

# Metropolitan Airports Commission



## Management and Operations Committee

Regular Monthly Meeting Minutes

Tuesday, January 03, 2012

1:00 pm

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**METROPOLITAN AIRPORTS COMMISSION  
MANAGEMENT & OPERATIONS COMMITTEE  
REGULAR MEETING**

Tuesday, January 3, 2012, 1:00 p.m.  
Room 3048A, Terminal 1-Lindbergh  
Minneapolis-St. Paul International Airport

**"CONSENT ITEMS"**

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**Call to Order**

A regular meeting of the Management and Operations Committee, having been duly called, was held January 3, 2012, in Room 3048A, Terminal 1-Lindbergh, Minneapolis-St. Paul International Airport. Chair Landy called the meeting to order at 1:00 p.m. The following were in attendance:

**Commissioners:** Landy, King, Boivin, Geisler, Madigan, Monaco, Rehkamp

**Staff:** S. Busch, T.L. Anderson, J. Hamiel, D. Probst, D. Ruch, S. Wareham, E. Hudak, E. Johnson, J. Kosta, B. Rineer, J. Greer, J. Ostrom, P. Sichko, B. Rief, B. Peters, B. Johnson, P. Rasmussen, E. Wilson, J. Berglund, M. Kilian, P. Hogan, R. Fuhrmann, G. Schmidt, K. Gerads, J. Harris, M. Rosenow, G. Warren, A. Irish

**Others:** J. Spensley, Bob Friskney, SMAAC; Vivian Starr, John Krack, Anoka County Aviation Association (ACAA); Adrian Schoen, Fastenal Company; Bob Therres, Clark Arneson, City of Blaine; Hank Moody, 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**

**C1. PROFESSIONAL SERVICE AUTHORIZATION (PSA) QUARTERLY REPORT – CF 2287**

The Professional Service Authorizations (PSAs) report for the fourth quarter (October, November, December) of 2011 was approved.

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

**C2. VENDOR SELECTION RECOMMENDATION: SYSTEM SUPPORT SERVICES FOR MUFIDS, COMMON USE AND RELATED SYSTEMS – CF 2288**

The MAC provides information displays, Multi-User Flight Information Displays (MUFIDS) and Baggage Information Display Systems (BIDS), in both T1 and T2. MAC also provides passenger processing systems and Common Use Passenger Processing Systems (CUPPS) in T2. The MUFIDS displays show flight arrival and departure information to passengers based upon data feeds from the MSP airlines. They also provide visual paging, weather information and general MAC information to the public. The BIDS displays show which bag claim carousels have been assigned to which flights for arriving passengers. MAC-operated MUFIDS and BIDS were installed in T1 in 2009, replacing display systems operated by each airline individually.

The CUPPS systems provide computer equipment for check-in and boarding that can be shared by all airlines at T2. All products described are provided by Ultra Electronics Inc. as a result of a competitive process culminating in a Commission award in 2006.

These systems are critical for operations and must function seven days a week, 365 days a year to match the scheduled operations by air carriers at both terminals. If there is a system failure, immediate response is required to keep the critical information available. Technical, onsite support for these systems has been provided by ServiceTec, a contractor selected by the Commission in 2006. That service agreement has expired and, after a Request for Proposals was issued, proposals were received from ServiceTec International and one from ARINC Managed Services.

After convening to evaluate the proposals, the review team determined that ServiceTec met or exceeded the requirements and recommends that ServiceTec be awarded the contract.

In response to questions from Commissioners, Mr. Dave Ruch Director / Information Systems, provided cost differences which had not been provided to Commissioners in the agenda packet prior to the meeting. Given the cost increases and significant difference in the two proposal bids received, Commissioners moved to table this item until the next M&O meeting. Commissioners recommended that staff bring more detail explaining the proposals, the selection process, the cost increases, the differences in the two proposals, and any other information that would help Commissioners make a more informed decision on this item.

**COMMISSIONER GEISLER MOVED AND COMMISSIONER BOIVIN SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE TABLE THIS ITEM FOR DISCUSSION AT THE NEXT COMMITTEE MEETING.  
THE MOTION CARRIED BY MAJORITY VOTE.**

**C3. CALIBER KENNELS – CANINE TRAINING PROFESSIONAL SERVICES AUTHORIZATION (PSA) – CF 2289**

Caliber Kennels has been selecting and training the Airport Police Department (APD) narcotics detection (EOD) canines for many years. Owner Jan Ballard has more than 33 years of experience as a professional canine trainer and is highly sought after for her training expertise and her keen ability to identify quality dogs for police departments.

Staff's 2011 Professional Service Authorization with Caliber Kennels was for an amount not to exceed \$65,000. However, an increase to \$70,000 is requested for 2012. This request is for the addition of one EOD canine team during the last quarter of 2011 and one more EOD canine team to be added in 2012. This will bring eight the total number of EOD canine teams in the department.

Meanwhile, Ms. Ballard continues to work extensively to help one of staff's handlers achieve certification to serve as the APD's in-house canine trainer. Once this is accomplished, reliance on Ms. Ballard will greatly diminish and she will then function as a staff consultant to review and evaluate the canine training program. It is estimated that the APD will be able to reduce Ms. Ballard's services starting in 2013.

In response to questions from Commissioners Mr. Mark Rosenow, Police Chief explained staff's reasoning for requesting the increase in this PSA amount. Additionally, staff identified the fact that this request is for a waiver to the requirement for competitive proposals due to the unique nature of Ms. Ballard's services and her knowledge of MAC Police Department's requirements.

**COMMISSIONER REHKAMP MOVED AND COMMISSIONER BOIVIN SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION APPROVAL OF AN INCREASE TO THE 2012 PROFESSIONAL SERVICE AUTHORIZATION FOR CALIBER KENNELS TO THE AMOUNT OF \$70,000 AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.**

**THE MOTION CARRIED BY UNANIMOUS VOTE.**

**C4. ANE ATHLETIC FIELDS LEASE TO THE MINNESOTA AMATEUR SPORTS COMMISSION – CF 2290**

Mr. Gary Schmidt, Director of Reliever Airports, presented background on this item. In 1982 The City of Blaine and the Metropolitan Airports Commission entered into a License Agreement that allowed the City to occupy and use MAC property at the corner of Radisson Road and 105<sup>th</sup> Avenue for recreational purposes. The property is contiguous to the Anoka County Blaine Airport. In 2002 the agreement was renewed at an annual fee of \$600.

In 2006 The Commission directed staff to make the Reliever Airports more self sufficient. One strategy was to increase the non-aeronautical rent revenues to a more reasonable rate. To help establish a fair value for property leased to the City of Blaine for athletic fields, MAC engaged The Valuation Group whose appraisal report established the short term rental rate (without a recapture clause) for the 49 acre parcel at \$2,448 per acre, or about \$120,000 in total. It was MAC's intent to maintain control of the northeast section of this parcel at the corner of 95<sup>th</sup> and Radisson Road for commercial development which reduced the value of leased property to approximately \$100,000. Given the economic decline since February 2009, the market rental rate today is likely far less than \$100,000.

In 2010 MAC staff offered a lease to Blaine for \$70,000 per year. As part of this proposal crash/fire/rescue services for public portions of the airport would be covered under Blaine's agreement with the Blaine/Spring Lake Park/ Mounds View Fire Department. The City Council rejected this offer citing other outstanding issues and directed that MAC should negotiate their own agreement with the fire department. A subsequent offer to the City in early 2011 for a short term agreement at \$39,000 per year, allowing time to further negotiate on other issues, was also not accepted.

Last Fall MAC was approached by the Minnesota Amateur Sports Commission (MASC) who is interested in leasing the athletic fields currently under lease to Blaine. The MAC fields are adjacent to their National Sports Center complex and would complement their existing facilities. The MASC has offered to pay \$50,000 per year for the additional property for the first two years. In years three through five of the proposed agreement, the fee would be escalated at 2% and thereafter escalated at 3% annually. Additionally, MAC would retain the right to develop a five acre corner parcel at 105th Avenue and Radisson Road for commercial development should the opportunity arise.

In response to questions from Commissioners Mr. Schmidt confirmed that the lease terms allow for a sublease agreement between MASC and the city of Blaine. When asked, Mr. Schmidt acknowledged that the city of Blaine does not favor the agreement, and yet is not prepared to incorporate Fire Services into an agreement between MAC and the City. Mr. Clark Arneson, City of Blaine, also addressed the Committee voicing concern that this should be a three party agreement insuring Blaine's access to the fields. He asked that time be given for the City of Blaine, MASC, and MAC to work out lease terms agreeable to all parties involved.

**COMMISSIONER MONACO MOVED AND COMMISSIONER BOIVIN SECONDED THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION AN AMENDMENT TO THE CURRENT LEASE, OR THE OPPORTUNITY TO ENTER INTO A SEPARATE LEASE AGREEMENT BETWEEN THE METROPOLITAN AIRPORTS COMMISSION AND THE MINNESOTA AMATEUR SPORTS COMMISSION, TO INCORPORATE APPROXIMATELY 49 ADDITIONAL ACRES FOR RECREATIONAL PURPOSES AT LEASE RATES IDENTIFIED ABOVE, AND THAT THE EXECUTIVE DIRECTOR OR A DESIGNEE BE AUTHORIZED TO EXECUTE THE NECESSARY DOCUMENTS.**

**THE MOTION CARRIED BY UNANIMOUS VOTE.**

**C5. TAXI ORDINANCE PLANNING UPDATED – CF 2291**

Mr. Steve Wareham, Director of MSP Operations, gave an update on staff's plan to initiate a formal planning process in early 2012 to replace Ordinance Numbers 102 & 106 that govern taxicab operations at MSP. Discussions both internally and with the industry have identified some focus areas needing improvement. These include enhancement of customer service through use of technology, improved taxicab system / driver conditions, and alignment with metro-wide taxi rates and policies.

In response to the question of whether or not MAC may begin to pattern its taxi management systems after other metro taxi permit systems, Mr. Erik Hudak, Assistant Manager / Landside Operations, noted his involvement in discussions among the city of Minneapolis, the Metropolitan Council, and MAC regarding a metro-wide licensing plan,

common numbering systems, and other process reforms. When asked if staff plans to right-size the number of taxi drivers, Mr. Wareham indicated that staff would like to remove incentives that tend to keep taxi drivers in service at MSP. Mr. Wareham also noted that staff is restricted by certain Minnesota statutes when it comes to finding a solution to the high population of taxi permits issued for MSP.

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

**C6. WILDLIFE MANAGEMENT SERVICES PRESENTATION – CF 2292**

Mr. John E. Ostrom, Manager / Airside Operations, gave a presentation to update the Committee on MAC's Wildlife Management Services program. When asked about his industry experience, Mr. Ostrom stated he is the Chairman of the group called Bird Strike Committee USA. It's a multi-industry group with representatives from the FAA, the department of defense, various airports, and others in the airline industry. In response to questions from Commissioners, Mr. Ostrom confirmed that the services described in his program are primarily focused on MSP not on the relievers. Mr. Ostrom stated that MAC does provide some consulting and training at the reliever airports through a contract with the U.S. Department of Agriculture Wildlife Services Department.

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**C7. RELIEVER TASK FORCE WORK PLAN UPDATE – CF 2293**

Mr. Gary Schmidt, Director of Reliever Airports, provided background on this item. As was reported in July of 2011, Commissioner Monaco spent nearly a year with MAC staff studying operational practices and capital funding of general aviation (GA) within MAC's system of airports. The result of that effort was a vision for the future role of each Reliever Airport, as well as a foundation for a sustainable funding model for our GA system, including GA facilities at MSP.

To successfully achieve the vision, staff has developed a set of Work Plans, some of which will require changes or updates to Commission policies and ordinances. Over the next year those changes and/or updates will be brought forward to the Commission for endorsement and approval.

In response to a request from a Commissioner, Mr. Schmidt confirmed that staff will provide a timetable for the upcoming proposed changes in 2012.

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The meeting was adjourned at 2:44 pm.