

City of Austin  
Audit & Finance Committee  
Department of Aviation  
ABIA Fuel Audit Update

City Auditor Recommendations:

- 1) Determine and collect revenue due on past consortium fuel issued to GA sites.  
**Action:** DOA staff along with auditing staff met with the general manager of each Fixed Based Operator (FBO); each indicated that all fuel delivered to consortium fuel farm was reported on GA Fuel Report and flowage fee paid.  
Note: DOA Audit Staff in FY 06/07 will audit/review fuel flowage reports of previous months.
- 2) Ensure completeness of GA Fuel Reporting.  
**Action:** DOA revised fuel reporting report to eliminate discrepancies and established a fuel flowage fee policy to require submission of delivery slips, and report fuel dispensed from exempt or non-exempt operations. Policy effective date was 1/1/06.
- 3) Control fuel borrowing and transfers.  
**Action:** As mentioned in #2 new fuel flowage fee policy addressed and eliminated the possible non-reporting of such.
- 4) Clarify tenant monitoring requirements and roles.  
**Action:**
  - A) New policy effective 1/1/06 clearly defines (1) what is and is not a revenue flight; (2) who pays a handling fee; (3) who pays a fuel flowage fee; and (4) reporting of flights operating at FBO's or SASO's (Specialized Aeronautical Service Operations).
  - B) FBO's and DOA agree to new charter reporting and landing fee collection procedures, effective 1/1/06. FBO's will collect landing fees, retain 15% of administrative handling fee and remit balance to DOA monthly with Charter Landing Report.
- 5) Strengthen fuel accountability overall.  
**Action:** New policies and procedures, new reporting with documentations and a better understanding of the fuel operation at ABIA has and will strengthen accountability with check and balances to insure correct reporting and payment of fees. The FBO's and SASO's revised monthly fuel reports will clearly identify any variances that may occur. Variances will be checked along with notifying DOA Environmental staff.

- 6) Establish an Environmental Inspection Scoring System.  
**Action:** Developed and implemented two reports – (A) Annual Environmental Compliance Inspection for Non-TPDES Tenants and (B) Annual SWP3 Comprehensive Compliance Evaluation Inspection. Each report has areas to be scored at 10 points per area on (A) and 4.5 points per area on (B). Maximum score of 100 passing score from 75 or better.
  
- 7) Establish environmental performance measures and management reporting.  
**Action:** Developed and implemented new Quarterly Environmental Compliance Status Report. Report provides a summary each quarter of spills, inspections, storm water samples collected and violations and other measures.
  
- 8) Document Environmental Program Policies & Procedures.  
**Action:** Develop an overview of DOA’s Environmental Compliance Program. A four page summary with two exhibits. The overview provides information on the following topics:
  - Storm water programs
  - Spill response
  - Spill Prevention Control and Counter Measures (SPCC)
  - Waste disposal
  - Air Force Remediation
  - Air quality
  - Austin Water Utility De-icing Fluid Discharge Permit
  - Anti/de-icing Fluid Disposal/Memorandum of Understanding
  - Texas Tier Two Reporting
  - Austin Fire Department Hazardous Materials Permit

DOA’s – ABIA SWP3 are available on the web at <http://www.ci.austin.tx.us/austinairport/swppp.htm>. Will provide individuals a description of ABIA’s general environmental polices and procedures.