

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF NOVEMBER 13, 2013

Mr. Session chaired the November 13 Business Administration Committee Meeting, calling it to order at 10:55 a.m. A quorum was present: Mr. Carter, Mr. Griffin, Ms. Hall, Ms. Lang, Ms. Merrick, Ms. Wells, and Mr. Curto, ex officio. Mr. Chapman, Mr. Conner, and Mr. McDermott were also present.

Proposed Amendments to Metropolitan Washington Airports Authority Regulations. Paul Malandrino, Vice President and Airport Manager, presented the request to authorize the President and Chief Executive Officer to publish notice that the Airports Authority is considering holding public hearings to amend Airports Authority Regulations pertaining to taxi cab operations at Reagan National, off-Airport rental car permit fees and hotel courtesy shuttle fees at both Airports. He reviewed the proposed changes to the Airports Authority Code of Regulations and a schedule of events that needed to occur prior to staff making its recommendation on the proposed amendments to the Committee and Board.

Ms. Lang expressed concern about the District of Columbia taxicab operators, noting that extensive changes, directed by Mayor Gray, had already negatively impacted them. She asked staff to take these recent changes into consideration before assessing additional fees.

Ms. Hall inquired about the necessity of the increase and asked staff to provide some insight on what the public's perspective would be, using the lessons learned from the 2009 fee increases.

Mr. Malandrino explained that the fees would be accessed to the consumer, rather than the taxicab operator, at Reagan National. He reported that the funds would be used for the repair of commercial curbs and roadways; snow removal; lighting; and construction of the taxi facility. Staff noted that the fees were comparable to those charged throughout surrounding jurisdictions. Funds resulting from the increased fees would also contribute to the maintenance of the Automatic Vehicle Identification System, which allows staff to effectively manage curb service at the Airport.

Staff provided details about the process and results of previous public hearings, and informed Directors that the notices of the public hearings

published in the *Washington Post* and letters will be circulated to the local Chambers of Commerce, hotels and taxi operators.

The Committee concurred with the staff and authorized the President and Chief Executive Officer to proceed, consistent with the process, as presented.

Pre-Solicitation Terms for 2015 Healthcare Plans. Anthony Vegliante, Vice President for Human Resources, presented the goals and evaluation criteria of the contract for the 2015 medical, prescription drug and dental plans for active employees and retirees. The terms of the contract will include a two-year base and three one-year options, effective January 1, 2015. Mr. Vegliante reported that the Authority would continue to seek alternative plans and engage in competitive bidding for future healthcare provisions.

The Committee concurred with the pending procurement.

Quarterly Acquisition Report. Lizbeth Bryan, Manager, Procurement and Contracts, presented the quarterly acquisition report as stated in the Fourth Edition of the Contracting Manual (Section 1.7). The quarterly procurement report included acquisitions made during the quarter; contract modifications and task orders issued during the quarter, including dollar value; contract actions approved by the Board during the quarter; planned procurements for the next quarter; and employees with contracting delegations and any limits to their authorities. Ms. Bryan reported pertinent information for the third quarter of 2013 – 40 contracts had been awarded, totaling \$57.6 million; 47 contract modifications had been issued, totaling \$66.5 million; 25 task orders had been issued, totaling \$36.9 million; and three contract awards had been approved by the Board, totaling \$4.2 million. The planned procurements for the first quarter of 2014 included 70 forecast solicitations greater than \$50,000; five solicitations estimated to total \$3 million or more and will require Board approval upon completion of the procurement process; and no solicitations valued less than \$3 million that may impact the traveling public. Ms. Bryan reported that one change had occurred in delegation or re-delegation of contracting authority since the prior quarterly report – a procurement Technician position at Dulles International had been vacated.

The Meeting was thereupon adjourned at 11:25 a.m.