

**AIRPORT COMMISSION**

**MINUTES**

**Wednesday, October 7, 2020 - 2:00 P.M.**

**Meeting was held via Teleconference/Zoom**

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Members Present: Mr. Bales, Mr. Fitzgerald, Ms. Fowler, Dr. Gaal, Ms. Green, Mr. Jenkins,  
By Teleconference: Mr. Kling, Dr. Nemanick, Ms. Osborn, Mr. Reed, Mr. Sauget, Mr. Stelzer,  
Ms. Teitelbaum and Chairperson Hamm-Niebruegge

Members Absent: Mr. Cantwell, Ms. Davis

Airport Staff: Bagwell, Beckmann, Glasener, Lyles-Wiggins, Hoare, Kulinsky, Salarano,  
Spencer, Stella, Strong

Legal Department:  
Via Teleconference: Pandolfo, Emmel

The Meeting was called to order at 2:00 P.M.

1. **MINUTES**

- A. Approval is requested for the Minutes of the September 2, 2020 Airport Commission meeting.

A motion for approval was made by Dr. Nemanick and seconded by Mr. Stelzer.

There being no discussion, a vote was taken and the motion carried with Commissioner Fitzgerald abstaining.

- B. Approval is requested for the Minutes of the September 2, 2020 Executive Session.

A motion for approval was made by Mr. Stelzer and seconded by Dr. Nemanick. Commissioner Reed's name was added to the Minutes as an attendee. This change will be made to the official copy of the Minutes.

There being no discussion, a vote was taken and the motion carried with Commissioner Fitzgerald abstaining.

2. **ORDINANCE**

Draft Ordinance authorizing a First Amendment to the Ground Transportation Policy Ordinance 69382 approved February 6, 2013, deleting Section 6(A)(4) of Ordinance

69382 and substituting a new Section 6(A)(4) increasing the monthly permit fees for Off-Airport Rental Car operators beginning April 1, 2021.

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

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

This Ordinance authorizes a First Amendment to the Ground Transportation Ordinance, which allows the Airport to increase the fees payable by off-Airport permit holders from the current rate of the greater of \$200 per month or 9% of adjusted gross receipts to the greater of \$200 per month or 10% of adjusted gross receipts.

After further discussion, a vote was taken and the motion carried with Commissioner Fitzgerald abstaining.

### 3. **OPERATIONS**

- A. Approval of a Service Agreement with Millstone Weber, LLC to provide the Airport with Emergency Pavement and Joint Repair Services. The Agreement will start on October 1, 2020 and will end on September 30, 2023. The Contract Not-To-Exceed amount will be \$1,274,000.

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

Mr. Stella 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 three-year Service Agreement covers emergency repair of the airport taxiways, runways and surrounding areas, as well as larger maintenance projects that internal staff is unable to complete.

In response to questions regarding the WBE/MBE participation numbers, the Commissioners were advised that the goals for this Service Agreement are based on the projects needed and, due to this Agreement being for emergency responses, it would prove difficult to anticipate the types of services that will be required. The Business Diversity Office will, however, continue to work with the contractor to increase minority participation.

After further discussion, a vote was taken and the motion carried with Commissioner Gaal abstaining.

- B. Approval of an Agreement with Professional Business Providers, Inc. to provide Airport Mechanical Services for the Airport. Agreement will begin on November 1, 2020 and will end on October 31, 2023. The Contract-Not-To-Exceed amount will be \$2,850,000.

A motion for approval was made by Mr. Stelzer and seconded by Ms. Teitelbaum.

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

This three-year Agreement will provide for maintenance to the passenger loading bridges owned by the Airport, along with potable water stations for the airlines and numerous pumping systems that provide service for the glycol recovery system.

The Airport closely monitors all jet bridges and maintains them accordingly. Jet bridges are replaced when appropriate.

In response to questions regarding the WBE/MBE participation numbers, the Airport is working with the Contractor to identify additional opportunities in order to increase the participation.

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

- C. Approval of an Agreement with RJP Electric, LLC, to provide the Airport with Electrical Systems Services. The Agreement will start on January 1, 2021 and will end on December 31, 2023. The Contract Not-To-Exceed Amount will be \$1,090,300.

A motion for approval was made by Dr. Gaal and seconded by Mr. Stelzer.

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

This three-year Agreement provides for ongoing repair and maintenance updates to electrical systems at the Airport, as well as responses of an emergency nature.

There being no discussion, a vote was taken and the motion carried with Commissioner Nemanick abstaining.

- D. Approval of a Service Agreement with ICON Window Cleaning, to provide Window Cleaning Services at the Airport. The Agreement will begin February 1, 2021 and will end on January 31, 2024. The Contract Not-To-Exceed Amount will be \$452,500.

A motion for approval was made by Dr. Nemanick and seconded by Mr. Stelzer.

Mr. Stella 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 three-year Service Agreement provides for the cleaning of all windows at both terminals, high ceiling cleaning in the baggage makeup areas, Terminal 2 baggage claim area and several of the maintenance shops.

In response to a question regarding the MBE/WBE participation, while the Contractor, the incumbent, did not meet their goals under the previous contract, this was due, in part, to the addition of extra scope to the contract. The type of extra work added to the contract made it difficult to find subcontractors to provide these services.

While the participation goals and actual MBE/WBE numbers have been listed on the Executive Summary for extensions of current contracts, those percentages were not included on the new contracts where an incumbent was being awarded the contract. In the future, the MBE/WBE percentages will be included on the Executive Summary when an incumbent is being awarded the new contract.

After further discussion, a vote was taken and the motion carried unanimously.

- E. Approval of a Service Agreement with Deep Kleen & Maintenance, LLC to provide the Airport with Carpet Cleaning Services. The Agreement will start on October 1, 2020 and will end on September 30, 2023. The Contract Not-To-Exceed Amount will be \$263,578.24.

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

Mr. Stella 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 three-year Agreement provides cleaning and maintenance of carpets throughout both Terminals, the Customs areas and all Concourses. The total amount of this Agreement is approximately 10% less than the previous three-year Agreement.

After further discussion, a vote was taken and the motion carried unanimously.

- F. Approval of a Professional Service Agreement with GardaWorld Security Services to provide Security Guard Services for the Airport. The Agreement will begin on November 1, 2020 and will expire on October 31, 2023. The Contract Not-To-Exceed Amount will be \$18,870,907.

A motion for approval was made by Dr. Nemanick and seconded by Mr. Stelzer.

Mr. Stella 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 three-year Agreement provides for Security Guard Services, CCTV monitoring and traffic control at the Airport, as part of a layered approach to security for the protection of infrastructure, employees and customers. GardaWorld, the incumbent, has been operating at the Airport for over 15 years and works closely with the Airport Police Department.

After further discussion, a vote was taken and the motion carried unanimously.

- G. Approval of an Agreement with American Association of Airport Executives (AAAE) to provide the Airport with Employee Training System Maintenance Services. The Agreement will begin on January 1, 2021 and will end on December 31, 2022. The Contract Not-To-Exceed Amount will be \$44,000.

A motion for approval was made by Dr. Nemanick and seconded by Ms. Teitelbaum.

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

This two-year Agreement is for an online training system covering Lambert-specific information for Airport employees. It is a proprietary system of AAAE and allows for the efficient training of Part 139 certification, security, driver training, etc. It also provides a way to track the training and testing.

After further discussion, a vote was taken and the motion carried unanimously.

#### 4. **PLANNING AND DEVELOPMENT**

Approval of an Agreement with L3Harris Technologies, Inc. to provide the Airport with Noise Monitoring & Operational Software and Maintenance Services. The Agreement will begin on January 1, 2021 and will end on December 31, 2023. The Not-To-Exceed Contract Amount will be \$882,243.

A motion for approval was made by Mr. Kling and seconded by Ms. Teitelbaum.

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

This two-year Agreement is for a noise monitoring and operational maintenance software for the Airport. It is a proprietary system of L3Harris and allows for the monitoring and tracking of aircraft and noise data.

After further discussion, a vote was taken and the motion carried unanimously.

5. **PROPERTIES**

- A. Approval of the Second Amendment to the On-Airport Passenger Vehicle Rental (“PVR”) Concession Agreements in a form substantially similar to the attached with any current PVR concessionaire: The Hertz Corporation; Avis Rent a Car System, LLC, d/b/a Avis Rent a Car; Enterprise Leasing Company of STL, LLC, d/b/a National Rent a Car; Enterprise Leasing Company of STL, LLC, d/b/a Enterprise Rent a Car; Budget Rent a Car System, LLC, d/b/a Budget Rent a Car; Enterprise Leasing Company of STL, LLC, d/b/a Alamo Rent a Car; C&J Rental, Inc., d /b/a Thrifty Car Rental.

A motion for approval was made by Mr. Stelzer and seconded by Dr. Nemanick.

Mr. Salarano provided the details of the Second Amendment as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This Second Amendment provides for an extension of the current Concession Agreement with the seven On-Airport Passenger Vehicle Rental Operators operating at the Airport.

Under this extension, revenue to the Airport will remain at the greater of the Minimum Annual Guarantee (“MAG”) or 10% of the gross receipts. A provision has been added whereby the MAG will be abated in its entirety if deplanements for any calendar month fall below 80% of the deplanement level for the corresponding calendar month of 2017, known as an “Abatement Event”. Upon deplanements surpassing 80% of that level, the monthly MAG payments will return in 5% increments corresponding to the level of enplanements in excess of 80%.

Additionally, this Second Amendment eliminates the requirement that On-Airport Rental Car Companies rent counter space in Terminal 1, as well as the requirement that the monthly portion of the MAG be prepaid.

After further discussion, a vote was taken and the motion carried with Commissioner Fitzgerald abstaining.

- B. Approval of a Third Amendment to the Operating Agreement with ABM Aviation, Inc. to provide Management & Operation of Parking Facilities Services for the Airport. The Agreement began on December 1, 2014 and with this Third Amendment will now end on February 28, 2021.

A motion for approval was made by Dr. Nemanick and seconded by Ms. Teitelbaum.

Mr. Salarano provided the details of the Third Amendment as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This Third Amendment to the Operating Agreement extends the current Agreement for three months. The Agreement covers the operation of over 9,000 parking spaces in the parking garages of both terminals and parking lots A, B, C, D and E. In addition to maintaining the garages and parking lots, ABM operates the parking shuttles for those lots, the intra-terminal shuttle and the CNG lot on Cypress. This will allow time for the Airport to review the proposals received for a new Operating Agreement.

After further discussion, a vote was taken and the motion carried unanimously.

C. Lease Agreement with Textron Ground Support Equipment Inc. (AL-153)

This item was removed from today's Agenda and will be submitted at the November meeting.

D. Space Permit with St. Louis Airport Interfaith Chaplaincy (AL-156)

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

Mr. Salarano provided the details of the Space Permit as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Permit covers 641 sq. ft. of space in Terminal 1 and 166 sq. ft. of space in Terminal 2, to be used for chapel and reflection areas. Revenue to the Airport is one dollar (\$1.00) annually. The Permit contains a 30-day cancellation provision.

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

E. Space Permit with Swissport SA Fueling Services (AL-158)

A motion for approval was made by Mr. Stelzer and seconded by Ms. Fowler.

Mr. Salarano provided the details of the Space Permit as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Space Permit covers 172 sq. ft. of space in Terminal 2 for use as office and breakroom space. Revenue to the Airport is based on the Terminal 2 rental rate, which is adjusted on July 1<sup>st</sup> each year. The annual revenue is currently set at \$6,240.16. The Permit contains a 30-day cancellation provision.

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

F. Lease Agreement with Community America Credit Union (AL-164)

A motion for approval was made by Ms. Fowler and seconded by Mr. Stelzer.

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

This three-year Lease Agreement covers land and building for the operation of a credit union. Revenue to the Airport begins at \$6,093 during Contract Year One and increases to \$6,339 during Contract Year Three. The Lease contains a 120-day cancellation provision.

There being no discussion, a vote was taken and the motion carried with Commissioner Bales abstaining.

G. Cargo City Lease Agreement with Air General, Inc. (AL-165)

A motion for approval was made by Mr. Jenkins and seconded by Mr. Stelzer.

Mr. Salarano provided the details of the Cargo City Lease Agreement as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Cargo City Lease Agreement covers 15,459 sq. ft. of enclosed cargo building space and 14,097 sq. ft. of adjoining unenclosed space. Revenue to the airport is \$132,188.76 annually. This Cargo City Lease contains a 30-day cancellation provision.

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

H. Space Permit with TMP Enterprises, Inc. (d/b/a Executive Delivery) (AL-168)

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

Mr. Salarano provided the details of the Space Permit as set out in the Executive Summary included with the agenda items and recommended approval of the motion.

This three-year Space Permit covers 137 sq. ft. of space in Terminal 1, to be used as an office and baggage staging area. Revenue to the Airport is based on the Terminal 1 rental rate, which is adjusted on July 1<sup>st</sup> each year. The current annual revenue will be \$3,601.73. This Permit contains a 30-day cancellation provision.

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

I. Space Permit with Steelo Cleaning LLC (AL-174)

A motion for approval was made by Dr. Nemanick and seconded by Mr. Stelzer.

Mr. Salarano provided the details of the Space Permit as set out in the Executive Summary included with the agenda items and recommended approval of the motion.



This three-year Space Permit covers 489 sq. ft. of space in Terminal 1 for use as office space. Revenue to the Airport is based on the Terminal 1 rental rate, which is adjusted on July 1<sup>st</sup> of each year. The current annual revenue will be \$12,855.81. This Permit contains a 30-day cancellation provision.

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

## 6. OTHER BUSINESS

Due to the length of today's agenda, the presentation regarding the Airport Layout Plan ("ALP") has been postponed until the November meeting. The first survey, which was distributed as part of the ALP, has been sent to various business organizations, as well as posted on the Airport's website, and has received a good response. There will be three surveys distributed over an 18-20 month period.

In Terminal 2, the lower level curbside has reopened, with two clearly-delineated lanes, either for garage entrance, or through traffic. Construction continues on the circular drive on the east end of the lower level, which will add additional parking spaces for shuttles, Uber/Lyft vehicles, etc.

In anticipation of additional garage construction, slab replacement on westbound Lambert International Blvd. continues, with an anticipated completion in early November.

In terms of flight activity, the Airport has maintained the No. 2 spot out of the Top 20 Medium Hub Airports, with approximately 135 flights per day. The Airport has maintained approximately 40-45% of flights compared to pre-Covid numbers. The industry as a whole is currently at 36-37%. A majority of the traffic is connecting flights through Southwest Airlines. Southwest Airlines' schedules for the remainder of 2020 and the first quarter of 2021, especially during the Holiday Season, show an increase in flights.

Cargo has remained strong, with an increase of 10-15% over the same period in 2019.

Of the \$59.9 million the Airport received under the CARES Act, \$10.5 million was utilized during FY '20, with \$49.4 million remaining for FY '21.

In response to a question regarding the HEALS Act, the Chairperson advised that, while this is still being debated in Congress, there is a possibility that airlines may receive funds prior to the election in November; any funds earmarked for airports and concessionaires would most likely be disbursed after that time. If such funds are received, the Airport would use them to complete capital improvement projects, which had been deferred, as well as ensure that the debt payments are covered.

In response to a question regarding Southwest Airlines' choice of St. Louis for connecting traffic, the Chairperson advised that in addition to the weather in St. Louis, the layout of

Terminal 2 is favorable for connecting flights. Additionally, there is a lack of congestion on the runways and the cost per enplaned passenger, which has decreased significantly in the past few years, is very appealing.

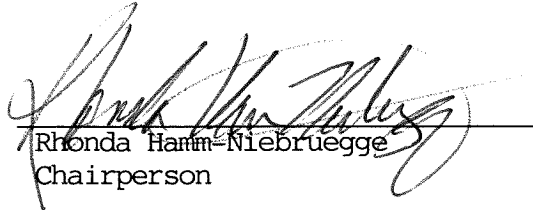
7. **NEXT MEETING**

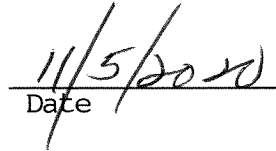
Wednesday, November 4, 2020 at 2:00 P.M.

8. **ADJOURNMENT**

The meeting adjourned at 3:26 P.M.

The foregoing were approved by the Airport Commission at the meeting held on Wednesday, November 4, 2020.

  
Rhonda Hamm-Niebruegge  
Chairperson

  
Date