Austin

Aviation Contract and Vendor Management

Austin City Auditor's Office | December 3, 2025

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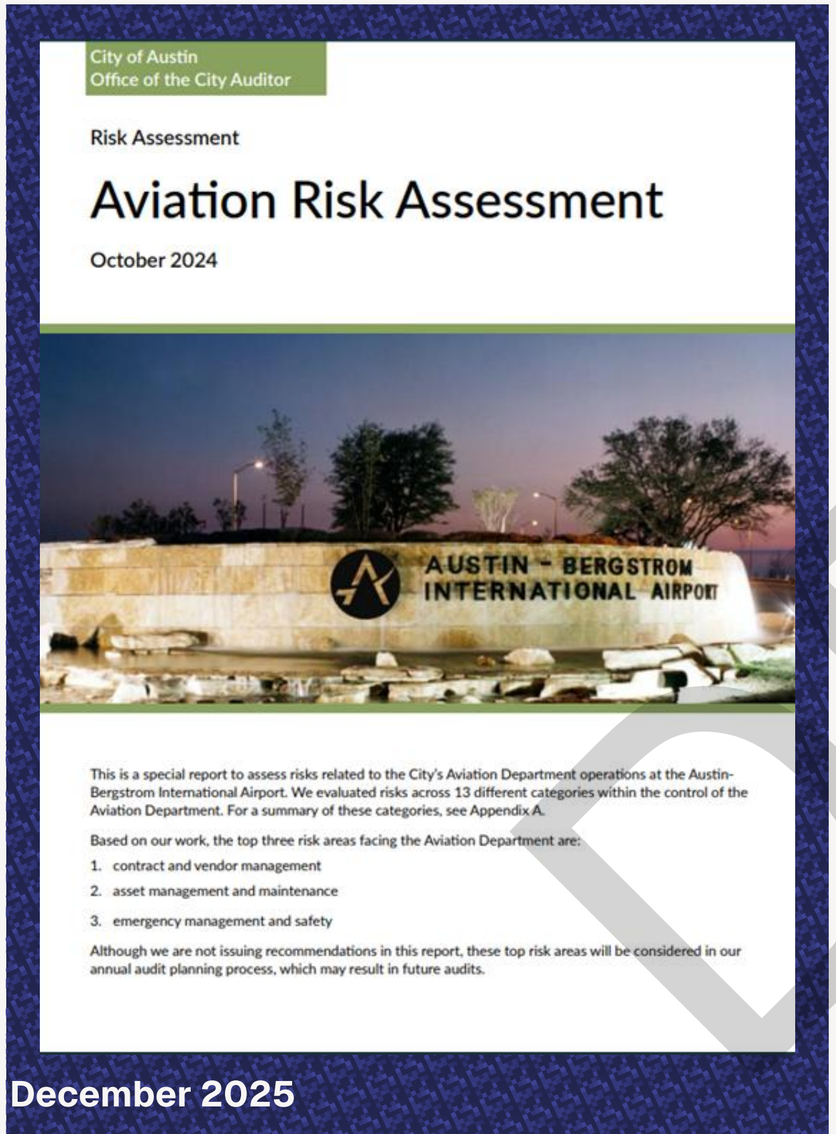
Background



City of Austin
Office of the City Auditor

Risk Assessment

Aviation Risk Assessment

October 2024

This is a special report to assess risks related to the City's Aviation Department operations at the Austin-Bergstrom International Airport. We evaluated risks across 13 different categories within the control of the Aviation Department. For a summary of these categories, see Appendix A.

Based on our work, the top three risk areas facing the Aviation Department are:

1. contract and vendor management
2. asset management and maintenance
3. emergency management and safety

Although we are not issuing recommendations in this report, these top risk areas will be considered in our annual audit planning process, which may result in future audits.

Since the Risk Assessment, staff have:

- **updated their manual**
- **added staff**
- **added their own review process checklist**
- **developed a risk assessment**

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Finding

Austin Aviation's contract management process does not ensure that documentation is accurate.

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Over 90% of sampled contracts had errors

92%

of general procurement contracts
had at least one documentation issue

91%

of commercial management contracts
had at least one documentation issue

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Staff were surveyed about practices

50%

of contract management staff reported no one else reviews their contract documentation

50%

of contract management staff reported not receiving contract management training in over a year

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Recommendations

The Austin Aviation Chief Executive Officer should:

1

Strengthen contract administration and monitoring practices

2

Develop and hold regular trainings

3

Explore available technology

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