



AIRPORT COMMISSION

MINUTES

**Wednesday, July 11, 2018 - 2:00 P.M.
Lindbergh Conference Room**

- Members Present: Mr. Bales, Mr. Cantwell, Ms. Davis, Ms. Fowler, Dr. Gaal, Mr. Jenkins, Mr. Lipman, Mr. Sauget, Mr. Stelzer, Ms. Teitelbaum and Chairperson Hamm-Niebruegge
- Via Telephone: Mr. Reed
- Members Absent: Mr. Fitzgerald, Ms. Green, Mr. Kling, Dr. Nemanick, Ms. Osborn
- Airport Staff: Beckmann, Black, Collins, Conner, Glasener, Gooding, Hemkens, Hollenberg, Hunt, Kinsey, Klein, Kulinsky, Langi, Lea, Ramos, Ruth, Ryan, Salarano, Schubert, Spencer, Stella, Stoffel, Stone, Strong, Swafford, Tiemann
- Legal Department: Pandolfo, Diekhoff
- Guests: James Garavaglia, Comptroller's Office; Maud Essen; Maurice Falls, Board of Aldermen; Lurna Godwin, Vector Communications; Thad Kemlage, First Rule; Gretchen Land, Werremeyer, Inc.
- Media: None

The Meeting was called to order at 2:06 P.M.

1. **MINUTES**

- A. Approval is requested for the Minutes of the June 6, 2018 Regular Airport Commission meeting.

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

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

- B. Approval is requested for the Minutes of the June 6, 2018 Executive Session.

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

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

2. **MARKETING AND BUSINESS DEVELOPMENT**

Approval of a Professional Service Agreement with Werremeyer, Inc. to provide Marketing Advisory Services for the Airport. The Agreement will commence on July 15, 2018 and will end on July 14, 2021. The Not-To-Exceed Amount will be \$1,350,000.

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

Mr. Kinsey 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.

Gretchen Land of Werremeyer and Laura Godwin of Vector Communications were present and introduced to the Commission.

The Consultant for this Agreement will be responsible for assisting the Airport in various marketing efforts, including the production/revision of various collateral/promotional materials, event planning and management, media production and placement, and various other marketing functions. In addition, Consultant will, on behalf of the Airport, reimburse vendors for services provided and products/materials/media purchased, for the airlines, travel industry organizations, partner airports and the Airport. That reimbursement typically accounts for 65%-75% of the contract value. Mr. Kinsey will provide the Commissioners with a list of those vendors used by the Consultant for the purchase of services and products/materials/media during the past 12 months.

Werremeyer is a woman-owned business and will provide 95% of the work on this Agreement. Vector Communications is a minority business and will provide 5% of the Agreement.

A Request for Proposals (“RFP”) process was used on this contract. The first RFP, released in December, 2017, received one bidder. That bidder withdrew shortly thereafter.

The second RFP was issued in March, 2018, and included a provision for a \$50,000 advance payment to the winning bidder. This advance will act as an up-front payment on services provided, by those other than the Consultant, and products/materials/media purchased by the Consultant. Such up-front payment will be replenished from time to time as warranted. Three bids were received. One bidder withdrew, one bidder was deemed unqualified and a selection committee chose Werremeyer as the best proposer.

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

3. **ORDINANCE**

Draft Ordinance authorizing a Third Amendment to Section One of the Airport Schedule F CIP Project Ordinance 67357 approved December 19, 2006, as amended by Ordinance 68650 approved June 2, 2010 and Ordinance 68852 approved February 14, 2011, which

authorized a multi-year public work and improvement program at the Airport, amending EXHIBIT A entitled “Schedule F CIP Project (MII Approved)” by adding a new project to the project list entitled “Replacing Accounting Systems”; and containing a severability clause and an emergency clause.

A motion for approval was made by Ms. Teitelbaum 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 amends the Airport Schedule F CIP Project list by adding a project to replace the Airport’s current accounting system. The current system was built in-house over 18 years ago. A committee of Airport Finance and Information Technology personnel evaluated several systems and chose to implement the Microsoft Dynamics system, which is being successfully used in several other airports. The cost of the implementation will be approximately \$800,000, which will include support for the system.

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

4. **PUBLIC ART**

Approval of the Grant Agreement between the Regional Cultural & Performing Arts Development Commission and The City of St. Louis for funding assistance to support the curation of art exhibits throughout St. Louis Lambert International Airport.

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

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

This Grant Agreement provides \$13,500 for the current fiscal year to fund temporary art exhibits at the Airport. This will be the fourth grant received, for a total of \$44,000. These grants have provided funding for seven temporary art exhibits in Terminal 1 and four temporary art exhibits in Terminal 2.

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

5. **PROPERTIES**

- A. Agreement with Satisfi Labs, Inc. to provide Automated Customer Response Services. The Agreement will commence on August 1, 2018 and will end on July 31, 2019. The Not-To-Exceed Contract amount will be \$20,400.

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

Mr. Salarano 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 Agreement provides for a web-based chat/text service entitled "LIA" which allows customers and passengers to utilize a "chat" function to receive information regarding restaurants, parking, bars, rental cars, taxis, etc. Customers may also text questions to (314) 626-8101 for Terminal 1 or (314) 626-8202 for Terminal 2. The program debuted in January, 2018 as a test program. The current Agreement is a one-year contract to continue this service. The Agreement contains a 30-day cancellation clause.

LIA originally received approximately 1,200 questions per week; that number has grown to approximately 2,500 questions per week, mostly concerning baggage claim and parking. Flight status information has been added to LIA's database and, in the near future, a feature entitled "check the queue" will be added, which will provide information regarding wait times at the security checkpoints. Airport staff meets bi-weekly with Satisfi personnel to review the types of questions received and the answers that LIA is providing.

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

B. Lease Agreement with Robins Apiaries, AL-240.

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

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 600 sq. ft. of unimproved land located in two locations near the Airport to be used for the operation of bee hives, one in Bridgeton and the other in Berkeley. Both locations are clearly marked with "No Trespassing" signs, as well as warning signs that bees are present. Revenue to the Airport will be \$125 per year. The Agreement contains a 30-day cancellation clause

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

6. **OTHER BUSINESS**

Supervisor and Employee of the Quarter

Sgt. Steven Swafford and Officer Danielle Hunt were honored for their decisiveness, presence of mind and swiftness of action in tending to a male victim suffering from a drug overdose on March 19, 2018. They provided life-saving measures until paramedics arrived. Their actions ultimately saved the life of the victim.

Other

Passenger statistics rose 7.5% in May, 2018 over May, 2017.

The PGA Tournament will be held in St. Louis in August. It is anticipated that the amount of flights, as well as passengers, will increase during this time.

The Concourse Cleaning Contract was not approved by E & A. The Airport is currently in negotiations with Regency to continue performing the duties on an emergency basis.

It was requested that the Business Diversity Office provide the Commissioners with an update on the minority participation statistics before the end of 2018.

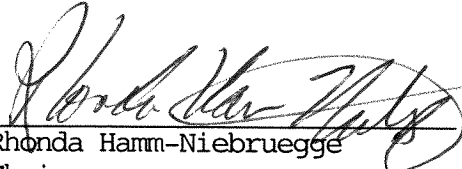
7. **NEXT MEETING**


Wednesday, August 1, 2018 at 2:00 P.M.

8. **ADJOURNMENT**

The meeting adjourned at 2:41 P.M.

The foregoing were approved at the Commission meeting held on Wednesday, August 1, 2018.


Rhonda Hamm-Niebruegge
Chairperson


Date