

# Metropolitan Airports Commission



## Full Commission

Rescheduled Regular Meeting Minutes

Tuesday, January 19, 2010

1:00 pm

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**METROPOLITAN AIRPORTS COMMISSION  
FULL COMMISSION MINUTES  
REGULAR SCHEDULED MEETING**

Tuesday, January 19, 2010, 1:00 p.m.

Room 3040 Lindbergh Terminal

Wold Chamberlain Field

Minneapolis-St. Paul International Airport

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**Call to Order**

A Regular meeting of the Full Commission, having been duly called, was held Tuesday, January 19, 2010 at Room 3040 Lindbergh Terminal, Wold Chamberlain Terminal, Minneapolis-St. Paul International Airport. Chairman Lanners called the meeting to order at 1:00 p.m. The following were in attendance:

**Commissioners:** Boivin, Geisler, McDonald, McKasy, Monaco, Peilen, Rehkamp, Sigel, Stenerson, Westerberg, Williams and Chairman Lanners

**Staff:** S. Busch, J. Hamiel, D. Probst, T. Anderson, T. Anderson, J. Nielsen, S. Douma, J. Felger, P. Hogan, M. Kilian, S. Wareham, D. Foster, R. Fuhrmann, E. Johnson, B. Hoium, C. Boyd, J. Greer, A. Johnson, A. Bellant, K. Gerads, P. Rasmussen, J. Kedrowski, G. Kane, E. Wilson, B. Johnson, R. Decker, B. Rineer, P. Burke, J. Brown

**Others:** John Krack, Vivian Starr, RAAC; Jay Benanov, Rosemary Zeno, Jane Prince; Royal Zeno; Ed Learned, Marcia Simming, PDF; Robert Friskey, Dick Saunders, SMAAC; Gordon Hoff, MBAA; Robin Ehrlid, Mendota Heights; Merland Otto, City of Mpls.; Juana Laura Perez, Jessie Perex, JQCSS; Hans Rasmussen, Robert Muir Co; Harold Strassener, Team Park; Dan Williamson, Park-N-Go

**OPEN FORUM**

Jay Benanov, Attorney for Royal Zeno, stated that Royal Zeno is prepared to bid on the RFP and has been assured by staff that it will be a fair process. He wants the Commission to consider the history of Royal Zeno and the individuals who work there and depend on it for their source of income. Rosemary Zeno addressed the Commission and stated Royal Zeno would like to continue to operate at the airport.

Commissioner McKasy assured Mr. Benanov and Rosemary Zeno that Royal Zeno will receive equal and fair treatment in the bidding process.

**CONSENT ITEMS**

The following Consent items were approved by roll call vote as indicated.

**COMMISSIONER WESTERBERG MOVED AND COMMISSIONER STENERSON SECONDED APPROVAL OF THE CONSENT AND COMMITTEE AGENDA ITEMS AS LISTED BELOW. The Motion carried on the following roll call vote:**

**Ayes:** Twelve Commissioners, Boivin, Geisler, McDonald, McKasy, Monaco, Peilen, Rehkamp, Sigel, Stenerson, Westerberg, Williams and Chairman Lanners

**Nays:** None

**Abstain: None**

**Absent: Three**

**Commissioners Harris, Landy and Nelson**

**Reports**

1. Passenger and Operations Summary

**Approval of Minutes**

1. December 21, 2009

**Financial Report - Board File No 13292**

Approval of the total amount of \$15,660,109.58 for payment and transfer, subject to audit.

**Airport Leases - Board File No. 13293**

Minneapolis-St. Paul International Airport

Approval of a Lease Agreement with St. Croix Airport Retail for the operation of a remote merchandizing unit on the C. Concourse. Approval of a supplemental lease agreement with General Services Administration to document the rental rate change for space occupied by the TSA in the Lindbergh and Humphrey Terminals. Approval of a short term lease agreement with Travelex Currency Services for office space in the Mezzanine level. Approval of a temporary property use agreement with Enterprise Leasing Company for temporary use of up to 150,000 square feet for rental autos being repositioned. Approval of consent to assignment of the Limited Airside Services License Agreement with Triad Int'l Maintenance Corporation to TIMCO Line Care, LLC. Approval of a consent to the assignment of the Post Road Parking Space Lease Agreement with Vanguard Car Rental to Vanguard Car Rental USA, d/b/a National and Alamo.

Flying Cloud Airport

Approval of a redevelopment of Lot 48A consent for Rick and Kathy Elkin, Lot 48A. Approval of a new aircraft storage lease for Lot 48A, for 14700 Excelsior Blvd, LLC, Minnetonka, MN. Approval of a lease amendment for Lorenz Degner, Lot 100 to delete the area previously occupied by his drainfield and accurately reflect the leased area.

St. Paul Downtown Airport

Approval for a consent to sub-ground lease; consent, subordination and agreement to re-lease and commercial sublease between Regent Aviation and JP Development, LLC. Approval of a consent to leasehold mortgage and subordination agreement to JP Development's executive of the leasehold mortgage in favor of Alerus Financial.

Anoka County-Blaine Airport

Approval of a lease transfer between Neuman Family Trust, Lot 64B to Dennis Richner, Andover, MN.

Airlake Airport

Approval of a storage lease transfer from Daniel Hogan, Lot 32F to Daniel Hogan, Apple Valley, MN.

**APPROVAL OF THE ABOVE TO AUTHORIZE THE LEASES, CONSENT TO TRANSFERS, AMENDMENTS, ASSIGNMENTS, CONSENT TO SUBLEASES, LICENSES AND OTHER ACTIONS AS INDICATED.**

**ALL SUCH APPROVALS ARE SUBJECT TO PAYMENT OF ALL RENT OR MONEY OWED THE COMMISSION, COMPLIANCE WITH THE TERMS OF ALL EXISTING AGREEMENTS AND PAYMENT OF APPLICABLE ADMINISTRATIVE FEES, IF ANY,**

**AUTHORIZE THE EXECUTIVE DIRECTOR OR A DESIGNATED REPRESENTATIVE TO EXECUTE THE NECESSARY DOCUMENTS.**

Finance, Development and Environment Committee - Board File 13290

- A1 Reports
  - a. Budget Variance Report - November 2009
  - b. Statements of Revenues and Expenses and Changes in Net Unrestricted Cash - November 2009
  - c. Accounts Receivable Summary
  - d. Change Management Policy and Project Status Report
  - e. Professional Service Authorizations (PSA) Quarterly Report
- A2 Final Payments - MAC Contracts
  - a. 2009 Miscellaneous - Taxiway T
  - b. International Arrivals Facility Electrical Modifications
  - c. 2009 Miscellaneous Modifications - BP#1
  - d. Flying Cloud Airport - 2009 Pavement Rehabilitation
  - e. Flying Cloud Airport - Runway Incursion Reduction - Security Gate and Taxilane Signage
  - f. Crystal Airport - 2009 Pavement Rehabilitation
  - g. Lake Elmo Airport - 2009 Pavement Rehabilitation
- A3 Bids Received - MAC Contracts
  - a. Noise Mitigation Program - Phase 2B - Part II
    - i. Windows and Doors
    - ii. Insulation
  - b. Electrical Infrastructure Rehabilitation - Phase 2
- A4 DISCUSSION: Jet Bridge Security Control - Sole Source Procurement
- A5 MSP Long Term Comprehensive Plan Update
- A6 2009 MAC Energy Conservation Program and Savings Update
- A7 Noise Mitigation Program Update
- A8 Construction Program Status Update
- A9 NON-AGENDA ITEM - Security Update
- A10 Public Appearance

Management and Operations Committee - Board File No 13291

- B1 Professional Service Authorization (PSA) Quarterly Report
- B2 Recommendation Regarding Bank Card Transaction Processing
- B3 Request Authorization to Issue a Request for Proposals for Elevator, Escalator, Moving Walk and Tram Consultant Services
- B4 DISCUSSION - Recommendation to Adopt Commercial Vehicle Ordinance as MAC Ordinance 110
- B5 NON-AGENDA: Enterprise One Computer System Maintenance

**DISCUSSION ITEMS - Board File No. 13294**

B4 Recommendation to Adopt Commercial Vehicle Ordinance as MAC Ordinance #110  
Commissioner Westerberg, Vice Chair of the Management and Operations Committee, stated that he would like to move this item to the April M&O Committee meeting.

Commissioner McDonald stated that he doesn't believe there has been adequate justification for the amount of the increase and would like to see a business justification for the increase.

Commissioner McKasy questioned what staff intends to accomplish between now and the April M&O Committee meeting. Steve Wareham, Director of MSP Operations, stated that staff has sent an invitation to the industry to meet and share more information and that staff will look at this from a global financial perspective to address concerns.

Harold Strassener, Team Parking, addressed the Commission with his concerns regarding the Ordinance.

Dan Williamson, Park N Go, complimented the staff on their efforts to learn about the off-airport parking industry and is looking forward to meeting with staff. Three factors that he would like to establish are: 1) what is the cost per trip, 2) what is the cost plus and 3) what is the inflation rate.

**COMMISSIONER WESTERBERG MOVED AND COMMISSIONER PEILEN SECONDED TO MOVE B4 - RECOMMENDATION TO ADOPT COMMERCIAL VEHICLE ORDINANCE AS MAC ORDINANCE #110 TO THE APRIL 7, 2010 MANAGEMENT AND OPERATIONS COMMITTEE MEETING. The Motion passed on the following roll call vote.**

**Ayes: Twelve Commissioners, Boivin, Geisler, McDonald, McKasy, Monaco, Peilen, Rehkamp, Sigel, Stenerson, Westerberg, Williams and Chairman Lanners**

**Nays: None**

**Abstain: None**

**Absent: Three Commissioners Harris, Landy and Nelson**

#### Special Human Resources and Affirmative Action Committee

##### 2010-2011 Affirmative Action Plan

Commissioner Boivin stated the Committee met this morning to consider the draft 2010/2011 Affirmative Action Plan. Anita Bellant, Manager of Diversity and EEO, made a presentation and covered the suggested changes in the Plan. There were questions concerning the breaking out of the Protective Services statistics between Police and Fire and was explained to everyone's satisfaction.

There was discussion and concern regarding specific language changed for the selection process. The language states: "that a qualified candidate will be selected for employment on the basis of job relevant qualifications in consideration of the Affirmative Action objectives and organizational goals". Commissioner Rehkamp stated that he had concerns regarding removing the word "best" from "best qualified" and changing to "qualified candidate" and whether that would result in lowering the bar or giving the impression that someone would be selected other than the one who was "most" qualified. Commissioner Boivin said that staff has presented him with alternative language, as directed at the Committee meeting, and asked whether the Commission wanted to review it. No one asked for a review of the revised language.

Commissioner Rehkamp stated that following discussions with staff and other Commissioners, he understood the reason for the language change and is removing his objection.

**COMMISSIONER BOIVIN MOVED AND COMMISSIONER WILLIAMS SECONDED APPROVAL OF THE 2010-2011 AFFIRMATIVE ACTION PLAN AND THAT THE PLAN BE IMPLEMENTED BY THE EXECUTIVE DIRECTOR OR HIS DESIGNEE, AS ADOPTED BY THE COMMISSION, AND THE BUDGET DEPARTMENT OF THE STATE OF MINNESOTA. The Motion passed by unanimous vote.**

Special Management and Operations Committee

Recommendation Re: Award of Passenger Loading Bridge Maintenance Contract - Humphrey Terminal

Commissioner Westerberg presented the background on this item. Based on both individual and team analysis and scoring, it is the Review Team's unanimous recommendation that Elite Line Services provide the Passenger Loading Bridge maintenance and repair services at the Humphrey Terminal.

Commissioner Rehkamp stated that he expressed concern over the inconsistency of the language in the recently discussed proposed Affirmative Action Plan, but after conferring with staff and Commissioners, he has decided to withdraw his objection.

**COMMISSIONER WESTERBERG MOVED AND COMMISSIONER REHKAMP SECONDED APPROVAL OF THE FOLLOWING:**

- 1) **ACCEPTANCE OF THE PROPOSAL FOR A PASSENGER LOADING BRIDGE MAINTENANCE CONTRACT TO ELITE LINE SERVICES COMPANY FOR ONE (1) YEAR WITH THE POSSIBILITY OF THREE (3) ONE-YEAR RENEWALS TO BE APPROVED BY THE DIRECTOR OF OPERATIONS, CONDITIONED ON THE SUBMITTAL OF AN AFFIRMATIVE ACTION PLAN TO THE MINNESOTA STATE COMMISSIONER OF HUMAN RIGHTS; AND**
- 2) **THAT THE EXECUTIVE DIRECTOR OR HIS DESIGNEE EXECUTE ANY NECESSARY CONTRACT DOCUMENTS CONDITIONED UPON APPROVAL OF AN AFFIRMATIVE ACTION PLAN BY THE STATE COMMISSIONER OF HUMAN RIGHTS. The Motion passed on the following roll call vote:**

**Ayes: Twelve Commissioners, Boivin, Geisler, McDonald, McKasy, Monaco, Peilen, Rehkamp, Sigel, Stenerson, Westerberg, Williams and Chairman Lanners**

**Nays: None**

**Abstain: None**

**Absent: Three Commissioners Harris, Landy and Nelson**

**NEW BUSINESS - Board File No. 13295**

1. Airports Council International - North America (ACI-NA) 2010 Regular Membership Dues  
Jeff Hamiel, Executive Director, stated the Airports Council International-North America (ACI-NA) is MAC's international trade organization representing interests of airports worldwide. MAC has been a member of ACI-NA for over thirty years and was a founding member and continues to actively participate in all of its activities and programs. MSP is a large hub airport and based on that category the 2010 Airport Membership dues are \$83,625.00.

In addition to the regular membership dues, Mr. Hamiel provided background information and recommended acceptance of the dues for the following programs:

- Legislative Assessment Dues in the amount of \$27,500.00
- ACI-NA Legal Center Dues in the amount of \$7,500.00
- ACI-NA National Policy Dues in the amount of \$15,000.00
- International Air Service Program Dues in the amount of \$9,000.00

Mr. Hamiel stated that all fees remain at the same level of 2009 dues except for a decrease of regular membership dues of \$2,000.

Questions were raised regarding ACI-NA's position on PFC's, the Open Skies Agreement, how ACI-NA can assist MSP in being more competitive and the differences between the American Association of Airport Executives (AAAE) and ACI-NA organizations.

**COMMISSIONER PEILEN MOVED AND COMMISSIONER REHKAMP SECONDED APPROVAL OF PAYMENT OF ACI-NA REGULAR MEMBERSHIP DUES OF \$83,625.00; 2010 LEGISLATIVE ASSESSMENT OF \$27,500.00, LEGAL ASSESSMENT OF \$7,500.00; 2010 REGULATORY AND POLICY FUND DUES OF \$15,000.00; AND THE 2010 INTERNATIONAL AIR SERVICE DUES OF \$9,000 FOR A TOTAL AMOUNT OF \$142,625.00. The Motion passed on the following roll call vote:**

**Ayes: Twelve Commissioners, Boivin, Geisler, McDonald, McKasy, Monaco, Peilen, Rehkamp, Sigel, Stenerson, Westerberg, Williams and Chairman Lanners**

**Nays: None**

**Abstain: None**

**Absent: Three Commissioners Harris, Landy and Nelson**

2. Federal and State Legislative Update

Mitchell Kilian, Director of Governmental Affairs, provided an overview of issues affecting MAC in the 2010 Legislative Session as follows:

Federal

- FAA Reauthorization Bill
- Economic Stimulus Legislation I and II
- Aviation Security

State

- \$1.2 Billion Deficit for Current Biennium
- Jobs, Budget, Bonding, GAMC
- Eminent Domain - Public Service Corporation Exemption
- Airport Safety Zones
- Funding Source for State Airports Fund
- MERF
- Taxi's
- Airport Bonding Bills
- Airport Casino
- Tax Implications for Airport Tenants

Mr. Killian invited Commissioners to contact him with comments or questions.

**This was an information item. No Commission action was requested.**

3. NON-AGENDA ITEM

Executive Session: Crossroads Aviation

Chairman Lanners closed the meeting at 2:32 p.m. to discuss Crossroads Aviation in Executive Session. Chairman Lanners opened the meeting at 2:55 p.m.

**OLD BUSINESS - Board File No. 13296**

There was no Old Business

**ANNOUNCEMENTS**

Chairman Lanners announced that on Tuesday, February 9, 2010, 5:00 to 8:00 p.m. and February 11, 2010, 4:00 to 7:00 p.m. there will be a Long Term Comprehensive Plan Update Open House at the MAC General Offices in the Lindbergh Conference Room.

**Chairman Lanners adjourned the meeting at 2:56 p.m.**

**Materials for this meeting are available at the following website:  
<http://www.metroairports.org/mac/meetings/fc.aspx>**