

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF JULY 17, 2013

Mr. Session chaired the July 17 Business Administration Committee Meeting, calling it to order at 10:04 a.m. A quorum was present: Mr. Adams, Mr. Griffin, Ms. Lang, Ms. Wells, Mr. Williams and Mr. Curto, *ex officio*. Mr. Conner, Mr. Davis, Mr. Gates, Mr. McDermott and were also present.

Recommendation for Less than Full and Open Competition for Fairfax Water to Supply Services for Wholesale Potable Domestic Water to Dulles International. Mr. Griffin stated that because he is the at-large member of the Fairfax County Water Authority (Fairfax Water) Board of Directors, he has a conflict of interest and recused himself from participating in the discussion for the recommended contract award. Before departing from the meeting table, Mr. Griffin stated that a copy of the executed recusal agreement would be filed in the Board's Official records. A copy of that agreement is also attached.

Margaret McKeough, Executive Vice President and Chief Operating Officer, introduced Dana Pitts, Manager of Airport Operations at Dulles International. At the day's Meeting, Mr. Pitts was acting Airport Manager in Chris Browne's absence.

Mr. Pitts presented the staff recommendation to approve the issuance of a sole-source contract to Fairfax Water to furnish wholesale water and related services to Dulles International. The contract term would be a one-year base, followed by three, three-year option years, which will coincide with the schedule for rate adjustments by Fairfax Water. The current contract with Fairfax Water had commenced October 1, 2010 and would expire September 30.

In accordance with the Authority's Contracting Manual, Mr. Pitts reported that sole source contracting is permitted with proper justification. He explained that while Fairfax Water is one of three main water companies in Northern Virginia, neither of the other two companies, Washington Aqueduct and Washington Suburban Sanitary Commission, are reasonably available to provide service because they lack the infrastructure to provide services to the Dulles vicinity.

The Committee approved the recommendation; Mr. Griffin was not present at the meeting table and did not participate in the vote.

The meeting was thereupon adjourned at 10:10 a.m.

[NOTE: The details from this Meeting were included with the Committee Report presented at the July 17 Board of Directors Meeting.]

MWAA Board of Directors Recusal Agreement

FROM: Anthony H. Griffin

TO: Naomi Klaus, Ethics Officer

This is to affirm that I am disqualified from participating in the following Authority matter due to the personal interest identified below that may reasonably appear to conflict with the fair and objective performance of my official duties:

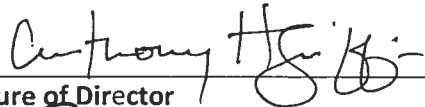
Authority Transaction or Matter
Staff recommendation to Procure Wholesale
Potable Domestic Water at Dulles Airport from
Fairfax County Water Authority

Personal Interest
At-large Board Member of the Fairfax County
Water Authority

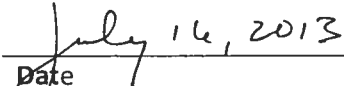
In accordance with the Authority's Code of Ethics for Members of the Board of Directors, I am recused from participating in the above-listed matter. My recusal prohibits me from approving, disapproving, making, undertaking, influencing, or attempting to influence any action or decision of the Authority with regard to the above-listed Authority matter, or any other Authority matters that may involve or affect the above-listed interest.

For the purpose of this recusal, the Board Secretary has been advised to screen incoming matters to ensure that such matters relating to the above-listed interests are not brought to my attention.

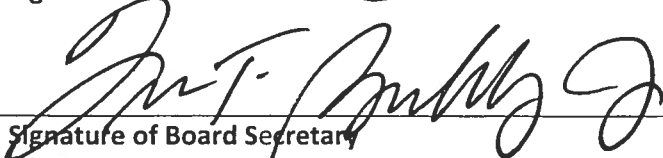
I will seek the assistance of the Ethics Officer if I am ever uncertain whether or not I may participate in a particular matter.



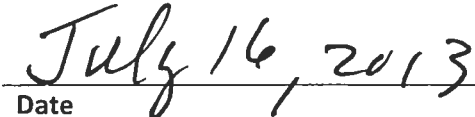
Signature of Director



Date



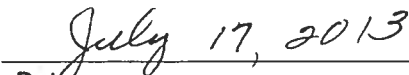
Signature of Board Secretary



Date



Signature of Ethics Officer



Date