

Metropolitan Airports Commission



Full Commission

Regular Monthly Meeting Minutes

Monday, May 17, 2010

1:00 pm

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

Monday, May 17, 2010, 1:00 p.m.
Room 3040 Lindbergh Terminal
Wold Chamberlain Field
Minneapolis-St. Paul International Airport

Call to Order

A Regular meeting of the Full Commission, having been duly called, was held Monday, May 17, 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, Harris, Landy, Monaco, Nelson, Peilen, Sigel, Westerberg, and Chairman Lanners

Staff: S. Busch, J. Hamiel, D. Probst, T. Anderson, T. Anderson, J. Nielsen, S. Douma, J. Felger, P. Hogan, M. Kilian, E. Johnson, J. Greer, B. Rineer, M. Willis, G. Schmidt, B. Rief, P. Hogan, P. Burke, R. Fuhrmann, E. Hermann, M. Kilian, B. Schauer, B. Hunter, G. Warren, K. Kelly, B. Daurymple, K. Livingston

Others: Denise Conner, Deb Livecche, Rick Feltner, Michelle Crow, Chuck Hines, Wanda Stanton, Lu Wetherbee, Delta Air Lines; Andria Stegeman, TSA; Patrick Hughes, PB; Pat Carlson, Robin Berry, AFMSP; Diane Dombrock, Jana Vaughn, Patty Lupkowski, Linda Quammen, Airport Foundation MSP; Arturo Perez, Kerry Parner, Caribou Coffee; Heather Jones, Shawn Hollenbeck, Mike Jones; Ray Cabresio; Gordon Hoff, MBAA; Ray Strege

OPEN FORUM

No one requested to speak

PRESENTATION

1. Employee of the Year Award

Chairman Lanners stated this is the sixth year MAC is celebrating MSP Employees of the Year. The award was created to honor longtime MAC employee and Airport Foundation Board Member, Dorothy Schaeffer. A partnership between the MSP Customer Service Action Council and the Airport Foundation MSP created the award to encourage employees to strive for greatness and recognize those who achieve it. Each year the winners will be presented with a trophy, a certificate and a check for \$1,000 from the Airport Foundation MSP.

Jana Vaughn, Director of the Airport Foundation MSP, introduced the three winners, as follows:

- Michelle Crow, Delta Air Lines
- Gwen Gil, Caribou Coffee
- Mike Jones, G2 Secure Staff, Concourse Lead Wheelchair Assistance

CONSENT ITEMS

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

Staff responded to a question regarding the reduction in charter flights.

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

Ayes: Ten Commissioners Boivin, Geisler, Harris, Landy, Monaco, Nelson, Peilen, Sigel, Westerberg, and Chairman Lanners

Nays: None

Abstain: None

Absent: Four Commissioners McKasy, Rehkamp, Stenerson, and Williams

Reports

1. Passenger and Operations Summary

Financial Report - Board File No. 13321

Approval of the total amount of \$11,115,405.26 for payment and transfer, subject to audit.

Airport Leases - Board File No. 13322

Minneapolis/St. Paul Int'l Airport

Approval of a lease amendment to the Humphrey Terminal Office Space Lease Agreement with MN Airlines. Approval of an amendment to the Airside Service License Agreement with G2 Secure Staff to reflect the addition of Room E1255. Approval of a lease agreement with the Metropolitan Council for use of the Kelley Property Lot for a State Fair Park & Ride location. Approval of a short term lease agreement with the Minnesota Street Rod Association for use of the Kelley property lot for a Park and Ride event. Approval of a month to month lease agreement with Jessie's Quality Shoe Shine for a shoe shine stand located at the entrance to the D Concourse.

Airlake Airport

Approval of a lease transfer from Daniel Hogan and Marjorie Hogan or Successor(s) of the Daniel L. Hogan and Marjorie Hogan Revocable Trust under Agreement dated December 12, 2009, Lot 32F to SHC Enterprises, Prior Lake, 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.

DISCUSSION ITEMS - Board File No. 13323

Special Finance, Development and Environment Committee - Board File No. 13319

SA1 Reports

- a. Budget Variance Report - 1st Quarter
- b. Accounts Receivable Summary
- c. Investment Portfolio Report
- d. Air Carriers Passenger Facility Charges Report
- e. Commission Travel Report/January, February, March 2010
- f. Change Management Policy and Project Status Report

- SA2 Final Payments - MAC Contracts
 - a. 2004 Pavement Reconstruction
 - b. 2008 Perimeter Fence Security Improvements
 - c. Airport Conference Center Facility Upgrades & ADO Modifications
 - d. MAC Fiber Infrastructure Upgrade
 - e. MAC Emergency Communications Center Backup Facility
 - f. Field Maintenance Center - AHU Replacement
 - g. 2009 Multi-Family Sound Insulation Program - BP#1 - PTAC Bag and Frame
- SA3 Bids Received - MAC Contracts
 - a. Lindbergh Terminal South Baggage Screening BP#1 - Site Preparation
- SA4 Allocation of 2009 Undesignated Funds
- SA5 Professional Services Audit Recommendations
- SA6 Concourse Communications Group Audit Report
- SA7 2011 Budget Targets

SA4 Allocation of 2009 Undesignated Funds

Commissioner Westerberg stated that when looking at the chart for the Reliever Airports there doesn't seem to be any money going into the Reliever Airports system. He is concerned the funds shown are not adequate for the Reliever Airports. Bob Schauer, Director of Finance, responded that what you are seeing on the Reliever Airports is what was generated by a 5 cent surcharge on the commercial operators. Within the CIP there is approximately \$5.5 million designated for the Reliever Airports.

SA6 Concourse Communications Group Audit Report

Commissioner Landy stressed the importance of staff reviewing leases on a regular basis to make sure vendors are complying with all the terms.

COMMISSIONER NELSON MOVED AND COMMISSIONER BOIVIN SECONDED APPROVAL OF THE ABOVE ITEMS AT THE SPECIAL FINANCE, DEVELOPMENT AND ENVIRONMENT COMMITTEE MEETING. The Motion passed on the following roll call vote:

Ayes: Ten Commissioners Boivin, Geisler, Harris, Landy, Monaco, Nelson, Peilen, Sigel, Westerberg, and Chairman Lanners

Nays: None

Abstain: None

Absent: Four Commissioners McKasy, Rehkamp, Stenerson, and Williams

Special Management and Operations Committee - Board File No. 13320

- SB1 Request Authorization to Issue a Request for Proposals for Janitorial and Window Cleaning Services
- SB2 Recommendation Re: Terminal 1 Lindbergh and Terminal 2 Humphrey Trash and Recycling Receptacles Purchase

COMMISSIONER LANDY MOVED AND COMMISSIONER WESTERBERG SECONDED APPROVAL OF THE SPECIAL MANAGEMENT AND OPERATIONS COMMITTEE MEETING. The Motion passed by unanimous vote.

Ayes: Ten Commissioners Boivin, Geisler, Harris, Landy, Monaco, Nelson, Peilen, Sigel, Westerberg, and Chairman Lanners

Nays: None

Abstain: None

Absent: Four Commissioners McKasy, Rehkamp, Stenerson, and Williams

NEW BUSINESS - Board File No. 13324

1. 2011 Organizational Key Initiatives

Jeff Hamiel, Executive Director

Jeff Hamiel, Executive Director, presented the proposed Organizational Key Initiatives for 2011. These initiatives are being recommended for inclusion in MAC's 2011 budget and the strategic plan for 2011-2015.

Mr. Hamiel responded to comments and questions regarding the following:

- What is MAC's role versus the TSA in regards to security line issues?
- Strengthening relationships and partnerships is critical to building good rapport with local airports and communities. There have been suggestions in meetings he attended to provide tours of the tower, fixed based operations, etc., to generate aviation interest in young people.
- What is the total cost of the new facilities beyond the capital costs?
- As to the sustainability of the Reliever Airports, where will the money be spent?

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

2. DeCook vs. Rochester International Airport Joint Zoning Board

Tom Anderson, General Counsel, stated the Rochester Airport has asked whether MAC is interested in filing an amicus brief supporting their position for review by the Minnesota Supreme Court. Mr. Anderson believes it is in MAC's interest to do so in light of the litigation with Interstate Companies and the O'Neill family.

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

OLD BUSINESS - Board File No. 13325

1. Transportation Advisory Board (TAB) Update

Dennis Probst, Deputy Executive Director Planning and Environment, stated the Long Term Comprehensive Plan for MSP is working its way through the approval process with the Metropolitan Council. However, last Thursday at the TAB meeting there were three proposed conditions the City of Minneapolis suggested be added to the approval by the TAB. One of those proposed conditions the TAB approved was an amendment to require MAC to update the Long Term Comprehensive Plan every five years. Mr. Probst provided a summary of the proposed conditions and how staff intends to address them.

This was an information item. No Committee action was requested.

ANNOUNCEMENTS

Chairman Lanners adjourned the meeting at 2:05 p.m.

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