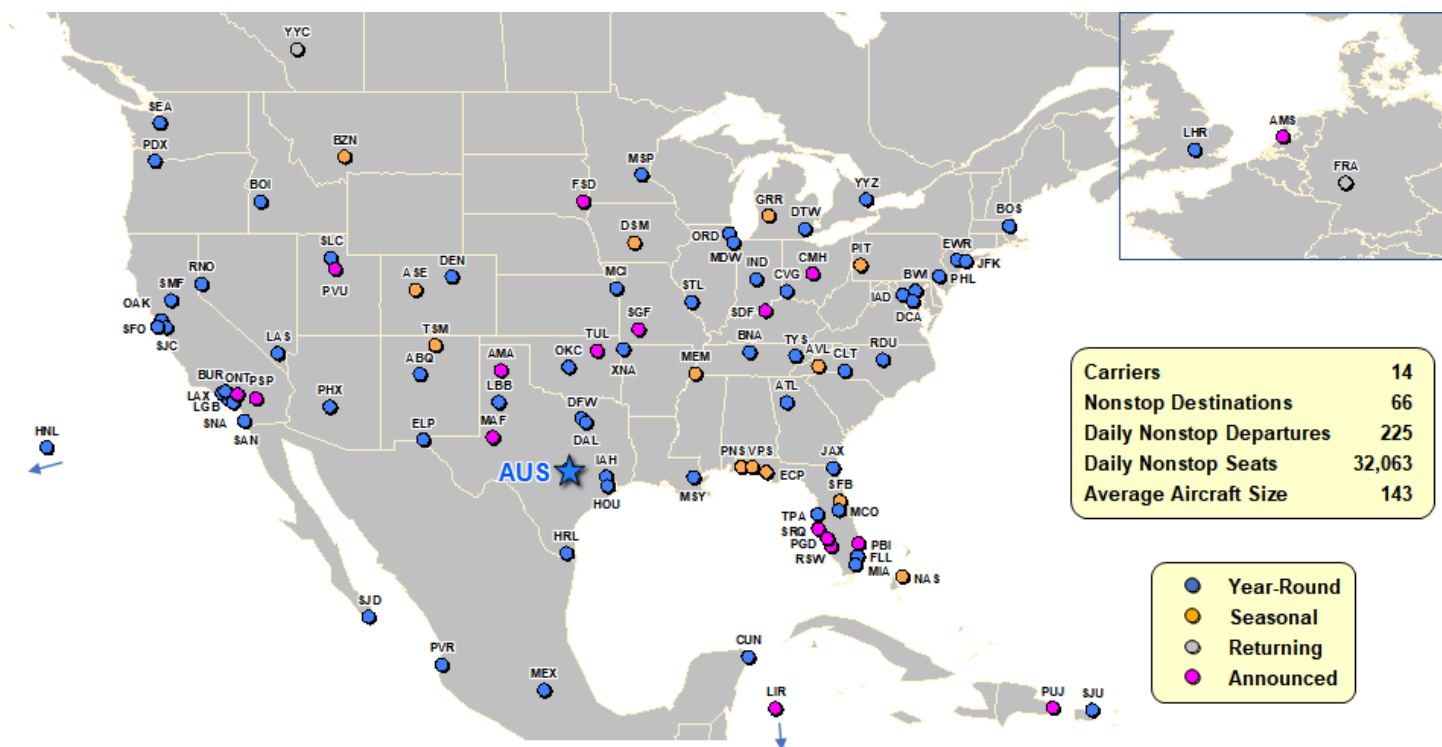
### **ITEM 2b – WRITTEN STAFF BRIEFINGS**

AUS Air Service Update

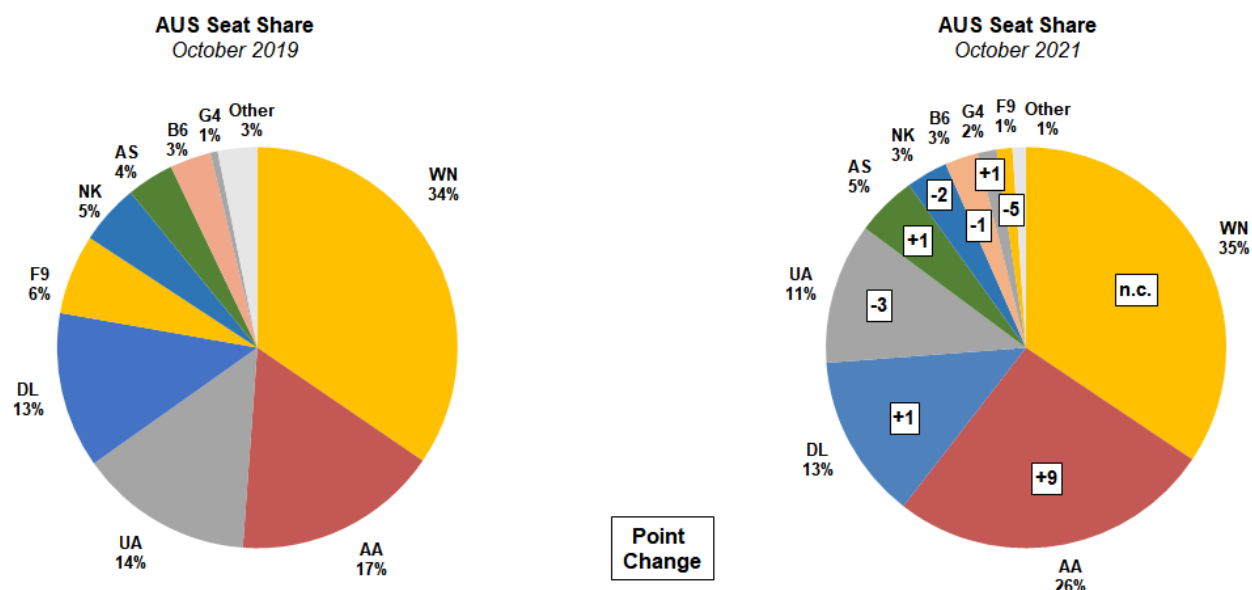
Prepared by Jamy Kazanoff, Air Service  
Development







AUS capacity shares by airline in October 2021 are somewhat similar to October 2019 except that American's capacity share is up 9 percentage points due to the new domestic and international routes starting this Summer and Fall. Delta, Alaska and Allegiant have also gained capacity share since 2019. Shares will adjust further as additional new American and Southwest service is launched this Fall and the Allegiant base opens in November.





## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4a – CONSENT AGENDA**

Authorize negotiation and execution of a multi-term contract with Preferred Technologies LLC to provide an access control and identity management system for up to five years for a total contract amount not to exceed \$6,400,000.





## Recommendation for Action

**File #:** 21-3236, **Agenda Item #:** 6.

11/4/2021

### **Posting Language**

Authorize negotiation and execution of a multi-term contract with Preferred Technologies LLC, to provide an access control and identity management system, for up to five years for a total contract amount not to exceed \$6,400,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the goods and services required for this solicitation, there were no subcontracting opportunities; therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Aviation.

### **Fiscal Note**

Funding in the amount of \$3,064,000 is available in the Fiscal Year 2021-2022 Capital Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 8100 JTH3001 for these goods and services. The solicitation issued on July 6, 2020 and it closed on October 6, 2020. Of the seven offers received, the recommended contractor submitted the best evaluated responsive offer. A complete solicitation package, including a log of offers received, is available for viewing on the City's Financial Services website, Austin Finance Online. Link: [Solicitation Documents](#)

[https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134428](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134428).

### **Prior Council Action:**

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) <<mailto:AgendaOffice@austintexas.gov>>

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Sai Xoomsai Purcell, at 512-978-1524 or [Sai.Xoomsai@austintexas.gov](mailto:Sai.Xoomsai@austintexas.gov) <<mailto:Elisa.Folco@austintexas.gov>>.

### **Council Committee, Boards and Commission Action:**

October 12, 2021 - To be reviewed by the Airport Advisory Commission.

**Additional Backup Information:**

The contract will provide new access control and identity management systems for Austin-Bergstrom International Airport (ABIA). The new access control system will improve the security posture of ABIA through a strong integration with the existing video management and perimeter intrusion detection systems. The identity management system will enhance the efficiency of the Airport Badging Office by providing secure integrations between disparate applicant vetting systems, reducing duplicate manual data entry, and moving towards a paperless, structured workflow. This project supports ABIA's ongoing efforts to provide enhanced and improved security, situational awareness, and better managing and accounting for airport security credentials as mandated by federal authorities.

An evaluation team with expertise in this area evaluated the offers and scored Preferred Technologies LLC as the best to provide these goods and services based on prior experience and references, system description, price, concepts and solutions, local preference, and service-disabled veteran business enterprise.

This is a new contract. The requested authorization amount is based on pricing for equipment, implementation services and maintenance submitted in response to the solicitation and department estimates to cover anticipated growth for additional access points that may be required during the life of this technology solution.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	2 yrs.	\$3,073,446
Optional Extension 1	1 yr.	\$1,099,818
Optional Extension 2	1 yr.	\$1,108,718
Optional Extension 3	1 yr.	\$1,118,018
<b>TOTAL</b>	<b>5 yrs.</b>	<b>\$6,400,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Mobility, Safety.



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4b – CONSENT AGENDA**

Authorize negotiation and execution of a multi-term contract with Level 3 Financing, Inc. d/b/a Level 3 Telecom Holdings, LLC, a Lumen Technologies company, to Request for Proposals 8100 DDM3005, to provide data and telecommunications services, for up to ten years for a total contract amount not to exceed \$7,000,000.



## Recommendation for Action

**File #:** 21-3237, **Agenda Item #:** 7.

11/4/2021

### **Posting Language**

Authorize negotiation and execution of a multi-term contract with Level 3 Financing, Inc. d/b/a Level 3 Telecom Holdings, LLC, a Lumen Technologies company, to Request For Proposals 8100 DDM3005, to provide data and telecommunications services, for up to ten years for a total contract amount not to exceed \$7,000,000.

(Note: This solicitation was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9C Minority Owned and Women Owned Business Enterprise Procurement Program. For the services required for this solicitation, there were insufficient or no subcontracting opportunities, therefore, no subcontracting goals were established).

### **Lead Department**

Purchasing Office.

### **Client Department(s)**

Aviation.

### **Fiscal Note**

Funding in the amount of \$250,000 is available in the Fiscal Year 2021-2022 Operating Budget of Aviation. Funding for the remaining contract term is contingent upon available funding in future budgets.

### **Purchasing Language:**

The Purchasing Office issued a Request for Proposals (RFP) 8100 DDM3005 for these services. The solicitation issued on September 20, 2020 and it closed on November 10, 2020. Of the three offers received, the recommended contractor submitted the best evaluated responsive offer. [Solicitation Documents](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134471) [<https://www.austintexas.gov/financeonline/account\\_services/solicitation/solicitation\\_details.cfm?sid=134471>](https://www.austintexas.gov/financeonline/account_services/solicitation/solicitation_details.cfm?sid=134471).

### **Prior Council Action:**

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) [<mailto:AgendaOffice@austintexas.gov>](mailto:AgendaOffice@austintexas.gov)

NOTE: Respondents to this solicitation, and their representatives, shall continue to direct inquiries to the solicitation's Authorized Contact Person: Daniel Dellemonache, at 512-974-2981 or [Daniel.Dellemonache@austintexas.gov](mailto:Daniel.Dellemonache@austintexas.gov) [<mailto:Daniel.Dellemonache@austintexas.gov>](mailto:Daniel.Dellemonache@austintexas.gov).

### **Council Committee, Boards and Commission Action:**

October 12, 2021 - To be reviewed by the Airport Advisory Commission.

### **Additional Backup Information:**

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The contract will provide telecommunications and internet services for the Aviation Department to include the Austin-Bergstrom International Airport (ABIA) campus and its tenants. ABIA supports a shared tenant service business model that facilitates a variety of services delivered to Airport stakeholders, including access to private branch exchange services, local dial tone, long distance, and internet services. This contract will ensure continued operation of voice and data services at ABIA.

Level 3 Financing, Inc. is the previous provider for these services and the contract expired on October 30, 2021.

An evaluation team with expertise in this area evaluated the offers and scored Level 3 Financing, Inc., a Lumen Technologies Group, as the best to provide these services based on system description, prior experiences and references, price, concepts and solutions, local preference, and service-disabled veteran business enterprise.

**Contract Detail:**

<b><u>Contract Term</u></b>	<b><u>Length of Term</u></b>	<b><u>Contract Authorization</u></b>
Initial Term	4 yrs.	\$2,900,000
Optional Extension 1	2 yrs.	\$1,400,000
Optional Extension 2	2 yrs.	\$1,400,000
Optional Extension 3	2 yrs.	\$1,300,000
<b>TOTAL</b>	<b>10 yrs.</b>	<b>\$7,000,000</b>

**Note:** Contract Authorization amounts are based on the City's estimated annual usage.

**Strategic Outcome(s):**

Government that Works for All.



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4c – CONSENT AGENDA**

Authorize negotiation and execution of a Job Order Assignment with Hensel Phelps Construction Co., one of the City's Facilities Improvement Job Order Contractors, to reconfigure Austin-Bergstrom International Airport Transportation Security Administration Checkpoints 1 & 2 for a total amount not to exceed \$1,500,000.



## Recommendation for Action

**File #: 21-3191, Agenda Item #: 2.**

11/4/2021

### **Posting Language**

Authorize negotiation and execution of a Job Order Assignment with Hensel Phelps Construction Co., one of the City's Facilities Improvement Job Order Contractors, to reconfigure Austin-Bergstrom International Airport Transportation Security Administration Checkpoints 1 & 2 for a total amount not to exceed \$1,500,000.

[Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program). MBE/WBE goals will be established for this assignment prior to work commencing.]

### **Lead Department**

Capital Contracting Office

### **Managing Department**

Department of Aviation

### **Fiscal Note**

Funding is available in the Fiscal Year 2021-2022 Capital Budget of the Department of Aviation.

### **Purchasing Language:**

The original Job Order Contract was awarded through a Competitive Sealed Proposal solicitation process.

### **Prior Council Action:**

June 15, 2017 - Council authorized negotiation and execution of the 2017 Job Order Contract Program

March 2, 2017 - Council authorized the Competitive Sealed Proposal methodology for the selection of the 2017 Job Order Contract for City of Austin Facilities Improvement solicitation.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov).

NOTE: Respondents to this solicitation, and their representatives, shall direct inquiries to Rolando Fernandez, 512-974-7749, Beverly Mendez, 512-974-3596, or the PM, Rohini Kumarage, 512-530-7547.

### **Council Committee, Boards and Commission Action:**

To be reviewed by the Airport Advisory Commission on October 12, 2021.

### **Additional Backup Information:**

This project will reconfigure Austin-Bergstrom International Airport (AUS) checkpoints accommodating new Transportation Security Administration (TSA) baggage scanners to maximize the number of security checkpoint lanes and install a new checkpoint to meet current passenger screening demands. During phase 1 of the project, a total of three new machines were installed to increase the passenger screening efficiently at

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Checkpoints 1 and 2. During Phase 2 of the project, a new Security Screening Check Point (SSCP), encompassing three lanes, will be installed to meet the current passenger demands. This is based on additional flight schedules that is forecasted to begin from November 2021.

Currently during peak times, AUS is experiencing longer times than usual at the SSCPs resulting in passenger frustration and missing scheduled flights. Additionally, upcoming for 2021-2022 flight schedules from air carriers forecasts 135+ more flights during peak times. This project will expedite completion of the new Check Point 2-East with three passenger lanes to ease the extensive wait times at existing airport security check points.

Job Order Contracting is a highly responsive contracting method that allows for services where the work is for indefinite time and indefinite quantities and where job order assignments are awarded substantially on the basis of pre-described and pre-priced tasks. Work may consist of facility maintenance, repair, alteration, renovation, remediation, or minor construction of City facilities.

Pursuant to state statute, the City is required to obtain approval from Council for any individual job order assignment that exceeds \$500,000. This request is for Council's authorization to negotiate and execute one Job Order Assignment from the Job Order Contract program for an amount not-to-exceed \$1,500,000 inclusive of contingency.

This project is located within zip code 78719 (District 2).

Hensel Phelps Construction Co. is located in Austin, Texas.

**Strategic Outcome(s):**

Government That Works for All, Mobility





## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4d – CONSENT AGENDA**

Authorize negotiation and execution of a  
Job Order Assignment with Alpha  
Building Corporation for the Barbara  
Jordan Terminal Vertical Circulation  
project for a total amount not to exceed  
\$3,000,000.



## Recommendation for Action

**File #: 21-3128, Agenda Item #: 8.**

10/21/2021

### **Posting Language**

Authorize negotiation and execution of a Job Order Assignment with Alpha Building Corporation for the Barbara Jordan Terminal Vertical Circulation project for a total amount not to exceed \$3,000,000.

[Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program). MBE/WBE participation goals will be established prior to the issuance of this job order assignment.]

### **Lead Department**

Capital Contracting Office

### **Managing Department**

Department of Aviation

### **Fiscal Note**

For a single department funding: Funding is available in the Fiscal Year 2021-2022 Capital Budget of the Department of Aviation.

### **Purchasing Language:**

Original contract was awarded through a competitive Invitation for Bid solicitation process.

### **Prior Council Action:**

October 1, 2020 - Council authorized negotiation and execution of the 2020 Job Order Contract for City Facility Improvements.

January 23, 2020 - Authorized the use of Job Order Contracting Project Delivery Method.

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov).

NOTE: Respondents to this solicitation, and their representatives, shall direct inquiries to Rolando Fernandez, 512-974-7749, Beverly Mendez, 512-974-3596, or the PM, Robert Mercado, (512) 530-2515.

### **Council Committee, Boards and Commission Action:**

To be reviewed by the Airport Advisory Commission on October 12, 2021.

### **Additional Backup Information:**

Austin-Bergstrom International Airport (AUS) has announced an Airport Expansion and Development Program (AEDP) to accommodate the needs of the growing Central Texas population. Phase A of the AEDP includes optimization of the Barbara Jordan Terminal (BJT). One of the projects to optimize the Terminal is to renovate an existing gate area to accommodate ground loading of airplanes.

Due to the growing demand for airline space at the existing Terminal and the travel surge in the short term, AUS needs to quickly renovate existing Gate 13 to handle passengers boarding planes on the Apron Level. To accommodate the movement and convenience of the airport customers who are to move to the ground loading area, there is an immediate need for the installation of an escalator by a Job Order Contractor (JOC) that can quickly be engaged to Perform the work.

Job Order Contracting is a highly responsive contracting method that allows for services where the work is for indefinite time and indefinite quantities and where job order assignments are awarded substantially on the basis of pre-described and pre-priced tasks. Work may consist of facility maintenance, repair, alteration, renovation, remediation, or minor construction of City facilities.

Pursuant to state statute, the City is required to obtain approval from Council for any individual job order assignment that exceeds \$500,000. This request is for Council's authorization to negotiate and execute one Job Order Assignment from the Job Order Contract program for an amount not-to-exceed \$3,000,000 inclusive of contingency.

This project is located within zip code 78719 (District 2).

Alpha Building Corporation is located in San Antonio, Texas.

**Strategic Outcome(s):**

Mobility



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4e – CONSENT AGENDA**

Authorize award and execution of a construction contract with Flintco, LLC, for the AUS Cargo Development East project in the amount of \$16,584,000 plus \$1,658,400 for contingency, for a total contract amount not to exceed \$18,242,400.



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 4e – CONSENT AGENDA**

Authorize award and execution of a construction contract with Flintco, LLC, for the AUS Cargo Development East project in the amount of \$16,584,000 plus \$1,658,400 for contingency, for a total contract amount not to exceed \$18,242,400.



## Recommendation for Action

**File #:** 21-3247, **Agenda Item #:** 8.

11/4/2021

### **Posting Language**

Authorize award and execution of a construction contract with Flintco, LLC, for the AUS Cargo Development East project in the amount of \$16,584,000 plus a \$1,658,400 for contingency, for a total contract amount not to exceed \$18,242,400.

[Note: This contract will be awarded in compliance with City Code Chapter 2-9A (Minority Owned and Women Owned Business Enterprise Procurement Program): by meeting the goals with 12.73% MBE and 1.79% WBE participation.]

### **Lead Department**

Capital Contracting Office

### **Managing Department**

Public Works Department

### **Fiscal Note**

Funding is available in the Fiscal Year 2021-2022 Capital Budget of the Department of Aviation.

### **Purchasing Language:**

Lowest responsive bid of three bids received through a competitive Invitation for Bid solicitation.

### **Prior Council Action:**

N/A

### **For More Information:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov).

NOTE: Respondents to this solicitation, and their representatives, shall direct inquiries to Rolando Fernandez, 512-974-7749, Garrett Cox, 512-974-9423, or the Project Manager, Murtha Donovan, 512-974-7251.

### **Council Committee, Boards and Commission Action:**

To be reviewed by the Aviation Advisory Commission on October 12, 2021.

### **Additional Backup Information:**

The need to expand cargo opportunities has been identified in the Department of Aviation's Master Plans in 2003 and 2019. This project was included in the Five-Year Capital Improvement Program in 2020 and updated in 2021. The update proposes a 90,000 square foot air cargo facility that can accommodate up to four operators or tenants (including 10,000 square feet of interior office space for one operator or tenant with 150 employees and 3 aircraft parking spaces), and associated drainage infrastructure. The facility is designed to achieve a 3-Star Austin Energy Green Building Rating. The proposed cargo building is located on a 12.35-acre site on the northwest side of Austin Bergstrom International Airport (AUS) at 9402 Freight Lane.

Cargo facilities at AUS were originally built through third party developer agreements with long-term leases. Historically, the Airport staff did not manage any cargo buildings or actively engage in lease rate setting, negotiations or revenue management. In 2018, the Department of Aviation repurchased a three-building complex on 14.3 acres, totaling 178,560 square feet, to control revenues and drive direct involvement in revenue generating leases.

The AUS Cargo facility, as it is known today, as well as other developer owned and operated facilities, are either completely full or near capacity with only small areas available that will not accommodate large tenants. For calendar year 2020, AUS growth in cargo was 36% over 2019 and is increasing. The current demand for cargo and airline support facilities exceeds capacity and would exceed the proposed 90,000 square foot facility, also known as the Cargo Development East project.

Multiple existing tenants have expressed an interest in expanding their presence at the airport. This development would keep an accelerated delivery schedule for those tenants needing the space within the next 12-18-month window. As stewards of the only cargo ramp in Austin, it is the Department of Aviation's duty to maximize its long-term potential and impact to the local economy.

In an effort to make the federal funding process more efficient and to maximize the federal grant participation by the Federal Aviation Administration for the overall project, the project team separated the project into two phases. Phase 1 will be performed by JE Dunn through a previously authorized change order and includes site preparation scope (drainage and utility improvements) that are eligible for federal grant funding. Phase 2 scope of work includes the construction of the vertical building and is the reason for this request for Council action.

Due to the need to expedite this project, a 10% contingency in funding has been included to allow for the expeditious processing of any change orders. A contingency is an additional amount of money added to the construction budget to cover any unforeseen construction costs associated with the project. By authorizing the additional contingency funding, Council is authorizing any change orders within the contingency amount.

Public impact of constructing this cargo facility will be minimal as the planned cargo location will maintain accessibility to existing facilities.

If this item is delayed, the required infrastructure needed to support the airport's demand for cargo capacity will not be met and the Airport could potentially lose needed revenue.

The contract allows 360 calendar days for completion of this project. This project is located within zip code 78719 (District 2).

Flintco, LLC is located in Austin, Texas

**Strategic Outcome(s):**

Safety, Mobility, Government That Works for All



# BOARDS AND COMMISSIONS

## A QUICK GUIDE

*Thank you for  
your dedication  
and service to the  
City of Austin!*



### A FEW THINGS TO KEEP IN MIND:

- Every Board or Commission is assigned staff support by the City Manager's Office with the goal for all parties to work collaboratively together - boards/commissions and staff do not report to or supervise each other
- Individual members may not act in official capacity except through action of B/C majority
- Meetings may not extend beyond 10:00 pm, unless a majority votes to continue
- Special rules of procedure may be adopted as needed - must not be in conflict with state or federal law, bylaws, or City Code & may require review by A&F (approved rules will be posted online)
- A joint committee with another B/C can only be created by a formal action from Council
- Closed session requires prior approval from the City Attorney
- All B/C business (even on personal account) is subject to Public Information Requests

### AGENDAS

Agendas are compiled by the staff liaison with input from executive liaison, B/C members, and department staff

- Items require sponsorship of at least 2 members
- Allow for citizen communication & speaker sign-up (not for briefings)
- ⚠ Send agenda items to liaison at least 5 days prior to a meeting

### MEETINGS

All meetings require a quorum to convene, must be posted at least 72 hrs in advance, and be recorded (at least audio)

- Meeting must be cancelled if quorum is not obtained within 30 min of posted start time
- Please inform liaison if unable to attend or will be late to a meeting
- ⚠ Repeated unexcused absences may result in a vacancy of appointment





# BOARDS AND COMMISSIONS

## A QUICK GUIDE

### CONFLICTS OF INTEREST

When personal interests intrude on the ability to adhere to the highest standards in decision making, or if it would appear so to an observer: there is a conflict of interest

- Conflicts can be financial relationships, occupational concerns or personal relationships

Consider the following:

- Do I personally stand to lose or gain anything substantial because of my decision?
- Do I have a close personal or financial relationship with an interested party?
- Will this influence any future opportunities for me?
- How would I feel if a story about my connection with this issue appeared in the media?
- Have I received a gift or hospitality from anyone who stands to gain or lose from this decision?

### RECUSE OR ABSTAIN

A Conflict of Interest:

- May REQUIRE recusal
- May be a judgement call: perhaps voluntary recusal
- May be resolved by ABSTAINING

How to Recuse or Abstain:

- Indicate item of abstention or recusal on sign-in sheet - DON'T VOTE
- For recusal: leave the dais during discussion and vote
- ❗ For Sovereign Boards: Affidavit 171 or 176 may be required prior to meeting

### NEED ASSISTANCE?

For legal or ethical questions, especially conflicts of interest, please contact the Ethics & Compliance Team at 512-974-2180 or [ethicscompliance@austintexas.gov](mailto:ethicscompliance@austintexas.gov)

For trouble logging into your city email account, please contact the CTM Help Desk at 512-974-4357 (HELP)