



Resolution No. 01-20

Revised General Delegations and Reservations of Authority

WHEREAS, All powers and duties of the Metropolitan Washington Airports Authority are vested by law in the Board of Directors;

WHEREAS, Comprehensive delegations to the Chief Executive Officer were last adopted in Resolution No. 95-4;

WHEREAS, The legal concerns that led to the adoption of certain provisions in Resolution No. 95-4 no longer obtain;

WHEREAS, The Board wishes to streamline the contracting process by relinquishing its role in the approval of minor contracts, in favor of concentrating its efforts on matters of policy; and

WHEREAS, The President and Chief Executive Officer has presented a procedure for Board participation in policy elements of procurement actions as they are developed, identified as "Management Proposal - Advanced Review of Business Decisions" and dated October 22, 2001, which is hereby incorporated into this Resolution by reference; now, therefore, be it

RESOLVED, That, subject to the reservations stated below, the President and Chief Executive Officer is authorized to exercise the authority of the Board of Directors to:

- a. Manage and direct the activities of all employees of the Authority,

b. Manage and direct the operations of Ronald Reagan Washington National and Washington Dulles International Airports, including hiring, administering and organizing the staff to maintain, operate, protect and promote the Airports,

c. Acquire, by purchase, lease, or otherwise, goods, services and property consistent with the Authority Contracting Policies and Procedures Manual,

d. Provide airport property for use by airlines and other commercial enterprises, non-commercial and governmental entities for aviation business or activities, or activities necessary or appropriate to serve passengers or cargo in air commerce, including concessions, and for non-profit public use facilities,

e. Enter into leases and grant licenses and permits pertaining to the use of airport property,

f. Enter into, administer, modify and terminate contracts and agreements legally binding upon the Authority for the purposes set out in paragraphs a. through e.,

g. Undertake the continuing development of the Metropolitan Washington Airports, consistent with approved Master Plans,

h. Approve the award of all competitively offered construction contracts,

i. Approve the award of contracts and letter agreements for the provision of legal services, provided that the Legal Committee is notified in advance of the award of any contract, the costs of which are anticipated to exceed \$100,000,

j. Grant an extension of up to twelve months of any concession contract necessary to maintain services and revenue during periods when timely award of a new contract cannot be made before the expiration of the current one, provided that the Business Administration Committee is notified of the need to grant such extensions at the earliest possible occasion before they are granted,

k. Expend Authority funds for the purposes set out in paragraphs a. through i. in accordance with an approved Annual Budget,

l. Redelegate and authorize further redelegation of authority granted by this Resolution, and

m. Issue directives to implement all of the above;

2. That all authority delegated herein shall be exercised in accordance with all applicable law, including the statutes of the Commonwealth of Virginia and the District of Columbia establishing the Authority, the Lease with the United States, the Bylaws of the Authority, the Regulations of the Authority, and Resolutions of the Board or any Committee of the Board;

3. That the Board of Directors reserves to itself all functions and duties not expressly delegated, including, but not limited to, the following:

a. Approval of the acquisition or disposal of real property and the grant of long-term easements;

b. Approval of all selections for managerial positions reporting directly to the President and Chief Executive Officer or to the Executive Vice President and Chief Operating Officer,

c. Joint selection, with the President and Chief Executive Officer, of the Vice President for Audit;

- d. Adoption of the Annual Budget, and any amendments thereto,
 - e. Issuance, amendment, and repeal of regulations,
 - f. Adoption and amendment of Master Plans,
 - g. Adoption of competitive procurement policies and procedures, and any amendment to them.
 - h. Approval of any change in the functions of Offices reporting to the President and Chief Executive Officer or the Executive Vice President and Chief Operating Officer,
 - i. Approval of the award of contracts for the acquisition of goods, services, and property at a cost of \$3,000,000 or more,
 - j. Approval of the award of concession contracts and leases that will result in annual revenue to the Authority of \$3,000,000 or more,
 - k. Approval of any goods and services contract over \$200,000 or any concession contract to be awarded without competition,
 - l. Approval of the adoption of any master airline use and lease agreement, and
 - k. Selection of the outside auditor, financial advisor, bond counsel, and underwriters;
4. That the standing Committees of the Board of Directors are delegated, within their jurisdiction, the authority to authorize the issuance of proposed regulations;

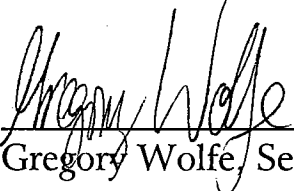
5. That the Planning Committee is authorized to approve any amendments to the airport layout plans for either Airport;

6. That the "Management Proposal - Advanced Review of Business Decisions" dated October 22, 2001 is hereby approved, subject to amendments that may from time to time be approved by the Board;

7. That, notwithstanding these delegations, the Board may reserve any specific management, policy or contracting matters and decisions to itself or to any of its Committees; and

8. That the delegations in this Resolution supersede previous delegations, but do not affect the validity of actions taken under them.

Adopted November 8, 2001



Gregory Wolfe, Secretary

Management Proposal
As Proposed to the Legal Committee, September 5, 2001
Advanced Review of Business Decisions
October 22, 2001

1. **Contracts**

- o Awards of contracts costing \$3 million and over, or providing revenue of \$3 million or more annually, require Board approval, following Committee review.
- o All competitively-bid construction contracts are fully delegated. Sole-source procurement contracts over \$200,000 and all sole-source concession contracts still require Board approval.
- o Before undertaking the solicitation process for any proposed contract requiring Board approval, management provides a report previewing the upcoming item and focusing on any policy issues it might raise.

2. **Contracts below \$3 million**

- o **MANAGEMENT ANNUALLY PROVIDES A LIST OF UPCOMING CONTRACTS IN CERTAIN CATEGORIES, AND PRESENTS IT QUARTERLY, IN THE SAME SCHEDULE AS THE REVIEW OF THE ANNUAL BUSINESS PLAN.** The list includes a brief explanation, enough to give the context and to point out any policy questions anticipated at the time the list was made.
- o Committees may select any item on the list falling within their jurisdiction for further review or action, and management will prepare the same sort of report it does for large contracts, with a focus on the policy issues. After a Committee reaches agreement on any policy issues, the management would proceed with the solicitation and contracting in accordance with the agreement but without further Board approvals.
- o The list consist of a set of certain categories of upcoming contracts, including concession-related matters, and other contract actions with a direct and significant effect on the traveling public.

Attachments:

August 27, 2001 list of "Authority Concession & Service Agreements over \$3,000,000"

August 27, 2001 list of "Authority Concession & Service Agreements with Direct and Significant Impact on the Traveling Public Less Than \$3,000,000"

**AUTHORITY CONCESSION & SERVICE AGREEMENTS
OVER \$3,000,000
(CURRENT FY 2001)**

CONCESSION/SERVICE	DESCRIPTION
National Airport Food & Beverage	Developer contract currently held by HMS Host. Covers all terminal food and beverage establishments.
National Car Rental Contracts	Covers five car rental operators at National. Current operators are Hertz, Avis, National, Budget and Dollar.
National Airport Custodial	Provides all custodial services in the terminal buildings and other facilities at the airport. Incumbent is CPF Corporation.
National Airport Parking and Shuttles	Provides staffing for the parking lot operation and shuttle bus service at the airport. Incumbent operator is Aerolink Transportation.
National/Dulles Airport Retail	Developer contract currently held by Westfields. Covers all in terminal retail establishments at both airports.
Dulles Airport Food & Beverage	Master operator agreement currently held by HMS Host. Covers all in terminal food and beverage establishments.
Dulles Car Rental Contracts	Covers 8 car rental operators at Dulles. Current operators are Hertz, Avis, National, Budget, Dollar, Alamo, Enterprise and Thrifty.
Dulles Airport Custodial	Provides all custodial services in the terminal buildings and other facilities at the airport. Incumbent is Centennial.
Dulles Airport Parking & Shuttle	Provides staffing for the parking lot operation and shuttle bus service at the airport. Incumbent operator is Aerolink Transportation
Employee Health Insurance	Provides medical insurance coverage for all Authority employees. Current administrative provider is Care First Blue Cross & Kaiser.
Flyer Bus Operation	Provides drivers and dispatch services for the Washington Flyer bus. Incumbent is ATC Vancom.
Airline Use & Lease Agreement	Covers the terms, conditions and rights and responsibilities of the airlines operating at Authority airports.

AUGUST 27, 2001

Information Technology Support

Provides for the operation & maintenance of the Authority information technology infrastructure & software. Incumbent contractor is Computer Based Systems, Inc. (CBSI).

Telecommunications Support

Provides for the operation & maintenance of the Authority's telecommunications infrastructure. Current contractor is Verizon.

**AUTHORITY CONCESSION & SERVICE AGREEMENTS
WITH DIRECT & SIGNIFICANT IMPACT ON THE TRAVELING PUBLIC
LESS THAN \$3,000,000
(CURRENT FY 2001)**

CONCESSION/SERVICE	DESCRIPTION
National Fixed Base Operator	Provides service to corporate and general aviation aircraft at National. Incumbent operator is Signature Flight Support.
National Airport Taxi Dispatch	Provides dispatch services for all taxis at National Airport. Current contractor is Shuttle Port.
National In-Flight Catering	Provides in-flight food and beverage service for airlines. Current operator is LSG/Sky Chefs.
Dulles Taxi Contract	Covers the taxi contract at Dulles airport. Current contractor is DTS.
Dulles Fixed Base Operator	Provides service to corporate and general aviation aircraft at Dulles. Incumbent operator is Piedmont Hawthorne Aviation.
Dulles Fixed Base Operator	Provides service to corporate and general aviation aircraft at Dulles. Incumbent operator is Signature Flight Support.
Dulles In-Flight Catering	Provides in-flight food and beverage service for airlines. Current operator is LSG/Sky Chefs.
Dulles In-Flight Catering	Provides in-flight food and beverage service for airlines. Current operator is Gate Gourmet, Inc.
Dulles Gas Station	Full service gas station located on the airport. Operator Exxon Corporation.
Dulles DBE Car Rental	This contracts provides for a DBE car rental operation at Dulles. The current operator is Bilene.
Airport Duty Free	Provides duty free retail shopping in the terminals at Dulles for international travelers. Current provider is Nuance Global Traders
Luggage Carts	Covers luggage cart rentals at both airports. Current contractor is Smarte Carte.
Baggage Lockers	Covers passenger baggage storage lockers at both airports. Current contractor is Smarte Carte.

In Terminal Advertising	Covers all in terminal advertising at both airports. Incumbent operator is Sky Sites.
Air Service Consultant	Provides strategic air service development consulting services. Incumbent contract with Edwards & Kelcey.
Advertising Consultant	Provides strategic advertising advice and production services. Incumbent is Pulsar Advertising.
Operational Insurance	Brokerage service for the Authority's operational insurance program. Current broker is AON Risk Services.
Flyer Magazine	Provides advertising sales and production services for the Washington Flyer Magazine. Current contractor is the Magazine Group.
Door-to-Door Shared Ride Van Service	This service is provided at both airports by Super Shuttle.
Airport News Network	This agreement provides for airport news and information in the hold rooms at both airports. The service is currently provided by CNN Airport Network.
Foreign Currency Exchange	Provides foreign currency exchange and other limited business services in the terminals at both airports. Current provider is Thomas Cook.
Public Pay Telephones	Provides public pay telephones in the terminals at both airports. Current provider is Verizon.
Flyer Bus Ticket Sales	This contract provides for the sale of all tickets on the Flyer Bus System. Current Contractor is the Convention Store.
Airport Consultant	Provides independent feasibility analysis for Official Statements on Authority bond issuances; provides support to the Finance Office, particularly on rates and charges. The incumbent is PB Aviation.

November 8, 2001