

## ST. LOUIS AIRPORT COMMISSION

Wednesday, January 7, 2009 - 2:00 P.M.

JoAnne Wayne Conference Room

Members Present: Mr. Bales, Mr. Esterline, Ms. Green, Mr. Lipman, Mr. McKinney, Mr. McNutt, Ms. Morrell-Charles, Mr. Nash, Ms. Osborn, Mr. Reed, Mr. Saracino, Mr. Sauget, Mr. Sonderegger, Mr. Vaccaro, Ms. Young and Chairman Hrabko

Members Absent: Mr. McNutt, one vacancy on Commission

Airport Staff: Bradley, Kinsey, Kopinski, Korte, Lea, Mays, Salarano, Slay, Spencer, Ware, Wright and Zell

Legal Department: Niemann & Pandolfo

Guests: Marvin Anderson, Stern Brothers & Co; Lorenzo Boyd, Stifel, Nicolaus; Kevin Cahill, Edward Jones; Ollie Dowell, Ollie Dowell & Assoc.; Tim Embree, Mayor's Office; Candace Gordon, Comptroller's Office; Kathleen Hall, Marks & Assoc.; Adam Kressler, Landrum & Brown; Sandra Marks, Marks & Assoc.; Ivy Neyland-Pinkston, Comptroller's Office; Arthur Porter, Marks & Assoc.; Chuck Reitter, Unison; David Rickerson, Landrum & Brown; Brian Tournier, Stern Brothers & Co.; and Judie Wise, Bookmark-InMotion

News Media: Ken Leiser, St. Louis Post Dispatch

The Meeting was called to order at 2:07 P.M.

1. Approval is requested for the Minutes of the Wednesday, December 3, 2008 Airport Commission Meeting.

A motion for approval was made by Mr. Vaccaro and seconded by Mr. Saracino and the motion carried unanimously.

2. **ORDINANCES**

Approval is requested for the following draft Ordinance:

- A. An Ordinance recommended and approved by the Airport Commission and the Board of Estimate and Apportionment authorizing a Fourth Supplemental Appropriation in the amount of One Million Dollars (\$1,000,000) from the Airport's FAA Land Sale Account into the Noise Mitigation Program Ordinance 64192 approved November 17, 1997, as amended by Ordinance 65217 approved June 29, 2001.

A motion for approval was made by Mr. Saracino and seconded by Mr. Bales.

Ms. Kopinski provided the details of the draft Ordinance as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

The FAA Land Sale account consists of funds deposited upon the sale of Airport surplus property. These appropriated funds are to be used for the Noise Mitigation Program, specifically in this case the Sound Insulation Program. There is a 20% match for the FAA funds and the funding source for that match is Passenger Facility Charges.

There being no discussion, a vote was taken and the motion carried unanimously.

### 3. **DBE PROGRAM**

- A. Award and approval of a Professional Service Agreement with Marks & Associates to provide Consulting Services for the DBE Program Office at the Airport. The Agreement will commence January 15, 2009 and will end no later than June 14, 2009. The total Not-To-Exceed Contract Amount will be \$50,000.00.

A motion for approval was made by Mr. Saracino and seconded by Ms. Osborn.

Ms. Kopinski provided the details of the Professional Service Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This Agreement would be short-term until a replacement can be found for Jack Thomas, who retired at the end of October. Ms. Kopinski explained the qualifications of Ms. Sandra Marks and Marks & Associates and summarized the services to be provided. The search for a permanent replacement for this position is currently underway, with the job being advertised within the next few weeks.

Mr. Vaccaro inquired whether the position would be advertised to the public. Ms. Kopinski explained that it would be advertised on the City's Personnel website and in Airport-related publications.

Mr. Vaccaro then inquired about the reasoning for the six month timeframe for filling the position. Ms. Kopinski explained that while it may not take six months, the process that must be followed in advertising the position and interviewing qualified candidates could take that long to complete.

Mr. McKinney questioned the reason for the length of time required to fill the position. Ms. Kopinski explained that the process has involved many components: Marks & Associates assisting with job duties and drafting proposed qualifications for a replacement, review of ideas and notes that Jack Thomas kept, and consideration of information from other Airports. While there was a previous job description for the position, additional duties have since been added and those are also being reviewed.

Commissioner Green entered the proceedings at this time.

Mr. Reed expressed his view that a replacement should be recruited locally if at all possible. Ms. Kopinski agreed and stated that local recruitment and/or promotion from within are preferable.

Mr. Reed then inquired what has been done to get the word out that this position is available. Ms. Kopinski explained that the City's procedures for filling the position are to be followed and the position will be posted in the Airport Minority Advisory Council and American Association of Airport Executives publications.

Mr. Vaccaro asked whether there is any possibility of shortening the time to fill the position to ninety days. Chairman Hrabko responded that it is under the control of the Department of Personnel and will be completed as quickly as possible.

Mr. McKinney voiced concerns about the fact that additional monies are being spent for hiring a temporary consultant until such time as the vacancy can be filled. Ms. Kopinski responded that the money that would have been used to pay the salary for the position is being used for this contract, so no additional monies had to be budgeted nor spent.

Ms. Morrell-Charles asked about the continuation of the disparity study that was being conducted and how other similar initiatives will be upheld under this contract. Ms. Kopinski stated that she would be overseeing the office and that all initiatives currently underway will continue.

Ms. Osborn pointed out that the contract does contain a clause whereby it can be terminated sooner than six months if needed. Mr. Vaccaro added that the best scenario would be to hire locally for this position. Ms. Kopinski agreed that a candidate who is both qualified and local would be the best outcome.

Ms. Osborn then inquired to whom interested candidates should be referred. Ms. Kopinski replied that the Department of Personnel for the City of St. Louis will be handling the inquiries and testing processes.

There being no further discussion, a vote was taken and the motion carried unanimously.

4. **OPERATIONS/MAINTENANCE**

- A. Award and approval of the Service Agreement with Anderson Pest Solutions Company to provide Pest and Rodent Control Services for the Airport. The Agreement will commence March 1, 2009 and will end February 28, 2012. The total Not-To-Exceed Contract Amount will be \$65,000.00.

A motion for approval was made by Mr. Sauget and seconded by Mr. Nash.

Mr. Slay provided the details of the Service Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

Mr. Nash asked whether this company was the incumbent. Mr. Slay replied that it is not the incumbent but it was the low bidder in the bid process.

Mr. McKinney expressed concerns regarding the Minority Business Enterprise (“MBE”) and Women Business Enterprise (“WBE”) participation of this company and inquired whether the contract should be held until a qualified MBE/WBE subcontractor can be secured.

Mr. Slay replied that this contractor made a good faith effort to attain the MBE/WBE goal participation; however, it could not be reached at this time. The contractor is required under the contract to continue good faith efforts to maximize participation of MBE/WBE during the term of the Service Agreement. The Service Agreement is \$10,000 less than the contractor used by the Airport last year.

There being no further discussion, a vote was taken and the motion carried unanimously.

- B. Award and approval of the Service Agreement with Tech Electronics, Incorporated to provide Electronic Systems Services for the Airport. The Agreement will commence March 17, 2009 and will end March 16, 2012. The total Not-To-Exceed Contract Amount will be \$3,400,000.00.

A motion for approval was made by Mr. Vaccaro and seconded by Mr. Saracino.

Mr. Slay provided the details of the Service Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This agreement is to maintain all electronic systems at the Airport, other than the internal computer systems.

There being no discussion, a vote was taken and the motion carried unanimously.

## 5. **DIRECTOR’S OFFICE**

Briefing on FAR Part 150 Master Plan [No Action Required]

Chairman Hrabko introduced David Rickerson, Vice-President of Landrum & Brown, the company managing the Master Plan and Noise Compatibility Study.

Mr. Rickerson passed out a brochure summarizing the Master Plan (copy attached to original meeting minutes).

The Part 150 Master Plan update began in September, 2008. The Master Plan is a 20-year plan, but is routinely updated every 5-10 years. The focus of the Master Plan will be on terminal facilities, air cargo and land development. Communities adjacent to the Airport are being consulted on the Master Plan to brief elected officials on the parameters of the study and how these communities can take part and the affects the Plan will have on those communities. There will be two committees formed during this study. One will be a technical committee, which will include FAA officials, State of Missouri officials and planners and public work directors from the communities. The second committee will be a community planning committee. The Mayors of the neighboring communities have been invited to be a part of this committee. Public workshops will be conducted so that the residents of the communities can be kept advised during

this process. It is anticipated that four major components of the study will be completed by the latter part of 2010. These components include the Master Plan itself, including an Airport Layout Plan; an updated Airport Property Map identifying all property owned by the Airport dating back to the time it was established; and the Part 150 program, including a Noise Mitigation Plan and a Land Development Plan.

Mr. Sonderegger questioned whether St. Charles was included in the communities involved in this project. Mr. Rickerson stated when discussions took place with the surrounding communities St. Charles was included, along with many of the cities in northern St. Louis County.

Ms. Osborn inquired whether the other St. Louis regional airports could be included in the discussions about the Master Plan to determine how each airport may affect Lambert Airport's plans. Mr. Rickerson stated that the company staff does look at the roles of the other airports in the community when doing their study but that the main focus is on Lambert Airport.

Ms. Osborn then requested background information about Landrum & Brown. Mr. Rickerson stated that Landrum & Brown's main office is located in Cincinnati, but has a working relationship with many local companies. Landrum & Brown has been in business since 1949 and specializes in aviation planning.

Chairman Hrabko stated that Commissioner Esterline has agreed to be the Airport's representative on the Master Plan process.

Ms. Green questioned whether there would be opportunities for job growth for the Airport and the community. Mr. Rickerson stated that due to the outreach program, the surrounding communities will be involved so that they can also plan their projects, increasing job growth directly related to both aviation and non-aviation related businesses. A website will be launched in the next few weeks outlining all on-going projects and notices of all meetings.

Chairman Hrabko stated that Berkley and Woodson Terrace were beginning to do their Master Plan and will be tying their plans into the Airport's plan.

Mr. Sonderegger asked whether this would serve as a guideline for future development. Chairman Hrabko stated that the Master Plan is for a 20-year period; however it is typically updated periodically to reflect changes occurring in the economy and air service industry. Ms. Young inquired whether this plan is used when applying for federal grants and reimbursements. Mr. Rickerson explained that for the Airport to be eligible for federal funds, the FAA requires that air traffic forecasts and a layout plan for the Airport are to be included in the Master Plan. He added that the Master Plan is a framework, not a rigid document.

Chairman Hrabko advised that the Master Plan will not include any future runways or taxiways. It will predominately include development of properties owned by the Airport and renovations to the terminal facilities.

## 6. **OTHER BUSINESS**

Chairman Hrabko advised the Commissioners that an AMAC stakeholders' meeting of those having an interest in the Airport Minority Advisory Counsel is to be held between 4:00 p.m. and 6:00 p.m. on January 9, 2009 at the Embassy Suites and invited the Commissioners to attend.

Chairman Hrabko then advised that the Dome project in the Main Terminal should be completed in May, 2009. Construction on the restaurants in the Main Terminal is scheduled to begin shortly. The luggage carousel project has begun on Carousel 6 and the completion of all of this construction work is projected to be July, 2009.

7. **NEXT MEETING**

Wednesday, February 4, 2009 at 2:00 P.M.

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 2:45 p.m.