Metropolitan Airports Commission

Management and Operations Committee

Regular Monthly Meeting   Minutes

Wednesday, June 09, 2010

1:00 pm

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REPORTS B

METROPOLITAN AIRPORTS COMMISSION
MANAGEMENT & OPERATIONS COMMITTEE
REGULAR MEETING
Wednesday, June 9, 2010, 1:00 p.m.
Room 3048A, Lindbergh Terminal - Wold-Chamberlain Field
Minneapolis-St. Paul International Airport

"CONSENT ITEMS"

Call to Order
A regular meeting of the Management and Operations Committee, having been duly called, was held June 9, 2010, in Room 3048A, Charles Lindbergh Terminal Building, Minneapolis-St. Paul International Airport, Wold-Chamberlain Field. Chair Landy called the meeting to order at 1:00 p.m. The following were in attendance:

Commissioners: Landy, Westerberg, Lanners, McKasy, Monaco, Rehkamp, Stenerson

Staff: S. Busch, T.W. Anderson, T.L. Anderson, J. Hamiel, D. Probst, J. Nielsen, M. Ladd, S. Wareham, E. Johnson, J. Anderson, B. Rineer, J. Greer, P. Burke, M. Wacek, R. Fuhrmann, B. Hoyt, G. Warren, C. Boyd, E. Wilson, M. Scovronski, M. Batt, B. Zwart, A. Irish

Others: Doug Link, Allied Waste; Mark Beidel, XpresSpa; Bob Bouta, Avis Rent-A-Car System, Inc.; Walid Abu-Ghazaleh, Van Wagner Communications, LLC; Tom McCarver, Clear Channel; Viviann Starr, Anoka County Aviation Association (ACAA); Mary Loeffelholz, Delta

OPEN FORUM

The Open Forum is a portion of the Committee meeting where persons are allowed to address the Committee on subjects which are not a part of the meeting agenda. No public comments were received.

AGENDA ITEMS

B1. REQUEST FOR APPROVAL TO RENEW THE MAINTENANCE AGREEMENT FOR THE PUBLIC PARKING REVENUE CONTROL SYSTEM – CF 2152

In March 2010 the Commission approved purchasing an upgrade to the Zeag parking revenue control system, to be completed in December 2011. The existing system was purchased from PES Parking Technology (now Zeag USA, Inc.).

The new Maintenance Agreement will provide full preventive maintenance, repair and replacement services at the Terminal 1-Lindbergh Valet, General, and Short Term ramps, and at Terminal 2-Humphrey MSP Value and Short Term parking facilities. Included in the agreement is on-site repair and maintenance of all parking equipment, with a guaranteed on-call service available seven days per week, twenty-four hours per day, including holidays.

Revenue control equipment covered by this agreement includes 400 access gates, 1,122 embedded loops, 26 count system panels, 20 entry machines, 36 point of sale devices and 331 electric signs. The Revenue Control System items that have the greatest influence on MAC's requirements (entry devices, exit devices, and controlling software) are all manufactured and supplied by Zeag on a proprietary basis. No one can modify or debug Zeag's proprietary software or supply parts for Zeag hardware except Zeag. Therefore, Zeag is a sole source supplier of the needed maintenance service. The term of this Maintenance Agreement will be three (3) years with the option to renew for three additional one (1) year extensions.

To assure there is no interruption in service, the existing Maintenance Agreement would be extended on a month-to-month basis until all the upgrade documents are agreed to and executed. Then the new contract will go into effect.

COMMISSIONER REHKAMP MOVED AND COMMISSIONER MONACO SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION

1. **THAT THE EXECUTIVE DIRECTOR OR HIS DESIGNEE BE AUTHORIZED TO EXTEND THE EXISTING AGREEMENT ON A MONTH-TO-MONTH BASIS UNTIL THE NEW CONTRACT IS FULLY EXECUTED, AND**
2. **APPROVAL OF AN AGREEMENT WITH ZEAG USA, INC. FOR A THREE (3) YEAR AGREEMENT WITH AN OPTION TO RENEW THREE TIMES FOR ADDITIONAL ONE (1) YEAR TERMS AT THE DIRECTION OF THE EXECUTIVE DIRECTOR OR HIS DESIGNEE, AND**
3. **THAT THE EXECUTIVE DIRECTOR OR HIS DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.**

THE MOTION CARRIED BY UNANIMOUS VOTE.

B2. <u>RECOMMENDATION FOR AWARD OF ON-AIRPORT TOWING AND VEHICLE ASSISTANCE SERVICES CONTRACT – CF 2153</u>

After issuing a Request for Proposals (RFP) for on-airport towing and vehicle assistance services at MSP, proposals were received from Mark's Towing, Inc. and Bobby and Steve's Auto World, LLC. This RFP looked for proposers to provide towing, impounding, car starting, and other vehicle assistance services at MSP.

Proposers must have met certain Minimum Requirements, as set forth in the RFP. The term of the agreement is for three years, with two, one-year renewal options upon agreement of the parties. Proposers were required to provide a fixed chart of services and prices for the initial term of the agreement.

Evaluators scored each proposal independently based on the following 11 criteria outlined in the RFP: general information; corporate management experience; local management experience; approach to required services; vehicles and trained staff to meet required response times; experience with similar services; references; implementation/staffing plan; prices for services; financial statements; and overall presentation. After meeting to compare and defend their scores, evaluators determined that Mark's Towing received the highest total score.

COMMISSIONER REHKAMP MOVED AND COMMISSIONER MONACO SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL

COMMISSION THE AWARD OF THE ON-AIRPORT TOWING AND VEHICLE ASSISTANCE SERVICES CONTRACT TO MARK'S TOWING, INC. AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.
THE MOTION CARRIED BY UNANIMOUS VOTE.

B3. RECOMMENDATION TO RENEW TRASH & RECYCLING SERVICES AGREEMENT WITH ALLIED WASTE – CF 2154

The current trash & recycling services agreement with Allied Waste is set to expire on July 26, 2010 and provides for one 3-year renewal should the Commission choose to do so. In 2007, MAC staff combined solid waste hauling and recycling services in a single contract to gain administrative and operational efficiencies. Staff is pleased to report that combining the services into one contract has been very successful, especially as it relates to a reduction in staff time to oversee just one contract. Allied Waste has proven that it can handle both services effectively, gaining operational efficiencies that, for example, have led to fewer waste-hauling vehicles in the Airport Operational Area (AOA). Allied Waste also has worked with staff to establish an organics recycling program that just recently went into effect.

Staff recently completed discussions with Allied Waste to set fees for the proposed renewal period. Both agreed to an increase of three percent (3%) for each of the three years of the renewal period and that Allied Waste will not add any fuel surcharges on top of the yearly increase. Staff has been pleased with Allied Waste's performance to date, and recommends renewal of the trash and recycling agreement with them for a three year period.

COMMISSIONER REHKAMP MOVED AND COMMISSIONER MONACO SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION AUTHORIZATION FOR STAFF TO RENEW THE TRASH & RECYCLING AGREEMENT WITH ALLIED WASTE FOR A THREE-YEAR TERM, THAT THE PRICING BE ADJUSTED 3 PERCENT PER YEAR AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.
THE MOTION CARRIED BY UNANIMOUS VOTE.

B4. 2010 PROPERTY AND MINNESOTA RISK MANAGEMENT FUND RENEWAL – CF 2155

Throughout the Metropolitan Airports Commission, staff continues to demonstrate a strong commitment toward identifying risk and mitigation efforts, allowing the department to self-insure or utilize alternative market risk transfer sources.

Property, contents, business interruption, boiler and machinery, along with services such as statutory inspections, appraisals and fire protection plan review, are obtained through the Public Entity Property Insurance Program (PEPIP). This national program is facilitated by Alliant Insurance Services and consists of pools of governmental entities. PEPIP uses the combined buying power and partial risk sharing within pools of dissimilar entities in different geographical settings to obtain preferential rates and coverage. The PEPIP consists of insurance companies that agree to underwrite insurance coverage at various financial levels to meet the needs of various governmental entities.

The Minnesota Risk Management Insurance Fund is managed by the State of Minnesota Risk Management Department. State agencies and other governmental organizations participate in this risk retention pool, which offers various insurance products. The liability is covered to Minnesota Tort Cap Limits, and reinsurance is obtained for out of state exposures. Property, automobile and inland marine (unlicensed equipment) is a combination of self-funding and excess insurance through PEPIP. MAC will maintain coverage for Property; Non-Aviation Liability; and Auto Physical Damage and Liability/Inland Marine/Garagekeepers Liability.

All MAC departments with assigned vehicles have taken steps to reduce losses and associated costs. Due to a lack of liability claims, the MAC was moved to Tier 1 for rating purposes, which is the best rate available in the Fund

COMMISSIONER REHKAMP MOVED AND COMMISSIONER MONACO SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION THE FOLLOWING INSURANCE RENEWALS AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.

		2009	2010
NON-AVIATION LIABILITY	**MN RISK MGMT. FUND**	**$ 7,562**	**$ 7,961**
AUTO LIABILITY/INLAND MARINE	**MN RISK MGMT. FUND**	**$ 219,379**	**$ 226,355**
PROPERTY	**ALLIANT INS. SERVICES**	**$942,420**	**$943,100**
	TOTALS	**$ 1,169,361**	**$1,177,416**

THE MOTION CARRIED BY UNANIMOUS VOTE.

B5. REQUEST AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR AN OUTDOOR ADVERTISING CONCESSION – CF 2156

Bruce Rineer, Assistant Manager, Concessions and Business Development, presented background on this item. At the April 19, 2010 Commission meeting, staff requested authorization to re-issue the Outdoor Advertising Concession RFB with a fifteen (15) year term and a concession fee of fifty percent (50%). After significant discussion, the Commission rejected that recommendation and directed staff to develop the Outdoor Advertising opportunity as a Request for Proposals (RFP). In keeping with that direction, at the June Management and Operations Committee meeting, staff requested authorization to issue such an RFP based on a list of requirements to be detailed in the RFP.

The term of this Agreement shall be fifteen (15) years. Proposers will bid the MAG for each agreement year. The MAG bid for each agreement year must be equal to or greater than the previous year. Proposers will bid the MAG for the two (2) Highway 62 locations in one MAG offering. Proposers will submit separate bids for the additional new locations located along Highway 77. The percent rent will be set at fifty percent (50%)

In response to Commissioners' questions, Mr. Rineer gave additional justification for how the review criteria was chosen for the RFP. Specifically, the scoring variables were revised to better measure proposers' marketing plans to generate income during the life of the contract and to consider the proposers' growth and technology plans.

COMMISSIONER MONACO MOVED AND COMMISSIONER WESTERBERG SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION THAT STAFF BE AUTHORIZED TO ISSUE A REQUEST FOR PROPOSALS FOR THE OPERATION OF AN OUTDOOR ADVERTISING CONCESSION ON TERMS AS OUTLINED ABOVE; AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.
THE MOTION CARRIED BY UNANIMOUS VOTE.

B7. RECOMMENDATION REGARDING RENTAL AUTO AGREEMENT – CF 2158

Mr. Eric Johnson, Director Commercial Management & Airlines Affairs, and Ms. Karen Kelly, Assistant Manager Airside Leasing & Tenant Relations, presented background on this item. With Commission approval staff began the preliminary work necessary to rebid the Rental Auto Concession Agreement and to report back to the Committee.

In December 2009, staff invited representatives from the incumbent on-airport and off-airport operators (collectively referred to as “industry”) to MAC’s general offices to review the rebid process and timeline. At that meeting the industry asked staff whether it was an option to directly negotiate a new Rental Auto Concession Agreement with no changes to existing market share space allocation or ramp position. The industry indicated that, due to current economic conditions and high costs associated with a rebid (whereby no significant change to each operator’s existing space allocation or ramp position would likely result), its preference was to directly negotiate and avoid the expense of a rebid.

Staff analyzed the Industry’s request and felt there were enough advantages to MAC and the Industry to consider their request further for the following reasons:

- Timeline to complete a new Agreement greatly reduced
- Despite the economy, a MAG floor would be established at current MAG levels.
- Based on MAC’s Long Term Comprehensive Plan (LTCP), the Rental Auto operators will need to add facilities in the Terminal 2 parking structure in approximately 5 years. Given the unknowns associated with that plan, any new agreement would need to be short term in nature. Considering the substantial expense that the Industry would bear if a bid were to result in relocation, there is a material risk that MAC would receive bids significantly lower than current MAG levels. Eliminating that risk helps ensure that MAC receives acceptable MAG levels and that the Industry won’t have to bear relocation expenses with a short amortization period.

In January 2010, staff issued a notice for a public meeting to all existing operators interested in operating an on-airport rental auto concession at MSP. Representatives from all of the incumbent operators (Avis, Budget, Hertz, Enterprise, National, Alamo, Thrifty and Dollar) attended the meeting. After several discussion meetings, key business terms were unanimously agreed to by all incumbent rental auto operators and MAC staff.

Ordinance 109 (Rental Auto Facility Charge) imposes a uniform per day fee for on-airport rental auto customers to cover costs of the airport rental auto facilities. Based on projections, the debt service associated with the rental auto facilities in the Terminal 1 parking ramp will be paid off on or about December 31, 2010. Under Ordinance 109, once that debt service is paid off, the RAFC could drop to a minimum of $1 per rental day. At that time, pursuant to the rental auto contracts, MAC would impose rent on rental auto operators for that facility. The Industry has asked MAC at that time also to include in the RAFC collection of credit toward operation and maintenance expenses associated with the auto rental facilities. This credit would total approximately $793,000 based on 2010 Terminal1 building rental rates and would be adjusted annually. This action would require amendment of Ordinance 109.

In order to treat Terminal 1 and Terminal 2 consistently, staff also proposes to amend Ordinance 109 to add into the RAFC the pro rata share of the total debt service associated with the ground level of the Terminal 2 ramp and ground transportation building currently leased to on-airport rental auto operators using the same 2% capital reduction model calculation previously used for Terminal 1. The proposed rent structure would be implemented in two phases.

In response to questions from Commissioners, Mr. Johnson indicated that there are no other interested vendors to operate at the MSP facility and, previously, when new players inquired about the opportunity to do business at MSP, they never followed through with requesting an agreement. Speaking on behalf of the industry, Mr. Bob Bouta, of Avis Rent-A-Car System, reported that in researching other airports, he found that most of the recent contract renewals have also extended current agreements with the industry vs. rebidding, primarily due to current economic conditions and the uncertainty of opening this concession up for bids.

COMMISSIONER STENERSON MOVED AND COMMISSIONER REHKAMP SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND THAT THE FULL COMMISSION

1. **AUTHORIZE STAFF TO NEGOTIATE AND FINALIZE A RENTAL AUTO CONCESSION AGREEMENT CONSISTENT WITH THE PROPOSED KEY BUSINESS TERMS;**
2. **AUTHORIZE THE EXECUTIVE DIRECTOR OR A DESIGNATED REPRESENTATIVE TO EXECUTE THE NECESSARY DOCUMENTS; AND**
3. **AUTHORIZE A PUBLIC HEARING TO CONSIDER AMENDING MAC ORDINANCE NO. 109 AND AUTHORIZE THE COMMISSION CHAIR TO DESIGNATE HEARING OFFICER(S) FOR THE PUBLIC HEARING.**

THE MOTION CARRIED BY UNANIMOUS VOTE.

B8. AIR CARGO SECURITY SCREENING – CF 2159

Mr. Tim Anderson, Deputy Executive Director Operations, presented background on the status of TSA requirements for the screening of air cargo. Airport operators in the United States have no requirements placed upon them by TSA for the screening of air cargo. Instead, the program applies to passenger airlines. The program is intended to ensure that all cargo placed aboard commercial passenger planes ("belly cargo") is "screened." TSA established two deadlines for complying with the requirement. The first deadline was for 50% compliance by February 2009 and the second is for 100% compliance by August 1, 2010.

TSA has stated very strongly that by August 1 of this year if the cargo has not been screened "it will not fly". According to TSA the February 2009 deadline was met successfully at MSP, but TSA expects the August deadline will be problematic across the country. Airlines, manufacturers/shippers and Indirect Air Carriers (IAC's – also commonly called "freight forwarders") also have a vested interest in ensuring their products can move by air. Therefore, they have been enlisted by TSA as participants in the screening initiative through certification via the TSA's "Certified Cargo Screening Program" (CCSP).

Through CCSP, manufacturers, shippers and IAC's can provide the required screening, and many have done so. Many more need to do so, however, or air cargo will sit in airline cargo facilities awaiting screening by the airlines. The TSA program has no teeth overseas, so inbound international cargo is screened in accordance with security programs in the country from which it originates. Therefore, TSA believes it will be another two years before belly cargo coming into the United States will be appropriately screened.

Finally, "all-cargo" aircraft operators, such as UPS, FedEx and any of the airlines with cargo-only aircraft, are governed by a different set of rules. These rules incorporate a "trusted agent" process and background checks of all those in the supply chain, along with physical protection of bonded cargo shipments. In other words, the screening requirements identified above do not exist for "all-cargo" aircraft operations.

In response to questions from Commissioners, Mr. Anderson confirmed that MAC does not participate in enforcing cargo screening, nor in training activities. However, air cargo is screened by MAC police EOD canine teams, and that work is scheduled by police department staff after close communication with the carriers.

THIS IS AN INFORMATIONAL ITEM ONLY; NO COMMITTEE ACTION REQUESTED.

B9. TAXI ADVISORY COMMITTEE UPDATE – CF 2160

On July 30, 2009 a public hearing was conducted as a result of a taxi industry "petition for emergency relief." Since that time, in addition to normally scheduled monthly taxi advisory meetings, a number of special meetings were held to discuss issues of concern. Mr. Steve Wareham, Director of MSP Operations, presented a briefing on those discussions.

THIS IS AN INFORMATIONAL ITEM ONLY; NO COMMITTEE ACTION IS REQUIRED.

B10. CONCESSIONS UPDATE – CF 2161

At Commissioner Landy's request, Mr. Eric Johnson, Director - Commercial Management & Airline Affairs, provided an update regarding certain concession operations, including development of Surdyk's, changes in shoe shine operations, and progress at the Now Boarding pet facility.

THIS IS AN INFORMATIONAL ITEM ONLY; NO COMMITTEE ACTION IS REQUIRED.

The meeting was adjourned at 2:39 pm.

METROPOLITAN AIRPORTS COMMISSION
MANAGEMENT & OPERATIONS COMMITTEE
REGULAR MEETING
Wednesday, June 9, 2010, 1:00 p.m.
Room 3048A, Lindbergh Terminal - Wold-Chamberlain Field
Minneapolis-St. Paul International Airport

"DISCUSSION ITEM"

Call to Order

A regular meeting of the Management and Operations Committee, having been duly called, was held June 9, 2010, in Room 3048A, Charles Lindbergh Terminal Building, Minneapolis-St. Paul International Airport, Wold-Chamberlain Field. Chair Landy called the meeting to order at 1:00 p.m. The following were in attendance:

Commissioners: Landy, Westerberg, Lanners, McKasy, Monaco, Rehkamp, Stenerson

Staff: S. Busch, T.W. Anderson, T.L. Anderson, J. Hamiel, D. Probst, J. Nielsen, M. Ladd, S. Wareham, E. Johnson, J. Anderson, B. Rineer, J. Greer, P. Burke, M. Wacek, R. Fuhrmann, B. Hoyt, G. Warren, C. Boyd, E. Wilson, M. Scovronski, M. Batt, B. Zwart, A. Irish

Others: Doug Link, Allied Waste; Mark Beidel, XpresSpa; Bob Bouta, Avis Rent-A-Car System; Rick Mendlik, Enterprise Rent-A-Car; Tom McCarver, Clear Channel; Walid Abu-Ghazaleh, Van Wagner Communications, LLC; Viviann Starr, Anoka County Aviation Association (ACAA)

AGENDA ITEMS

B6. REQUEST AUTHORITY TO AMEND THE WELLNESS CENTER CONCESSION AGREEMENT – CF 2157

Mr. Eric Johnson, Director - Commercial Management & Airline Affairs, and Ms. Rebecca Zwart, Assistant Manager - Concessions & Business Services, presented background information on this item. Staff is requesting authority to terminate the current Wellness Center Concession Agreement ("Agreement") with XpresSpa MSP Airport, LLC ("XpresSpa") and create two separate agreements which, combined, would provide all of the same services as those included in the original Agreement: 1) a full service spa/salon, and 2) a medical clinic with pharmacy. It is staff's intention to create an agreement with XpresSpa to operate the full service spa/salon only. The medical clinic with pharmacy has faced many obstacles and staff is working with Airport MD (XpresSpa's proposed subtenant) to operate the medical clinic with pharmacy.

The Review Team had recommended that XpresSpa MSP Airport, LLC ("XpresSpa"), which was a limited liability company 90% owned by XpresSpa, LLC and 10% owned by Three Irishmen, Inc. be awarded Package #1 and #2. Following execution of the Agreement in October 2008, the process proceeded as normal and construction began.

However, in December 2008, XpresSpa ceased all construction due to issues that it believed would negatively impact its operations at MSP.

Recently, MAC and XpresSpa have been participating in good faith discussions to get construction completed and the wellness center open and operating. To date, XpresSpa continues to face many challenges under its current lease Agreement. In an effort to reduce business risk, XpresSpa has requested that MAC separate the medical clinic and pharmacy from the Agreement due to the uncertainty of this concept and renegotiate the term and rent. Staff believes this action is necessary in order to get both companies up and running in 2010. Two issues that Staff will need to address are the 10% DBE requirement for this proposal and the outstanding $430,000 of construction debt owed to Morcon Construction.

After considering several alternatives, staff recommends that the Commission direct staff to separate the Agreement into two direct agreements: a full service spa/salon with XpresSpa and a medical clinic with pharmacy with Airport MD.

In response to questions from Commissioners, Mr. Johnson explained that once this concession is up and running, it would generate revenue to repay that which is owed to Morcon Construction, and MAC funds would be used to help resolve the Morcon debt. In response to further questions, Mr. Johnson confirmed that the concession site is designed so that both vendors can operate independently of each other. However, due to the existing Lease Agreement, MAC cannot breakup the joint contract without resolving the outstanding debt first; otherwise MAC would be exposing itself to the debt obligation. Mr. Johnson also confirmed that there has been significant investment in addition to the current debt owed to Morcon construction. Previously, Staff researched the industry to find alternative vendors, and XpresSpa is currently the only full service spa vendor capable of providing this type of operation; therefore issuing a new RFP would likely not be fruitful. Ms. Zwart also described staff's marketing avenues that will be used to advertise XspresSpa's services to travelers.

COMMISSIONER STENERSON MOVED AND COMMISSIONER WESTERBERG SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION

1. **AUTHORIZATION FOR STAFF TO TERMINATE THE WELLNESS AGREEMENT WITH XPRESSPA MSP AIRPORT, LLC AND NEGOTIATE AND FINALIZE TWO SEPARATE AGREEMENTS:**
   - **A) FULL SERVICE SPA/SALON AGREEMENT WITH XPRESSPA MSP AIRPORT, LLC, AND**
   - **B) MEDICAL CLINIC WITH PHARMACY AGREEMENT WITH AIRPORT MD IN ACCORDANCE WITH THE PROVISIONS DESCRIBED HEREIN;**
2. **NEGOTIATE A RESOLUTION OF THE MORCON CONSTRUCTION ISSUE, TO INCLUDE A MAC PAYMENT SUBJECT TO THE APPROVAL OF THE EXECUTIVE DIRECTOR AND**
3. **THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.**

THE MOTION PASSED BY MAJORITY VOTE.

The meeting was adjourned at 2:39 pm.