



Annual Internal Review

This report covers the time period of 7/1/2020 to 6/30/2021

Airport Advisory Commission

The Board/Commission mission statement is:

- A) The Airport Advisory Commission (AAC) reviews, assesses, and makes recommendations to 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, AAC ensures consistency with good business practices, integrity, and the values of the City of Austin and AUS including:
- Safety,
 - Public service & engagement,
 - Responsibility & accountability,
 - Innovation & sustainability,
 - Diversity & inclusion, and
 - Ethics & integrity.
- C) The AAC advises and offers help to solve problems and advance the mission and initiatives of AUS.
- D) The AAC brings citizen 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, and the Austin City Council.

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.

The Airport Advisory Commission (AAC) held 11 virtual meetings during the period covering this report. Including 10 regularly scheduled meetings and one special called session. Two regularly scheduled meetings were cancelled in October 2020 and June 2021.

During the course of its business, the AAC made recommendations on 22 action items – 12 items regarding negotiation and execution of goods and services agreements, 4 related to airport revenue, bonds, and financing, 4 concerning administrative management, and 2 for funding construction projects.

Additionally, the AAC received regular reports and presentations from the Department of Aviation regarding executive updates, financial results, passenger traffic, terminal concessions, planning and development, parking and transportation, and air service updates.

The AAC also received special reports and presentations including topics regarding the COVID-19 pandemic, Winter Storm Uri, matters related to the Hilton Hotel, passenger satisfaction survey results, the Airport Expansion and Development Plan, Capital Metro Project Connect, and the airport environmental program.

In furtherance of its duties, the AAC established its Finance Working Group, revised its bylaws, and elected officers. The Commission and/or its working group advised and consented with the CEO and executive staffs on matters related to the CIP and AUS hotel projects.

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

The actions of the AAC were within scope of the mission statement.

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

Per its bylaws, the AAC in the coming year shall:

- A) review, assess, and make recommendations to the Austin City Council concerning the Austin-Bergstrom International Airport,
- B) ensure consistency with good business practices, integrity, and the values of the City of Austin and AUS,
- C) advise and offer help to solve problems and advance the mission and initiatives of AUS,

- D) bring citizen input to the airport leadership and engage community stakeholders as needed to promote public awareness and good decision making,
- E) facilitate and promote communication between the AUS staff and the Austin City Council, and,
- F) advocate the interested of the airport's customers, City of Austin citizens, and the Austin City Council.

Additionally, the AAC will seek to help and support the Department of Aviation CEO and Aviation staff in updating AUS's Capital Improvement Program for presentation to City Council during 2021.

APPROVED