



AIRPORT COMMISSION

MINUTES

**Wednesday, June 6, 2018 - 2:00 P.M.
Lindbergh Conference Room**

- Members Present: Mr. Bales, Mr. Cantwell, Ms. Davis, Mr. Fitzgerald, Ms. Fowler, Mr. Jenkins, Mr. Kling, Mr. Lipman, Ms. Osborn, Mr. Sauget, Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge
- Via Telephone: Mr. Reed
- Members Absent: Ms. Green, Dr. Nemanick
- Vacancies: One
- Airport Staff: Beckmann, Black, Collins, Conner, Glasener, Gooding, Hollenberg, Klein, Kulinsky, Lea, Ramos, Ruth, Ryan, Salarano, Spencer, Stella, Stoffel, Strong, Tiemann
- Legal Department: Pandolfo, Diekhoff, Emmel
- Guests: Eric Chamberlain, HR Green, Inc.; Ollie Dowell, Ollie Dowell Communications; Maurice Falls, Board of Aldermen; Jeff Fernhoff, Huntleigh, McGehee; Jim Garavaglia, Comptroller's Office; Tom Malecek, St. Louis County Executive's Office; Joyce Opinsky, Stern Brothers;
- Media: Mark Schlinkmann, Post-Dispatch

The Meeting was called to order at 2:05 P.M.

1. **MINUTES**

Approval is requested for the Minutes of the May 2, 2018 Regular Airport Commission meeting.

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

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

2. **ORDINANCE**

- A. Draft Ordinance authorizing the transfer of up to \$3,000,000 from the Airport Debt Service Stabilization Fund to the Airport Development Fund to make funds available during the fiscal year beginning July 1, 2018, for Coldwater Creek Emergency Repairs Phase 2 – Installation of Two 12 Foot by 12 Foot Reinforced Concrete Box

Culverts and the Restoration of the Charlie Pad Aircraft Ramp, Glycol Recovery System, Ramp Edge Lighting System, and Associated Impacted Improvements project.

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

Mr. Strong 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 the transfer of approximately \$3 million from the Debt Service Stabilization Fund to the Airport Development Fund to fund a permanent repair of the collapsed metal culvert located on the airfield. The emergency funds authorized at the May 2nd Airport Commission meeting were to fund certain emergency work to stabilize the banks and channels damaged by the culvert failure. The Comptroller has approved the transfer of this \$3 million into the Airport Development Fund.

As this project is estimated to cost approximately \$4 million, the additional \$1 million needed will be taken from the Airport Development Fund.

The Airport continues its discussions with its insurance broker and insurer and the Metropolitan Sewer District as to the ownership of the culverts, maintenance responsibilities, insurance claim, and possible reimbursement for monies spent on repairs.

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

- B. Draft Ordinance authorizing a public works and improvement program at the Airport consisting of capital improvement projects to and for the terminal complexes, concourses, gates, facilities, taxiways, ramps, and environs including the acquisition of certain equipment, as more fully described in Section One of the Draft Ordinance, and **Exhibit A** thereto entitled "FY19 Project List", at a total estimated cost of \$6 Million Dollars. This Draft Ordinance also authorizes an initial appropriation of \$5,577,360 from the Airport Development Fund to be expended on the Airfield, Building & Environs Projects.

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

Mr. Strong 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 public works and improvement program as more fully described on Exhibit A entitled "FY19 Project List". The initial appropriation of \$5,577,360 from the Airport Development Fund to be expended on the FY19 Project List includes the \$3,000,000 being transferred from the Debt Service Fund, as discussed in Ordinance A above, for the funding in part of the Coldwater Creek Emergency Repairs Phase 2 project as more fully described in Exhibit A of this Ordinance.

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

3. **OPERATIONS**

Approval of a Professional Service Agreement to Weather Or Not, Inc. to provide Weather Advisory Services for the Airport. The Agreement will commence September 1, 2018 and will end August 31, 2021. The total Contract-Not-To-Exceed amount is \$117,047.

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

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 weather advisory services and includes yearly training, statistical reporting and post-storm reports. This Agreement is 1.8% less than the current contract.

The Contractor is the incumbent and was the only bidder. Weather Or Not is a 100% woman-owned business. The 1% MBE participation is for a company that provides bonding and insurance coverage.

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

4. **PROPERTIES**

A. Space Permit with Idemia Identity & Security USA, LLC (AL-047)

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

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 846 sq. ft. of space located in the east end of the upper level of Terminal 1, to be used for the processing of applications for the TSA Pre-Check Program. Revenue is currently \$43.77 per sq. ft., or \$37,029.42 annually. The square footage rental rate will adjust July 1st of each year of the contract. Either party may terminate the Permit with 30 days' notice.

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

B. Space Permit for Jett Pro STL, Inc. (AL-374)

A motion for approval was made by Mr. Kling 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 1,241 sq. ft. of space in the Airline Service Building, located on Shops Road. Annual revenue to the Airport will be \$13,489.67. The Permit contains a 90-day cancellation provision.

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

5. **OTHER BUSINESS:**

William Collins, the newly appointed Airport Police Chief, was introduced to the Commission.

Commissioner Reed left the proceedings at this point.

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

The Chairperson briefed the Commissioners on the revenue generated by the various ground transportation entities, excluding TNCs.

- Revenue during the 4th Quarter of 2017 increased \$189,035 (or 1.6%) over the 4th Quarter of 2016.
- Revenue during the 1st Quarter of 2018 increased overall \$139,715 (or 1.2%) over the 1st Quarter of 2017.
 - Taxicab revenue overall declined from \$290,604 to \$197,283 for a 21.3% decrease. The number of taxicab permits stayed the same.
 - SuperPark revenue (which includes five surface lots and two parking garages) increased from \$8,120,735 to \$8,399,781 for a 3.4% increase.
 - On-Airport Rental Car revenue increased from \$2,555,803 to \$2,610,571 for an increase of 2.1%.
 - Dollar Rental Car Company, which is an off-Airport rental car operation, decreased from \$47,964 to \$44,678 for a 6.9% decrease.
 - GoBest Express revenue decreased from \$206,455 to \$110,880 or 46.3%.
- Total revenue from all Ground Transportation Operators (excluding TNCs) increased 1.2% overall from \$11,377,522 to \$11,517,237.

6. **EXECUTIVE SESSION**

Chairperson Hamm-Niebruegge requested a Motion to hold an Executive Session pursuant to the Revised Statutes of Missouri, 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 Ms. Osborn and seconded by Mr. Jenkins. A roll call vote was taken on the motion, and it passed with 11 ayes. Commissioner Lipman voted nay.

Chairperson Hamm-Niebruegge then asked that all present leave the meeting room, with the exception of Commission members and previously designated Airport staff. She stated that this meeting will 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 2:33 p.m.

The Executive Session having concluded at 3:10 p.m., the public was invited to return and the meeting reconvened at 3:11 P.M.

7. OTHER BUSINESS (CONT.)

New Commissioner

Dr. John Gaal has been appointed to the Airport Commission by St. Louis County to replace Jeff Aboussie, who resigned from the Airport Commission in October, 2017.

ASQ Scores

The ASQ scores for the First Quarter of 2018 were discussed. The Airport's overall score was 4.16 (out of 5.0) which is the highest score received thus far. Categories which showed the greatest increases were:

Ease of Parking

Restaurants/Shopping

Cleanliness of Airport and Washrooms

Ambience

During this time period, the free Wifi access was increased and additional restaurants were added (Three Kings and the new Wingtips Lounge).

A discussion followed regarding methods to increase public perception of the Airport.

The messaging and the branding campaigns, which were instituted during the last Quarter of 2017, have done well. The Airport's PR contractor will be analyzing the effects that the new branding may have had on the public.

To counteract the public's perceived perception that the Airport has very few flights, Commissioner Teitelbaum suggested the installation of a visual display, with lights, showing the destination of every flight arriving at or departing from the Airport. She also suggested that the gate assignment boards be placed in the concourses closer to the entrance from the security checkpoints.

Cleaning Contract

A lengthy discussion took place regarding the Airport's cleaning contract having not been approved by the Board of Estimate and Apportionment. Mr. Pandolfo, Associate City Counselor, then explained the process necessary for approval of contracts with the City.

Once an Agreement of three years or less is approved by the Airport Commission, it is then tendered to the Board of Estimate and Apportionment ("E&A") for approval. During the meeting held by E&A the Agreement can be approved, not approved or tabled for future discussion. If the agreement is approved by E&A, it is signed by the Secretary for E&A and then processed for the other required

City approvals and signatures. Any Airport agreement over 3 years, including any containing renewal options, will also require ordinance authorization by the Board of Aldermen.

The Airport's Terminal Cleaning Agreement was tabled at the E&A meeting held in May due to several factors, including unionization and minority participation. Although the minority participation was 39.246% on the Agreement, there was a request from E & A members for a greater percentage.

After further discussion regarding the quality of the floor cleaning services being performed by the Airport's current contractor and other related issues, the Chairperson informed the Commissioners that the Airport has requested that the Terminal 1 & Terminal 2 Cleaning Services Agreement, which was approved by the Airport Commission at its May 2, 2018 meeting, be placed on the E&A meeting to be held in June.

The Airport will continue utilizing the emergency contract with Regency while awaiting the outcome of the E&A meeting.

SWA Checkpoint

The Airport is still in negotiations with Southwest Airlines to relocate the outside checkpoint to the west end of the T2 drive, which should help alleviate some of the traffic issues. Additionally, a traffic study is currently being conducted to specifically address the traffic issues at T2.

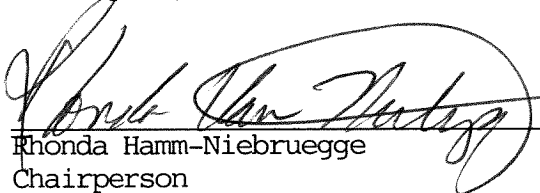
8. NEXT MEETING


Wednesday, July 11, 2018 at 2:00 P.M.

9. ADJOURNMENT

The meeting adjourned at 4:00 P.M.

The foregoing were approved by the Airport Commission at the meeting held on July 11, 2018.


Rhonda Hamm-Niebruegge
Chairperson


Date