



AIRPORT COMMISSION

MINUTES

Wednesday, November 7, 2018 - 2:00 P.M.
Lindbergh Conference Room

- Members Present: Mr. Cantwell, Ms. Davis, Ms. Fowler, Dr. Gaal, Mr. Jenkins, Mr. Kling, Dr. Nemanick, Ms. Osborn, Mr. Sauget, Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge
- Via Telephone: Mr. Reed
- Members Absent: Mr. Bales, Ms. Green, Mr. Lipman, Ms. Teitelbaum
- Airport Staff: Beckmann, Black, Collins, Conner, Gooding, Hollenberg, Klein, Kulinsky, Lea, Ramos, Ruth, Salarano, Spencer, Stella, Stoffel, Stone, Strong, Tiemann, Titus, Wingron
- Legal Department: Pandolfo, Emmel
- Guests: Ollie Dowell, Ollie Dowell Communications; Paul Flicek, USDA; Brandon Geier, First Rule; Jordan Haar, First Rule; Shelia Hudson, Hudson & Associates; Stuart Jump, USDA; Tom Malecek, St. Louis County; Alec Sonnek, USDA; Kathleen Strout, Civic Progress
- Media: None

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

1. MINUTES

Approval was requested for the Minutes of the October 3, 2018 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 unanimously.

2. OPERATIONS

- A. Approval of a Cooperative Agreement with the USDA-APHIS-WS to provide wildlife control and management services for the Airport. The Agreement will begin on January 1, 2019 and will end on December 31, 2021. The Not-To-Exceed Contract is \$819,975.19.

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

Mr. Stella provided the details of the Cooperative 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 wildlife control and management, as well as wildlife inspections, assessments, habitat modifications, procedures and management plans.

The first year of this Agreement will be approximately \$10,000 higher than the previous 12-month expenditures, attributable to additional wildlife supplies and the standard government employee cost of living allowance.

This Agreement is approximately 29% higher than the previous contract due to the addition of .50 full-time equivalent employees as follows:

- a. An additional .25 full-time equivalent employee, or 10 hours per week, has been allocated for wildlife management services in the surrounding Airport area and for airfield coverage when the two primary full-time employees are not available, for a total of 2.5 full-time equivalent wildlife biologists; and
- b. Funding for an additional .25 full-time equivalent employee, or 10 hours per week, will be held in reserve for wildlife services related to the West Lake Landfill, if needed.

A discussion then took place regarding the West Lake Landfill and any procedures to handle potential increased bird activity caused by the excavation of the landfill.

The Chairperson and Mr. Pandolfo advised the Commissioners that there are programs in place to ensure that the EPA and the City must review and approve any mitigation process considered by the landfill owners. The landfill must be monitored 24/7 and any issues must be reported and addressed. If issues arise, all excavation work must cease until said issues are resolved.

The responsible parties are currently in negotiations with the EPA and will most likely meet with the City by the end of summer of 2019 to discuss their mitigation plan.

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

- B. Approval of an Amendment to the Agreement with STL Communications, Inc. to provide the Airport with Phone Maintenance Services. The Agreement began on February 1, 2016 and with this First Amendment will end on January 31, 2020. The Not-To-Exceed Contract Amount will be increased by \$45,415.00 from \$136,250 to \$181,665. The First Amendment extends the term of the Agreement by 12 months and increases the Contract Not-To-Exceed Amount by \$45,415.00 from \$136,250 to \$181,665.

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

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

This is a one-year extension of the current Agreement for phone maintenance services. The rates remain the same during this extension period.

The Airport is currently exploring a new phone system and once that project is completed, a bid will be released for that new system and its maintenance.

Additionally, the Chairperson reminded Commissioners that, due to the uncertainty surrounding the privatization issue, the Airport will continue to attempt to negotiate extensions of current Agreements with no rate increases, where feasible.

In response to a question regarding the MBE/WBE efforts, the Commissioners were informed that due to this Agreement being for the maintenance of a highly specialized and proprietary system, there are no MBE/WBE firms certified to handle the equipment. However, the Business Diversity Development Office will continue to work with STL Communications to determine further opportunities for participation.

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

3. **PUBLIC RELATIONS**

Approval of an Agreement with Hudson and Associates, LLC to provide the Airport with Information Personnel Staffing Services. The Agreement will begin on December 1, 2018 and will end on November 30, 2021. The Not-To-Exceed Contract Amount will be \$1,039,000.

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

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

Shelia Hudson, CEO of Hudson & Associates, was present and introduced to the Commission.

This three-year Agreement provides for the staffing of the Information Booth located in Terminal 1 from 7:00 a.m. to 11 p.m., 365 days per year. Plans to establish an Information Booth in Terminal 2 are currently being evaluated.

During calendar year 2017, the Information Booth staff answered 44,091 phone calls, 520 language assistance requests, performed 3,738 customer pages and assisted in 80,596 various other requests.

Although many Agreements are being extended for only one year, it was determined that, due to the nature of the services, this Agreement could not be extended and a new three-year Agreement was requested.

Ollie Dowell, who had this contract for the past 12 years, was present and thanked for the outstanding service she provided to the Airport during that time.

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

4. **PLANNING & DEVELOPMENT**

Approval of a Second Amendment to the Agreement with Harris Corporation to provide the Airport with Noise Monitoring & Transponder Equipment and Software Maintenance Services. The Agreement began on January 1, 2016 and with this Second Amendment will end on December 31, 2020. The Not-To-Exceed Contract Amount will be increased by \$582,694 from \$773,608 to \$1,356,302. The Second Amendment extends the term of the Agreement by 24 months and increases the Contract Not-To-Exceed Amount by \$582,694 from \$773,608 to \$1,356,302.

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

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

This Second Amendment covers licensing and software maintenance support for the Noise Monitoring System, as well as the software for the 115 Airport vehicles equipped with vehicle movement area transponders (“VMAT”), which track and monitor ground vehicles on the airfield.

Regarding the lack of MBE/WBE participation on the Agreement, the software used for the noise monitoring and the VMAT units is proprietary to Harris Corporation. System maintenance is performed remotely. Only the training on the software is performed on-site.

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

5. **PROPERTIES**

Lease Agreement with General Services Administration on behalf of the Transportation Security Administration (AL-088).

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

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 renewal of a three-year Lease Agreement covers 7,830 sq. ft. of space in Terminal 1 and 329 sq. ft. of space in Terminal 2 for office and training space. Revenue to the Airport will be \$578,217.22 starting in Year One and will increase to \$609,593.95 in Year Three. It also includes the electricity used and 21 parking spaces on the red level of the T1 garage. There is a 30-day cancellation clause.

The Airport would normally adjust the terminal rental rates on July 1 of each year. However, due to federal funding requirements, the rental rates for this Lease were negotiated for the entire term. They include a 5% premium for the first year and 3% increases annually for the remaining two.

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

6. **OTHER BUSINESS**

Briefing regarding possible impact on Airport Ground Transportation Revenue from Transportation Network Companies ("TNCs") (No vote required).

The Chairperson and Mr. Strong briefed the Commissioners on the revenue generated by the various ground transportation entities, excluding TNC. All percentages below are a comparison of 3rd Quarter of 2018 vs. 3rd Quarter of 2017.

- Taxicab revenue overall decreased 20.2% from \$444,798 to \$354,804. The number of taxicab permits remained the same.
- SuperPark revenue (which includes five surface lots and two parking garages) increased 5.9% from \$8,217,606 to \$8,705,386).
- On-Airport Rental Car revenue rose from \$3,392,403 to \$3,421,422 for an increase of .9%.
- Dollar Rental Car Company, which is an off-Airport rental car operation, increased .9% from \$74,952 to \$75,617.
- GoBest Express revenue decreased 40.2% from \$379,563 to \$226,952.
- Total revenue from all Ground Transportation Operators (excluding TNCs) increased 2.2% overall from \$12,509,322 to \$12,784,181.

Specific revenue regarding the Transportation Network Companies (TNCs) was not disclosed during the open session. The Airport is contractually obligated not to disclose pick-up, drop-off or revenue information gained from the TNCs, unless required by law, and to inform them, if so required, prior to releasing the confidential information so that they have an opportunity to seek judicial relief. Further, the revenue data has been deemed an exception to the Missouri Sunshine Law and protected under the Missouri Uniform Trade Secrets Act.

Commissioner Reed entered the proceedings at this time.

7. **EXECUTIVE SESSION**

Chairperson Hamm-Niebruegge requested a motion that the Commission temporarily adjourn its meeting in order to hold an Executive Session as provided by Section 610.021(14) of the Missouri Sunshine Law and Section 417.453(4) of the Missouri Uniform Trade Secrets Act.

A motion was made by Dr. Nemanick and seconded by Mr. Reed. A roll call vote was taken on the motion, and it passed with 12 ayes.

Chairperson Hamm-Niebruegge then asked that all present leave the meeting room, with the exception of Commission members, previously designated Airport staff, and invited guests. She stated that the meeting would reconvene immediately following the conclusion of the Executive Session so the Commission may conduct further business. After the general public departed, the Airport Commission met in Executive Session, which began at 2:38 p.m.

The Executive Session having concluded at 2:55 p.m., the public was invited to return and the meeting reconvened at 2:56 P.M.

8. **OTHER BUSINESS (CONT.)**

Overall enplanements rose 6.2% in September 2018 vs. September 2017. Local traffic increased 5.7% and connecting traffic increased 8.8% during that same period.

During the first nine months of 2018, the Airport served in excess of 11 million passengers for the first time in over 10 years.

Presentations on the following topics are scheduled for the December meeting:

- A. The Airport's Current ASQ Scores; and
- B. The Terminal 2 Traffic Study

The Art of Travel, held on October 4, 2018, raised over \$100,000 for the Airport Art Program. Three new art exhibits were installed during October and November.

Icelandair is in negotiations to buy WOW air. The Airport has met with Icelandair to discuss the routes previously operated in St. Louis by WOW air. The Economic Development Partnership, which had funds earmarked for WOW air, is considering offering those funds to Icelandair as an incentive to continue those flights.


9. **NEXT MEETING**

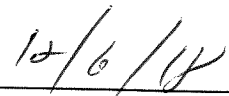
Wednesday, December 5, 2018 at 2:00 P.M.

10. **ADJOURNMENT**

The meeting adjourned at 3:22 P.M.

The foregoing were approved by the Airport Commission at the meeting held on Wednesday, December 5, 2018.


Rhonda Hamm-Niebruegge, Chairperson


Date