



**AIRPORT ADVISORY COMMISSION MEETING  
APRIL 12, 2022 3:00 PM  
2716 SPIRIT OF TEXAS DRIVE  
ROOM 160 (Board Room and Public Comments)  
ROOM 174 (Public Viewing of Proceedings via videoconference)  
AUSTIN, TEXAS 78719**

*Some members of the Commission may be participating via videoconference.*

Live audio of the meeting will be available as an alternative to attending in person. Please email Steve Khanoyan at [Stephen.Khanoyan@austintexas.gov](mailto:Stephen.Khanoyan@austintexas.gov) by noon of the day of the meeting for dial-in details.

Public communication is welcome either in person or via dial-in. Any member of the public wishing to address the Commission in person may sign in before the meeting or, if via dial in, by noon of the meeting date by emailing Steve Khanoyan at [Stephen.Khanoyan@austintexas.gov](mailto:Stephen.Khanoyan@austintexas.gov). Please include the phone number you will be calling from in your email.

**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**

**PUBLIC 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. Please see further instructions on registration above.

**1. INTRODUCTION OF NEW EXECUTIVE STAFF**

- a) Jill Goodman, Deputy Chief of Innovation and Strategy
- b) Kevin Russell, Deputy Chief of Talent

**2. APPROVAL OF MINUTES**

March 8, 2022 meeting.

### 3. STAFF REPORTS

- a) February 2022 Financial Results.  
(Prepared by Rajeev Thomas, Deputy Chief of Finance)
- b) AUS Air Service Update.  
(Prepared by Jamy Kazanoff, Air Service Development)

### 4. STAFF BRIEFINGS

- a) Financial updates and status and schedule of bonds issuance presented by Rajeev Thomas, Deputy Chief Officer Finance.
- b) Introduction of HNTB presented by Tracy Thompson, Chief Officer of Administration and External Affairs and Julie Wienberg, VP Aviation Architecture, HNTB.
- c) Airport Expansion and Development Program (AEDP) Updates regarding solicitations, environmental assessment status and public comments, and terminal optimization presented by Lyn Estabrook, Manager of Planning & Development.
- d) Updates on the proposed fuel facility presented by Tracy Thompson, Chief Officer of Administration and External Affairs.
- e) Operation Report on March 28, 2022 situation presented by Ghizlane Badawi, Chief Officer of Operations.

### 5. CONSENT AGENDA

- a) Authorize negotiation and execution of a cooperative contract with SHI-Government Solutions, Inc. for network management software for a term of three years in an amount not to exceed \$315,000.  
*Scheduled for approval by the City Council on May 19, 2022.*

(Note: These services are single-scope and do not have subcontracting opportunities; therefore, no subcontracting goals were established in accordance with City Code Chapter 2-9C. This is a cooperative agreement that allows the City of Austin to utilize vendors on the Department of Information Resources list.)

### 6. ACTION ITEMS

- a) Nomination and election of officers for the term beginning May 1, 2022.
- b) Changes to the AAC bylaws related to Council Resolution 20220217-033.
- c) Reminder of absentee policy per the AAC Bylaws and City Code.

## 7. OLD BUSINESS

a) City Council meeting on March 24, 2022.

- Ratify a contract with Netsync Network Solutions to provide Cisco Smartnet maintenance and support services in the amount of \$240,000.  
**Approved on consent.**
- Approve a resolution authorizing acceptance of grants from the Federal Aviation Administration, the Department of Homeland Security, and other state and federal agencies to the City of Austin, Department of Aviation, for Austin-Bergstrom International Airport for Fiscal Years 2022-2024 in an amount not to exceed \$320,000,000.  
**Approved on consent.**
- Approve an ordinance amending the Fiscal Year 2021-2022 Aviation Department Operating Budget Airport Operating Fund (Ordinance No. 20210811-001) to recognize additional revenue in the amount of \$2,268,614, increase appropriations in the amount of \$2,268,614, and increase the number of authorized positions by 80 full-time equivalents to provide additional staff to support the rapid and unprecedented increase in passenger and aircraft traffic at Austin-Bergstrom International Airport.  
**Approved on consent.**
- Authorize award of a contract with Aviramp Ltd. for mobile air stairs in an amount not to exceed \$500,000.  
**Approved on consent.**

b) City Council meeting on April 7, 2022.

- Authorize negotiation and execution of a cooperative contract with Ecolab Inc. for pest control services for a term of four years in an amount not to exceed \$600,000.  
**Result unknown at time of agenda posting.**
- Approve a resolution directing the City Manager to identify alternative locations for the construction of the new Jet-A fuel facility at the Austin-Bergstrom International Airport; prepare a draft Environmental Assessment for the alternative locations, including a detailed Environmental Justice analysis, for the purpose of receiving public input; and present to Council for approval the draft Environmental Assessment prior to publishing for notice and comment.  
**Result unknown at time of agenda posting.**

c) Item approved by the AAC, but pulled from the City Council agenda as it was determined that contract ratification was not needed.

- Ratify a contract with Netsync Network Solutions to provide Cisco Smartnet maintenance and support services in the amount of \$240,000.

## 8. NEW BUSINESS

- a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member.
- b) Future Agenda Items.

- c) Next regular meeting scheduled for 3:00 PM on May 10, 2022.

## **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 [tracy.thompson@austintexas.gov](mailto:tracy.thompson@austintexas.gov).



# **AIRPORT ADVISORY COMMISSION**

## **ITEM 2 - APPROVAL OF MINUTES**

March 8, 2022 - MEETING





**AIRPORT ADVISORY COMMISSION  
REGULAR MEETING MINUTES  
TUESDAY, MARCH 8, 2022**

The Airport Advisory Commission convened in a regular meeting on Tuesday, March 8, 2022.

**CALL TO ORDER**

Chair E. Sepulveda called the Commission Meeting to order at 3:01 p.m.

**Commissioners in Attendance:**

Eugene Sepulveda – Chair  
Scott Madole – Vice Chair  
Jeremy Hendricks – Secretary\*  
Jonathan Coon\*  
(\*attended via videoconference)

Raymond Young\*  
Wendy Price Todd  
Vicky Sepulveda  
Ernest Saulmon

**Commissioners Absent:**

Billy Owens

Chad Ennis

**CITIZENS COMMUNICATIONS:**

- a) Bobbie Garza-Hernandez was allotted 3 minutes to address the Commission by telephone.
- b) Gavino Fernandez was allotted 3 minutes to address the Commission by telephone.

**1. APPROVAL OF MINUTES**

- a) The minutes from the meeting of January 11, 2022 were approved on Commissioner Saulmon's motion; Commissioner V. Sepulveda seconded. Motion passed on an 8-0-0-2 vote. Commissioners Owens and Ennis were absent.

**2. STAFF REPORTS**

- a) "January 2022 Financial Results" prepared by Rajeev Thomas, Deputy Chief of Finance.
- b) "AUS Air Service Update" prepared by Jamy Kazanoff, Air Service Development.

### **3. STAFF BRIEFINGS**

- a) “Updates from the CEO regarding budget amendment for FY 2022 and fuel facility community meeting update” presented by Jacqueline Yaft, Chief Executive Officer.
- b) “A Decade of Growth: Austin’s Population and Demographic Trends” presented by Lila Valencia, City Demographer.
- c) “Plan of Finance for the 2022 Bond Issuance” presented by Rajeev Thomas, Deputy Chief Officer of Finance and Dennis Waley, Managing Director PFM. The Commission expressed its concern that this bond issuance was not submitted to the Commission for recommendation. The Commission have asked that all components of the AEDP financing be routed to it or its working group for better recommendation to Council.
- d) “Airport Expansion and Development Program (AEDP) Updates regarding the FAA Bipartisan Infrastructure Legislation (BIL) criteria and AUS plan an update on the Environmental Assessment outreach program” presented by Lyn Estabrook, Manager of Planning & Development.

### **4. CONSENT AGENDA**

- a) Approve a resolution authorizing acceptance of grants from the Federal Aviation Administration, the Department of Homeland Security, and other state and federal agencies to the City of Austin, Department of Aviation, for Austin-Bergstrom International Airport for Fiscal Years 2022-2024 in an amount not to exceed \$320,000,000.
- b) Authorize award of a contract with Aviramp Ltd. for mobile air stairs in an amount not to exceed \$489,410.
- c) Authorize negotiation and execution of a cooperative contract with Ecolab Inc, for pest control services, for a term of five years in an amount not to exceed \$600,000

A motion to approve the consent agenda was made by Commissioner Young; Commissioner V. Sepulveda seconded. Motion passed on a 7-0-0-3 vote. Secretary Hendricks and Commissions Owens and Ennis were absent.

### **5. ACTION ITEMS**

None.

### **6. OLD BUSINESS**

City Council actions since the last AAC meeting were reviewed.

## 7. NEW BUSINESS

- a) Review of Commission Recommendations and Actions to discuss with appointing City Council Member
- January airline revenue is up year-over-year while non-airline revenue is flat.
  - AUS is the fastest growing airport in the country with 86 nonstop destinations, including 14 international. New service to Monterrey, Mexico was recently announced.
  - The CEO reported that the airport has 138 vacancies and is in the process of hiring 90 positions. The CEO also reported on the most recent community meeting regarding the proposed fuel facility.
  - A \$400 million bond issuance is new information to the Commission. The Commission requests Aviation more notice and involvement in the future.
  - AUS is to be prioritized for new FAA and BIL grants.
- b) Future Agenda Items
- Election of officers will occur next month.
  - Steve Khanoyan to email the Commission the Environmental Assessment meeting information for the AEDP.
- c) Next scheduled meeting April 12, 2022 at 3:00 p.m.

## ADJOURNMENT

Chair E. Sepulveda adjourned the meeting at 4:47 p.m.

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For more information on the Airport Advisory Commission, please contact Executive Liaison Tracy Thompson at [tracy.thompson@austintexas.gov](mailto:tracy.thompson@austintexas.gov) or Staff Liaisons Steve Khanoyan at (312) 723-2619 or [stephen.khanoyan@austintexas.gov](mailto:stephen.khanoyan@austintexas.gov) and Ammie Calderon at (512) 530-6605 or [ammie.calderon2@austintexas.gov](mailto:ammie.calderon2@austintexas.gov).





## **AIRPORT ADVISORY COMMISSION**

### **ITEM 3a – STAFF REPORTS**

February 2022 Financial Results

Prepared by Rajeev Thomas, Deputy Chief,  
Finance



## MEMORANDUM

TO: Airport Advisory Commissioners  
FROM: Rajeev Thomas, Deputy Chief - Finance, Aviation Department  
DATE: April 12, 2022  
SUBJECT: Austin-Bergstrom International Airport (AUS) Update

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### **February 2022 Financial Results**

Total passenger traffic increased 249.0% in February 2022 compared to February 2021 (which was severely impacted by the decline in travel demand due to the COVID-19 pandemic). Total passenger traffic in February 2022 is 96.5% of the traffic in February 2020 (prior to COVID-19 impact); however, it should be noted that February 2020 had 29 days compared to 28 days in February 2021 and 2022. The average daily enplaned passengers in February 2022 was 21,493 which is slightly above the average of 21,418 passengers in February 2020 (pre-pandemic).

Table #1	FY 2022 February	FY 2021 February	Variance Fav (Unfav)	FY 2022 YTD	FY 2021 YTD	YTD Variance Fav (Unfav)
Enplanements	601,799	173,593	246.7%	3,503,949	1,145,700	205.8%
Landing Weights	844,756,443	303,710,832	178.1%	4,777,328,547	1,982,642,373	141.0%
Cargo Tonnage	10,931	6,157	77.5%	60,843	51,118	19.0%
Operating Revenue	\$16,326,604	\$9,795,318	\$6,531,286	\$91,187,951	\$51,785,683	\$39,402,268
Airport OPEX	\$7,192,771	\$7,180,039	(\$12,732)	\$38,673,782	\$34,154,424	(\$4,519,358)
Total Requirements	\$12,630,101	\$11,909,612	(\$720,489)	\$65,313,038	\$57,932,458	(\$7,380,580)
Net Income Before Federal Relief	\$3,696,503	(\$2,114,294)	\$5,810,797	\$25,874,913	(\$6,146,775)	\$32,021,687
Federal Relief Reimbursement	\$396,717	\$3,629,635	(\$3,232,918)	\$20,517,441	\$18,276,563	\$2,240,879
Net Income After Federal Relief	\$4,093,220	\$1,515,341	\$2,577,879	\$46,392,354	\$12,129,788	\$34,262,566

Table #1 illustrates February 2022's enplanements were 246.7% higher than February 2021, serving an additional 428,206 enplaned passengers. Passenger enplanements totaled 601,799 in February 2022 compared to 173,593 in February 2021 and 621,120 in February 2020. Landing weights totaled 844.8 million pounds in February 2022 representing an increase of 178.1% compared to February 2021 and an increase of 10.4% compared to February 2020. Cargo volume totaled 10,931 tons in February 2022 representing an increase of 77.5% compared to February 2021 (which was affected by Storm Uri) and an increase of 51.4% compared to February 2020.

Monthly operating revenues increased 66.7% or \$6.5M compared to February 2021. Totaling \$16.3M, February 2022 operating revenues reflect strong financial performance resulting from increasing passenger traffic. AUS reported \$3.7M of net income (before federal relief funding) in February 2022 compared to net loss of \$2.1M in February 2021.

### **Year-to-Date Fiscal Year 2022 Financial Results**

Through the fifth month of Fiscal Year 2022 (FY2022) AUS delivered strong financial performance when compared to the same period in Fiscal Year 2021 (FY2021). FY2022 Year to Date (YTD) Operating Revenue totals \$91.2M compared to \$51.8M in FY2021, a 76.1% increase. Airport Operating Expenses totaled \$38.7M YTD in FY2022 compared to \$34.2M in FY2021, a 13.2% increase. Net income before federal relief funding totals \$25.9M YTD in FY2022 compared to a deficit of (\$6.1M) in FY2021, an increase of \$32.0M or 521.0%.

Table #2	FY 2022 Approved Budget - Seasonalized	FY 2022 YTD	Budget vs. YTD Variance \$ Fav (Unfav)	Budget vs. YTD Variance % Fav (Unfav)
<b>Operating Revenue</b>	\$63,370,851	\$91,187,951	\$27,817,099	43.9%
<b>Airport OPEX</b>	\$40,594,792	\$38,673,782	\$1,921,010	4.7%
<b>Total Requirements</b>	\$67,234,048	\$65,313,038	\$1,921,010	2.9%
<b>Net Income for Debt Service</b>	\$17,963,434	\$47,701,543	\$29,738,109	165.5%
<b>Net Income Before Federal Relief</b>	(\$3,863,196)	\$25,874,913	\$29,738,109	769.8%
<b>Federal Relief Reimbursement</b>	\$7,575,252	\$20,517,441	\$12,942,189	170.8%
<b>Net Income After Federal Relief</b>	\$3,712,056	\$46,392,354	\$42,680,298	1149.8%

Through February 2022 AUS has delivered favorable YTD financial performance compared to FY2022 budget on a seasonalized basis due to increased revenue, operating expense savings, and federal relief funding. As presented in Table #2, YTD FY2022 revenues exceed budgeted revenues by 43.9% or \$27.8M. The increased revenues are driven by the strong passenger traffic and higher daily flight activity in the first five months of the fiscal year. Airport operating expenses are 4.7% or \$1.9M below budgeted expenses due primarily to higher than anticipated personnel vacancy rates. Before federal relief funding application, AUS reports net income of \$25.9M, which exceeds the seasonalized budget estimate by \$29.7M. Federal relief funding YTD through February 2022 totals \$20.5M contributing to net income after federal relief of \$46.4M, exceeding seasonalized budget estimate by \$42.7M or 1149.8%.

Attachments:

February 2022 - 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 5 Month(s) ended February 28, 2022**

	FY 2022	Budget	Year to Date w/ Accruals	Y-T-D to Budget	
	Budget	Seasonalized 5 month(s)		Variance Fav (Unfav)	% Variance Fav (Unfav)
REVENUE					
AIRLINE REVENUE					
Landing Fees	26,030,400	10,051,447	16,263,445	6,211,998	61.8%
Terminal Rental & Other Fees	48,629,418	19,406,347	27,573,101	8,166,754	42.1%
TOTAL AIRLINE REVENUE	74,659,818	29,457,793	43,836,546	14,378,753	48.8%
NON-AIRLINE REVENUE					
Parking	36,056,647	14,035,468	20,640,916	6,605,448	47.1%
Ground Transportation for Hire	4,983,334	1,791,273	2,792,887	1,001,613	55.9%
Rental Cars	11,586,297	4,827,624	7,265,263	2,437,639	50.5%
Food & Beverage	10,613,694	4,422,373	5,637,701	1,215,329	27.5%
Retail	5,097,925	2,124,135	2,463,647	339,511	16.0%
Advertising	2,059,095	857,956	1,151,372	293,416	34.2%
Other Concessions, Rentals & Fees	15,532,040	5,706,987	7,373,826	1,666,839	29.2%
TOTAL NON-AIRLINE REVENUE	85,929,032	33,765,817	47,325,612	13,559,795	40.2%
Interest Income	353,379	147,241	25,793	(121,448)	(82.5%)
TOTAL REVENUE	160,942,229	63,370,851	91,187,951	27,817,099	43.9%
OPERATING REQUIREMENTS					
Fac Mgmt, Ops and Airport Security	61,086,440	24,605,664	23,873,470	732,194	3.0%
Airport Planning and Development	6,045,841	2,359,782	1,913,575	446,207	18.9%
Support Services	30,346,679	11,585,013	9,476,529	2,108,484	18.2%
Business Services	6,135,897	2,044,333	3,410,208	(1,365,875)	(66.8%)
TOTAL OPERATING EXPENSES	103,614,857	40,594,792	38,673,782	1,921,010	4.7%
Debt Service					
2013 Prosperity Bank Loan	5,411,891	2,255,095	2,255,095	0	0.0%
2014 Bond Issuance	6,654,005	2,772,502	2,772,502	0	0.0%
2017 Bond Issuance	9,698,969	4,041,237	4,041,237	0	0.0%
2019 Refunding Bonds	14,520,686	6,055,554	6,055,554	0	0.0%
2019 New Money	16,919,848	6,702,242	6,702,242	0	0.0%
TOTAL Net Debt Service	53,205,399	21,826,630	21,826,630	0	0.0%
OTHER REQUIREMENTS					
Workers' Compensation	448,220	186,758	186,758	0	0.0%
Citywide Administrative Support	6,154,467	2,564,361	2,564,361	0	0.0%
Communications & Technology Mgmt	1,790,090	745,871	745,871	0	0.0%
Accrued Payroll	342,887	142,870	142,870	0	0.0%
CTECC	332,077	138,365	138,365	0	0.0%
Trunked Radio Allocation	353,120	147,133	147,133	0	0.0%
Public Works Capital Projects Mgmt Fund	2,129,441	887,267	887,267	0	0.0%
Compensation Adjustment	427,505	0	0	0	N/A
Trf to Subordinate Obligation	3,392,000	0	0	0	N/A
TOTAL OTHER REQUIREMENTS	15,369,807	4,812,626	4,812,626	0	0.0%
TOTAL REQUIREMENTS	172,190,063	67,234,048	65,313,038	1,921,010	2.9%
EXCESS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS	(11,247,834)	(3,863,196)	25,874,913	29,738,109	769.8%
Federal Relief Reimbursement (Parking)	(3,569,365)	(1,487,235)	(2,895,521)	1,408,286	94.7%
Federal Relief Reimbursement (Debt Service)	(14,611,240)	(6,088,017)	(17,621,920)	11,533,904	189.5%
TOTAL FEDERAL RELIEF REIMBURSEMENT	(18,180,605)	(7,575,252)	(20,517,441)	12,942,189	170.8%
EXCESS (DEFICIT) OF TOTAL AFTER FEDERAL RELIEF	6,932,771	3,712,056	46,392,354	42,680,298	1149.8%

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

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

	This month - This Year vs. Last Year FY22 (Feb 22) vs FY21 (Feb 21)				Fiscal YTD - This Year vs. Last Year FY22 (Oct 21 - Feb 22) vs FY21 (Oct 20 - Feb 21)			
	FY22 Feb-22	FY21 Feb-21	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance	FY22 YTD Feb-22	FY21 YTD Feb-21	Fav (Unfav) \$ Variance	Fav (Unfav) % Variance
<b><u>Airline Revenue</u></b>								
Landing Fees	2,869,364	1,092,918	1,776,445	162.5%	16,263,445	7,040,096	9,223,349	131.0%
Terminal Rental & Other Fees	5,300,019	3,798,662	1,501,357	39.5%	27,573,101	19,366,466	8,206,635	42.4%
Total Airline Revenue	8,169,382	4,891,580	3,277,802	67.0%	43,836,546	26,406,562	17,429,984	66.0%
<b><u>Non-Airline Revenue</u></b>								
Parking	3,486,081	1,109,673	2,376,407	214.2%	20,640,916	6,083,549	14,557,367	239.3%
Ground Transportation for Hire	500,711	124,576	376,135	301.9%	2,792,887	759,776	2,033,111	267.6%
Rental Cars	1,183,841	927,808	256,032	27.6%	7,265,263	4,667,643	2,597,620	55.7%
Food & Beverage	998,564	938,822	59,741	6.4%	5,637,701	4,631,678	1,006,023	21.7%
Retail	452,457	470,311	(17,854)	(3.8%)	2,463,647	2,430,648	32,999	1.4%
Advertising	153,274	158,149	(4,874)	(3.1%)	1,151,372	794,916	356,457	44.8%
Other Concessions, Rentals & Fees	1,374,197	1,167,021	207,177	17.8%	7,373,826	5,936,431	1,437,394	24.2%
Total Non-Airline Revenue	8,149,124	4,896,360	3,252,764	66.4%	47,325,612	25,304,641	22,020,971	87.0%
Interest Income	8,098	7,378	720	9.8%	25,793	74,480	(48,687)	(65.4%)
<b>Total Operating Revenue</b>	<b>16,326,604</b>	<b>9,795,318</b>	<b>6,531,286</b>	<b>66.7%</b>	<b>91,187,951</b>	<b>51,785,683</b>	<b>39,402,268</b>	<b>76.1%</b>
<b><u>Operating Requirements</u></b>								
Fac Mgmt, Ops and Airport Security	4,489,062	4,932,085	443,023	9.0%	23,873,470	22,547,822	(1,325,648)	(5.9%)
Airport Planning and Development	276,689	305,089	28,400	9.3%	1,913,575	1,681,672	(231,903)	(13.8%)
Support Services	1,854,706	1,659,171	(195,535)	(11.8%)	9,476,529	8,393,538	(1,082,991)	(12.9%)
Business Services	572,314	283,695	(288,619)	(101.7%)	3,410,208	1,531,393	(1,878,816)	(122.7%)
Total Operating Expense	7,192,771	7,180,039	(12,732)	(0.2%)	38,673,782	34,154,424	(4,519,358)	(13.2%)
<b><u>Debt Service</u></b>								
GO Debt Service Fund	0	42	42	100.0%	0	211	211	100.0%
2013 Prosperity Bank Loan	450,971	451,131	160	0.0%	2,255,095	2,254,977	(118)	(0.0%)
2014 Bond Issuance	554,500	589,844	35,344	6.0%	2,772,502	2,948,934	176,432	6.0%
2017 Bond Issuance	808,247	836,226	27,979	3.3%	4,041,237	4,181,131	139,894	3.3%
2019 Refunding Bonds	1,209,263	1,277,299	68,037	5.3%	6,055,554	6,517,634	462,080	7.1%
2019 New Money	1,451,823	474,021	(977,802)	(206.3%)	6,702,242	2,370,104	(4,332,137)	(182.8%)
Total Debt Service	4,474,805	3,628,564	(846,241)	(23.3%)	21,826,630	18,272,992	(3,553,638)	(19.4%)
<b><u>Other Requirements</u></b>								
Workers' Compensation	37,352	36,312	(1,040)	(2.9%)	186,758	181,560	(5,198)	(2.9%)
Citywide Administrative Support	512,872	527,360	14,488	2.7%	2,564,361	2,636,800	72,439	2.7%
Communications & Technology Mgmt	149,174	156,605	7,431	4.7%	745,871	783,025	37,154	4.7%
Accrued Payroll	28,574	13,844	(14,730)	(106.4%)	142,870	69,219	(73,650)	(106.4%)
CTECC	27,673	25,662	(2,011)	(7.8%)	138,365	128,310	(10,055)	(7.8%)
Trunked Radio Allocation	29,427	25,096	(4,331)	(17.3%)	147,133	125,480	(21,653)	(17.3%)
Public Works Capital Projects Mgmt Fund	177,453	316,130	138,676	43.9%	887,267	1,580,648	693,380	43.9%
Total Other Requirements	962,525	1,101,008	138,483	12.6%	4,812,626	5,505,042	692,416	12.6%
<b>Total Requirements</b>	<b>12,630,101</b>	<b>11,909,612</b>	<b>(720,489)</b>	<b>(6.0%)</b>	<b>65,313,038</b>	<b>57,932,458</b>	<b>(7,380,580)</b>	<b>(12.7%)</b>
<b>SURPLUS (DEFICIT) OF TOTAL AVAILABLE FUNDS OVER TOTAL REQUIREMENTS</b>	<b>3,696,503</b>	<b>(2,114,294)</b>	<b>5,810,797</b>	<b>274.8%</b>	<b>25,874,913</b>	<b>(6,146,775)</b>	<b>32,021,687</b>	<b>521.0%</b>
Federal Relief Reimbursement (Parking)	(396,717)	0	396,717	N/A	(2,895,521)	0	2,895,521	N/A
Federal Relief Reimbursement (Debt Service)	0	(3,629,635)	(3,629,635)	(100.0%)	(17,621,920)	(18,276,563)	(654,642)	(3.6%)
Total Federal Relief	(396,717)	(3,629,635)	(3,232,918)	(89.1%)	(20,517,441)	(18,276,563)	2,240,879	12.3%
<b>TOTAL SURPLUS (DEFICIT) AFTER Federal Relief</b>	<b>4,093,220</b>	<b>1,515,341</b>	<b>2,577,879</b>	<b>170.1%</b>	<b>\$ 46,392,354</b>	<b>\$ 12,129,788</b>	<b>\$ 34,262,566</b>	<b>282.5%</b>



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 3b – STAFF REPORTS**

AUS Air Service Update

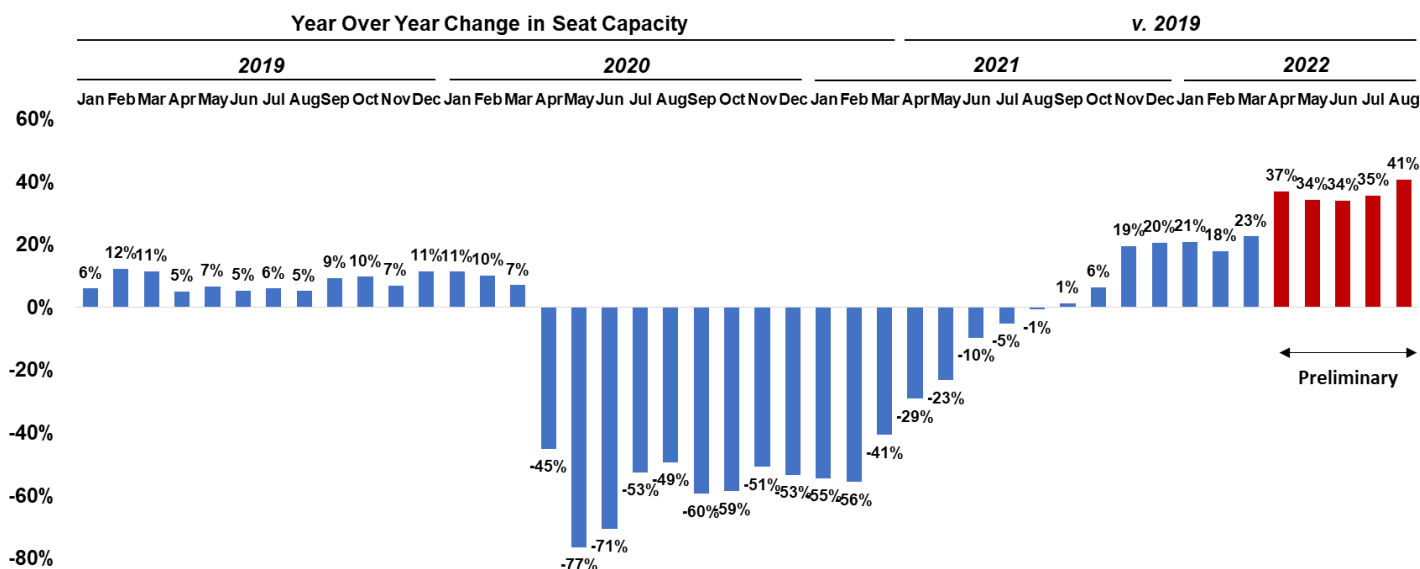
Prepared by Jamy Kazanoff, Air Service  
Development

## April 2022 Air Service Snapshot

According to **Bank of America**, industry recovery keeps heading in the right direction:

- **System net sales are holding steady**, down -17.2% vs 2019 for the week ending 3/27 but pricing improved to down -2.2% vs 2019, while total volumes are down -15.4% vs 2019.
- **Pricing remains strong**, with all domestic channels above 2019 levels, while international pricing is just down -6% vs 2019.
- **We continue to expect solid demand into the peak spring/summer travel period.**
- **Large corporate traffic improves:** Kastle office occupancy has plateaued at 40% over the past three weeks and large corporate bookings are only down -31.1% vs 2019.
- **International bookings have been resilient** since the onset of the Russia/Ukraine conflict. While initial data suggests that the new BA.2 sub-variant is even more transmissible than Omicron, it appears that symptoms are less severe, and we expect minimal impacts to demand from the new variant.

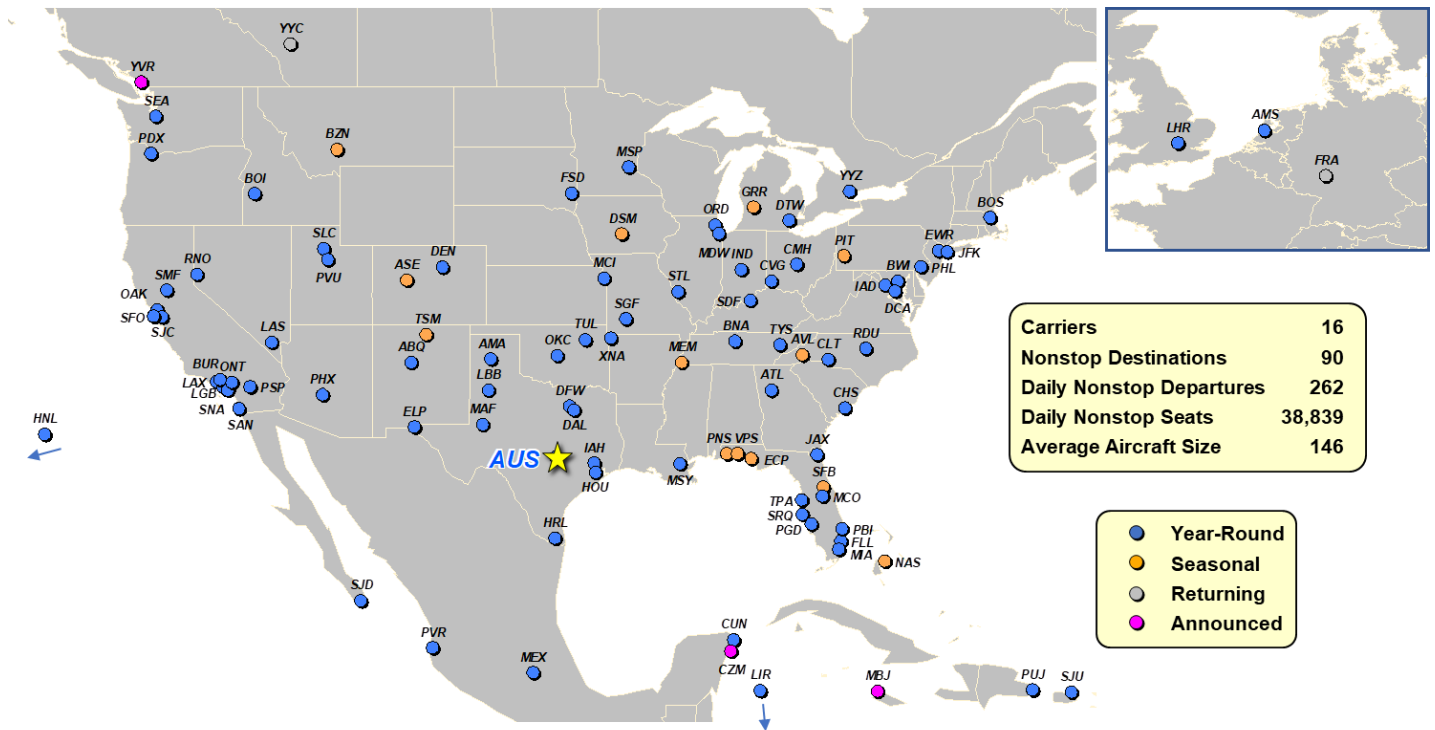
The chart below shows how COVID-19 has affected AUS capacity with monthly comparisons to 2019. Some carriers are returning to a more typical scheduling timeline where schedules are firmed 3 or more months out but some are still making close-in changes due to the spread of the omicron variant. Based on currently filed schedules, capacity will be 37% above 2019 levels in April, 34% in May and June and 35% in July – yet still subject to change as carriers continue to adjust close-in capacity. In fact, for Q1 2022 v. 2019, AUS was the fastest growing medium hub airport based on capacity up 32%, where the average medium hub was down 7%.



The route map on the next page provides a snapshot of current air service at AUS. Highlights of recent air service announcements/developments include:

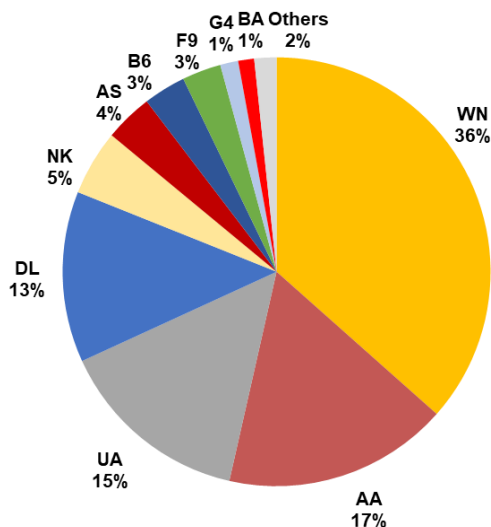
- **Spirit** will start **new daily service to MTY** on June 22
- **Virgin Atlantic** will start new nonstop service to London (Heathrow) starting on May 25 with four weekly flights operated with the 258-seat B787-9
- **Air Canada** will increase to two daily flights on June 1; **new nonstop service to YVR starts 4/week on June 1**
- **American** will start **AVL, BZN, CZM, MBJ, and SNA in June but discontinue IAD**
- **Allegiant** opened its new base in November with 89 employees and three A320s; new service started to FSD, PBI, PGD, PVU, SDF, SGF, SNA & TUL; **G4 will add IAD, SAN & SRQ in April**
- **British Airways** will increase to daily A350-1000 service on April 22
- **KLM** started AMS service on March 28, 2022 with 3/week on the 292-seat A330-300
- **Lufthansa** reinstates FRA service on April 8, 2022 with three weekly flights

- **Southwest** added nonstop service to AMA, CHS, CMH, MAF, ONT & PVR in early 2022; new daily service to TUL started April 3; new Saturday only service to CZM starts June 11
- **Taos Air** will serve TSM from June 30 through September 25 with two weekly flights (Sunday/Thursday)
- **Sun Country** will serve CUN twice weekly May 26 – August 15 but will not serve MSP in 2022
- **WestJet** has suspended its return until Summer 2023

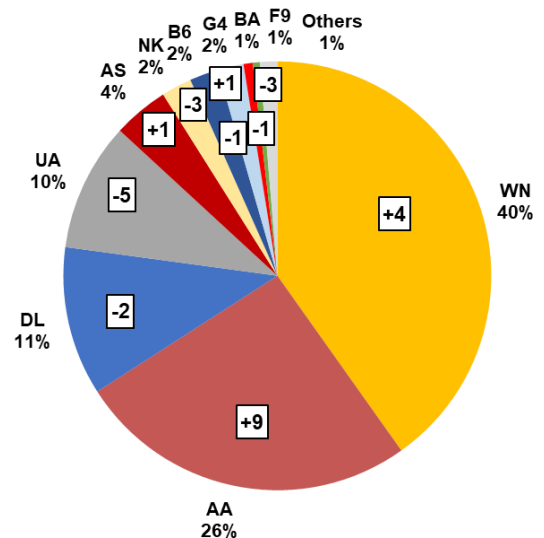


Southwest is the largest carrier at AUS by capacity but American is now much closer in size having gained 9 points of capacity share since 2019. United and Delta have lost capacity share as United has not reinstated pre-COVID service, and Delta has grown since 2019 but less than other carriers. Also notable is that Alaska's share is up since 2019 as they have nearly doubled frequencies and grown capacity by 58%, not to mention entered three new markets (BOI, LAX & PSP).

**AUS Seat Share**  
April 2019



**AUS Seat Share**  
April 2022



**Point Change**  
nc = No Change





## **AIRPORT ADVISORY COMMISSION**

### **ITEM 5a – CONSENT AGENDA**

Authorize negotiation and execution of a cooperative contract with SHI-Government Solutions, Inc. for network management software for a term of three years in an amount not to exceed \$315,000.

**SUBJECT:**

Authorize negotiation and execution of a cooperative contract with SHI-Government Solutions, Inc., for network management software, for a term of three years in an amount not to exceed \$330,000.

**MBE/WBE:**

This procurement 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 procurement, there were no subcontracting opportunities therefore, no subcontracting goals were established

**LEAD DEPARTMENT:** Financial Services Department

**CLIENT DEPARTMENT:** Aviation Department

**FISCAL NOTE:**

Funding in the amount of \$34,762 is available in the Fiscal Year 2021-2022 Operating Budget of Aviation Department. Funding for the remaining contract term is contingent upon available funding in future budgets.

**PURCHASING:**

Multiple cooperative purchase programs were reviewed for these services. The Purchasing Office has determined this contractor best meets the needs of the department to provide the services required at the best value for the City.

**PRIOR COUNCIL ACTION:**

**FOR MORE INFORMATION CONTACT:**

Inquiries should be directed to the City Manager's Agenda Office, at 512-974-2991 or [AgendaOffice@austintexas.gov](mailto:AgendaOffice@austintexas.gov) or to Patricia Sustaita, at 512-978-1708 or [patricia.sustaita@austintexas.gov](mailto:patricia.sustaita@austintexas.gov).

**BOARD AND COMMISSION ACTION:**

April 12, 2022 - To be reviewed by the Airport Advisory Commission

**ADDITIONAL BACKUP INFORMATION (RCA BODY)**

The contract will provide integrated end-to-end network management software to continuously monitor the airport's computer networks allowing for proactive action against identified problems. The software provides real-time network monitoring and offers detailed insights into various areas of the network. The software alerts Information Technology teams to network problems and allows them to easily drill down to the root cause of the network issue and fix it before operations are impacted. It monitors all devices connected to the network.

The current contract expired January 22, 2022. Failure to execute this contract will leave the Airport without a comprehensive network monitoring tool and would leave the airport network vulnerable to undetected issues that could result in operational failure and disruption of passenger services, including passenger processing and parking operations.

The BuyBoard cooperative establishes competitively bid contracts that can be utilized by the State and other government agencies through a cooperative agreement. Cooperative agreements save taxpayer dollars by leveraging the State's volume-buying power to drive down costs on hundreds of contracts through a streamlined cooperative purchasing program.

**Strategic Outcome:** Government That Works for All



## **AIRPORT ADVISORY COMMISSION**

### **ITEM 6b – ACTION ITEMS**

Changes to the AAC bylaws related to Council  
Resolution 20220217-033.

# **BYLAWS OF THE AIRPORT ADVISORY COMMISSION**

## **ARTICLE 1: NAME**

The name of the Commission is the Austin Airport Advisory Commission (AAC).

## **ARTICLE 2: PURPOSE AND DUTIES**

- A) The Austin Airport Advisory Commission (AAC) reviews, assesses, and makes recommendations to the Austin City Council concerning the Austin-Bergstrom International Airport (AUS):
- Capital improvement projects,
  - Proposed aviation grants,
  - Proposed aviation contracts,
  - Annual operating budgets, and
  - Quality of services and customer experience.
- B) In its recommendations, the AAC ensures consistency with good business practices, integrity, and the values of the City of Austin and AUS, including:
- Safety,
  - Public service and engagement,
  - Responsibility and accountability,
  - Innovation and sustainability,
  - Diversity and inclusion, and
  - Ethics and integrity.
- C) The AAC advises and offers help to solve problems and advance the mission and initiatives of AUS.
- D) The AAC brings public input to the airport leadership and engages community stakeholders as needed to promote public awareness and good decision making.
- E) The AAC facilitates and promotes communication between AUS staff and the Austin City Council.
- F) In all their work, members of the AAC advocate the interests of the airport's customers, City of Austin ~~citizens~~ **public**, and the Austin City Council.

## **ARTICLE 3: MEMBERSHIP**

- A) The AAC is composed of eleven members appointed by the Austin City Council.
- B) A member serves at the pleasure of the Austin City Council.
- C) Commission members serve for a term of four years beginning May 1<sup>st</sup> on the year of appointment.

- D) An individual Commission member may not act in an official capacity except through the action of the AAC.
- E) A commission member who is absent for three consecutive regular meetings or one-third of all regular meetings in a rolling twelve month timeframe automatically vacates the member's position subject to the holdover provisions in Section 2-1-27 of the City Code. This does not apply to an absence due to illness or injury of the Commission member, an illness or injury of a Commission member's immediate family, active military service, or the birth or adoption of the Commission member's child for 90 days after the event. The Commission member must notify the Staff Liaison of the reason for the absence not later than the date of the next regular meeting of the Commission. Failure to notify the liaison before the next regular meeting of the AAC will result in an unexcused absence.
- F) At each meeting, each Commission member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest. Failure to sign the sheet results in the member being counted as absent and his/her votes are not counted.
- G) A Commission member who seeks to resign from the Commission shall submit a written resignation to the Chair of the AAC, the Staff Liaison, and the City Clerk's office. If possible, the resignation should allow for a thirty day notice so the City Council can appoint a replacement.

#### **ARTICLE 4: OFFICERS**

- A) The officers of the AAC shall consist of a Chair and a Vice Chair.
- B) Officers shall be elected annually by a majority vote of the AAC at the first regular meeting after April 1<sup>st</sup>. In the event a current officer becomes ineligible to serve as an officer, the AAC may hold an emergency election as needed.
- C) The term of office shall be one year, beginning May 1<sup>st</sup> and ending April 30<sup>th</sup>. An officer may continue to serve until a successor is elected. A person may not service as an officer in a designated position of a Commission for more than four consecutive one-year terms. A person who has served as an officer in a designated position of a Commission for four consecutive terms is not eligible for reelection to that designated office until the expiration of two years after the last date of the person's service in that office. The Commission may override the term limit provision for an officer by an affirmative vote of two-thirds of the authorized Commission members.
- D) A member may not hold more than one office at a time.

#### **ARTICLE 5: DUTIES OF OFFICERS**

- A) The Chair shall preside at Commission meetings, appoint all committees, represent the AAC at ceremonial functions, and approve each final meeting agenda.
- B) In the absence of the Chair, the Vice-Chair shall perform all duties of the Chair.

## ARTICLE 6: AGENDAS

- A) Two or more Commission members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the Staff Liaison, the Chair shall approve each final meeting agenda.
- B) The Staff Liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.
- C) Posting of the agenda must comply with the Texas Government Code Chapter 551 (Texas Open Meetings Act).

## ARTICLE 7: MEETINGS

- A) The AAC meetings shall comply with Texas Government Code Chapter 551 (Texas Open Meetings Act).
- B) Commission meetings shall be governed by Robert's Rules of Order.
- C) The AAC may not conduct a closed meeting without the approval of the City Attorney.
- D) The AAC shall meet monthly. In November of each year, the AAC shall adopt a schedule of the meetings for the upcoming calendar year, including makeup meeting dates for holidays and cancelled meetings.
- E) The Chair may call a special meeting. The Chair shall call a special meeting if requested by three or more members. The AAC may not call a meeting in addition to its regular scheduled meetings as identified in its adopted meeting schedule more often than once a quarter, unless the meeting is required to comply with a statutory deadline or a deadline established by City Council.
- F) Six members constitute a quorum.
- G) If a quorum for a meeting does not convene within one half hour of the posted time for the meeting, then the meeting may not be held.
- H) To be effective, an AAC action must be adopted by an affirmative vote of the number of members necessary to provide a quorum.
- I) The Chair has the same voting privilege as any other member.
- J) The AAC shall allow ~~citizens~~ *members of the public* to address the AAC on agenda items and during a period of time set aside for ~~citizen~~ *public* communications. The Chair may limit a speaker to three minutes.
- K) The Staff Liaison shall prepare the Commission minutes. The minutes of each AAC meeting must include the vote of each member on each item before the AAC and indicate whether a member is absent or failed to vote on an item.
- L) The City Clerk shall retain agendas, approved minutes, internal review reports, and bylaws. The Aviation Department shall retain all other Commission documents. The documents are public records under the Texas Local Government Code Chapter 552 (Texas Public Information Act).

- M) The Chair shall adjourn a meeting not later than 10PM, unless the AAC votes to continue the meeting.
- N) Each person and Commission member attending an AAC meeting should observe decorum pursuant to Section 2-1-48 of the City Code.
- O) A ~~citizen~~ *member of the public* may not address the AAC at a meeting on an item posted as a briefing.

## **ARTICLE 8: COMMITTEES/WORKING GROUPS**

### Committees

- A) The AAC will have no committees.
- B) Each committee must be established by an affirmative vote of the Commission. A committee cannot meet until its creation is approved by the City Council Audit and Finance Committee. Each committee shall consist of at least three Commission members appointed by the Chair. A staff member shall be assigned to each committee by the Director of the Department of Aviation.
- C) The AAC Chair shall appoint a Commission member as the committee chair with the member's consent.
- D) A majority of the total number of appointed committee members constitutes a quorum.
- E) Each committee shall meet on a regularly scheduled basis at least quarterly.
- F) Each committee shall make an annual report to the AAC at the January Commission meeting.
- G) Committee meetings must be posted in accordance with the Texas Open Meetings Act.
- H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda or identify each agenda item on which the member has a conflict of interest.

### Working Groups

- A) The AAC can determine the size of a working group, but the number of Commission members serving on the working group must be less than a quorum of the AAC.
- B) A working group may designate a Chair with the member's consent, but is not required to do so.
- C) Quorum requirements do not apply to working groups.
- D) Staff support will not be provided for working groups.
- E) Working groups are not required to post their meetings in accordance with the Texas Open Meetings Act.

## **ARTICLE 9: PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order shall govern the AAC in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the AAC or City Council may adopt.

## **ARTICLE 10: AMENDMENT OF BYLAWS**

A bylaw amendment is not effective unless approved by the Council Audit and Finance Committee.

The bylaws were approved by the Austin Airport Advisory Commission at their meeting held on November 10, 2020. The bylaws were revised in accordance with City Council Resolution 20220217-033 on March 8, 2022.



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Ammie Calderon, Staff Liaison  
Department of Aviation



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Tracy Thompson, Esq.  
Airport Chief Officer  
Administrative and External Affairs  
Department of Aviation