

METROPOLITAN WASHINGTON AIRPORTS AUTHORITY



**Recommendation to the
Executive and Governance Committee on
the Assignment of Work Units and
Functional Responsibility between
MWAA Offices**

JUNE 2012



Pursuant to Resolution #01-20 the Board of Directors reserves the right to approve any change in the functions of Officers reporting to the President and Chief Executive officer or the Executive Vice President and Chief Operating Officer.

Consistent with this resolution, the President and Chief Executive Officer requests approval of two proposed changes to the MWAA organization. One is movement of the *Procurement and Contracts* function from the Office of Business Administration to the Office of Finance; fifteen full-time positions are affected by this move. The other is movement of the *Equal Employment Opportunity* function from the Office of Business Administration to the Office of Human Resources; one full-time position is affected by this move.

The accompanying slides provide descriptions of the functions. In addition, the MWAA Statement of Functions and Board Resolution #01-20 are included in the package of material provided for this meeting with the changing functions highlighted in yellow.



**Movement of the Procurement and Contracts
function from the Office of Business Administration to
the Office of Finance**

Procurement and Contracts function description

Directs activities for the purchasing or contracting of equipment and services including design and construction of facilities. Activities include issuing solicitations, evaluating offers, conducting negotiation conferences, awarding and administering contracts.



**Movement of the Equal Employment Opportunity
function from the Office of Business Administration to
the Office of Human Resources**

Equal Employment Opportunity function description

Develops and implements policies and procedures that ensure equal opportunity in employment programs. Manages an Affirmative Action Program, dispute resolution programs and equal employment opportunity complaint processing.

Metropolitan Washington Airports Authority

STATEMENT OF FUNCTIONS

December 3, 1997

Amended December 6, 2000

Amended January 10, 2001

Amended July 11, 2001

Amendment Proposed June 20, 2012

INTRODUCTION

The Metropolitan Washington Airports Authority is governed by a thirteen-member Board of Directors. Executive direction and overall management of the Authority are provided by a Chief Executive Officer. A Chief Operating Officer is responsible to the Chief Executive Officer for the operations of the Authority.

CHIEF EXECUTIVE OFFICER

Plans and directs all of the programs and activities of the Authority, subject to policy direction and guidance provided by the Board of Directors. Focuses on the future and the development of long-term business strategies that will result in high quality and broad-based air service to the National Capital Region and the Executive of the Dulles Corridor Enterprise while retaining a strong financial posture. Supplies support services to the Authority's Board of Directors. Responsible for the activities of the following offices: Air Service Planning and Development; General Counsel; Communications; Finance; Engineering; Business Administration and Human Resources.

CHIEF OPERATING OFFICER

Plans and directs the operations of the Authority including the support elements necessary to deliver high quality customer service. Responsible for airport management at Ronald Reagan Washington National and Washington Dulles International Airports and the activities of the following offices: Public Safety; and Information Systems & Telecommunications. In the absence of the Chief Executive Officer, acts with the full authority of the Chief Executive Officer.

OFFICE OF BOARD OF DIRECTORS

Provides executive and administrative support services to the Board of Directors. The incumbent Vice President is available for annual election by the Board as Secretary, responsible for performing the functions outlined in the By-laws. Executive and administrative support provided to the Board includes review and analysis of Board papers and other documents; research and advice on matters of policy, as requested by the Board, Committee, Chairman, or Committee Chairman, responsibility for arranging meeting agendas and attendance.

Responsible for maintaining the Board's records and governing documents, e.g., minutes, resolutions, Bylaws, delegations, freedom of information requests, ethics

and conflict of interest statements. Provides other support services including: scheduling; preparing and distributing annotated agendas, resolutions, and papers for all meetings; keeping Board Members informed of industry events and conferences; making arrangement for Board Members traveling on Authority business; drafting letters and correspondence for Board Members; participating in litigation involving the Board; and supporting other Board needs, as required.

OFFICE OF AIR SERVICE PLANNING AND DEVELOPMENT

Develops and executes strategies and actions to maintain and improve the region's passenger and cargo air service through the development and execution of Comprehensive and Annual Air Service Plans. Conducts research, develops projections and recommends strategic actions in airline, air cargo, and aviation areas, as well as demographic and travel trends focusing on long-range opportunities to enhance the Airports' competitive positions and access to the global aviation system. Conducts internal and external outreach activities designed to influence and educate target audiences about the positive economic impacts of air service to the region. Advises the Chief Executive Officer on a wide variety of aviation issues including activities with potential long-range benefits to the Authority and its customers. Supports other Authority offices, as requested, in developing policies, positions, and implementation plans regarding passenger, cargo, and industry-related issues.

OFFICE OF GENERAL COUNSEL

Provides advice and a full range of legal services in areas that are essential to the formulation of Authority policies and legal positions. Serves as a key member of the team for negotiation of air carrier use and lease agreements. Provides advice on contract solicitations, contracts, leases and other formal agreements, and represents the Authority on contract disputes and claims. Drafts, negotiates, and reviews deeds, easements, and other documents in property transactions. Serves as the primary point of contact with the Authority's bond counsel and with any other special counsel that may be employed by the Authority on an ad hoc basis. Drafts and interprets the Authority's regulations, Bylaws, and Code of Ethics. In conjunction with the staff at National Airport, enforces the nighttime noise regulations. Serves as liaison to attorneys for the Commonwealth of Virginia, for the District of Columbia, and for other jurisdictions. Represents the Authority in legal matters before administrative and judicial bodies.

OFFICE OF AUDIT

Manages the Authority's audit activities. With guidance from the Board's Audit Committee, develops and implements a broad scope audit plan. The plan is designed to provide reasonable assurance that the Authority has an effective system of internal controls, encompassing accounting, financial, administrative, operational, and computer controls. Evaluates controls and recommends improvements to management, reporting results to the Audit Committee and the Chief Executive Officer. Manages the activities of external auditors who perform an annual audit of the Authority's Financial Statements and related activities.

COMMUNICATIONS OFFICE

Designs, formulates, coordinates, and executes internal and external communication policies and strategies including legislative initiatives. Provides centralized management of official Authority communications including, but not limited to, marketing efforts, community relations, media relations, and governmental affairs.

Noise Abatement

Coordinates aircraft noise abatement and noise-related environmental activities. Develops, implements, and manages the noise compatibility programs and provides expert advice on technical issues related to aircraft noise.

Governmental Affairs

Represents the Authority to federal, state, county, and other municipal officials and governmental organizations on matters related to the Authority's operations. Responsible for developing harmonious and effective working relationships with the core constituency of government officials and organizations that have the most direct impact on the Authority. This includes the local congressional and state delegations; the District of Columbia Mayor's office and City Council; congressional committees; Executive Branch agencies involved in matters related to Authority operations (FAA, EPA, National Park Service, federal inspection agencies, etc.); and elected officials and transportation agencies of states, counties, and municipalities. Broadly responsible for monitoring the official actions of the above noted constituency; communicating with them on Authority

initiatives, plans, programs, and issues of mutual interest; and generally establishing and maintaining a visible presence with this constituency that will facilitate the type of positive communications and interactions that are in the long-term interest of the Authority.

Public Affairs

Is the primary source of Authority information for the news media and provides public affairs assistance to Authority staff. Establishes and maintains communications with the media whenever one of the airports closes, the parking lots are full, or any other unusual situation existing at Authority facilities, including emergencies. Issues news releases and prepares and distributes the Authority employee newsletter. Arranges interviews with the Chief Executive Officer and other staff by the news media and is the Authority conduit for information flow to the news media.

Community Relations

Communicates with business and civic associations, educational institutions, community groups, and interested citizens on matters related to the operation of the Authority's two airports and their impacts on the local environs. Maintains a close relationship with the Metropolitan Washington Council of Governments on issues associated with the operation of the Authority's airports. Maintains a community outreach program designed to achieve community participation in appropriate areas of Authority decision making. Responsible for distribution of noise monitoring reports and other noise and operational information to interested individuals and community groups. Serves as the point of contact within the organization on subjects and issues related to the public and community perception of the Authority.

Marketing Support

Provides support for the Authority's marketing and advertising programs. Serves as the focal point for the review, approval, and publication of Authority marketing media including the Washington Flyer magazine.

FINANCE OFFICE

Executes the Authority's annual and long-term budget activities, financing

strategies, commercial banking relationships, cash and debt management, and investment activities.

Controller

Formulates, presents, and reviews the Authority's accounting activities. Directs the revenue billing and collection, disbursements and travel activities, and internal and external financial reporting. Implements accounting policies and procedures to ensure an adequate system of internal control and compliance with generally accepted accounting principles.

Treasury

Conducts investment market research and invests Authority bond and operating funds to maintain cash flow for construction and operating requirements. Manages portfolios of a variety of investment instruments for the Authority's operating fund and each bond fund. Ensures Authority compliance with Bond Covenants, Internal Revenue Service regulations, and Federal Aviation Administration requirements.

Budget

Formulates, presents, and reviews the Authority's annual budget and multi-year plan. Prepares detailed instructions to guide Authority personnel in developing budget year estimates and multi-year planning data. Conducts debt management activities for the Authority.

Procurement and Contracts

Directs activities for the purchasing or contracting of equipment and services including design and construction of facilities. Activities include issuing solicitations, evaluating offers, conducting negotiation conferences, awarding and administering contracts.

OFFICE OF ENGINEERING

Formulates and manages the Authority's major facilities development activities including major repair and rehabilitation. Manages the Authority's building code compliance, environmental engineering, and federal construction grant programs.

Planning

Develops and maintains the Authority's airport master plans and recommends engineering criteria for all Authority development. Ensures conformance of construction plans and specifications to the airport master plans. Serves as Authority contact point for federal and state grants.

Design

Establishes Authority design standards and policies through maintenance and update of the Facility Design Manual. Responsible for the selection of design firms and the management, review, and approval of all facility designs. Provides architectural and engineering expertise for all designs performed for the Authority.

Construction

Responsible for construction management of major facility development. Develops and implements specific policies, objectives, procedures, and guidelines to ensure effective and timely management of major Authority construction projects. Provides technical advisors to the Authority contracting officers and Legal Counsel in construction claims and disputes management.

Building Codes/Environmental

Establishes policies and practices to ensure that all design and construction work is in full compliance with the Virginia Uniform Statewide Building Code. Provides comprehensive environmental expertise to ensure Authority compliance with local, state, and federal environmental regulations.

Dulles Corridor Metrorail Project

Oversees the design and construction of the Dulles Corridor Metrorail Project. Responsible for the day-to-day management of the Project Office, Design-Build contracts, the Final Design scope of work, the baseline schedule, the design and construction budget, and all other associated Project management tasks. Serves as the point of contact for the Federal Transit Administration (FTA), Washington Metropolitan Area Transit Authority (WMATA), and other local government partners.

RONALD REAGAN WASHINGTON NATIONAL AIRPORT

Provide a range of operational, facility maintenance, minor construction engineering, and administrative activities to accomplish air commerce for the National Capital Region.

Airport Operations

Provide 24-hour management and control of Authority facilities to ensure the safe, efficient, secure, and continuous operational use of Authority runways, taxiways, terminal buildings and other areas, and ramp control and mobile lounge operations at Dulles. Develop and implement Authority security, certification, and safety programs in accordance with Federal Aviation Regulations.

Engineering and Maintenance

Provide oversight, management, and quality control for Authority maintenance projects and tenant-financed construction projects. Execute preventive maintenance and repair programs related to terminals and associated service buildings, hangars, landing field, roadways, grounds, and plant facilities. Responsible for operation and maintenance of Authority facilities and equipment for provision and distribution of electrical energy, water, heat, and air conditioning. Provide management, operation, and maintenance support for automotive, construction material, and weight handling equipment. Responsible for Authority snow removal operations.

Airport Administration

Provide purchasing and warehousing of supplies and materiel in support of airport operations. Implement airport personal property, lost and found, and budget administration programs in accordance with overall Authority policies. Manage on-airport air carrier and air cargo activities including gates, ticket counters, baggage areas, and other in-terminal space arrangements. Coordinate necessary changes to the Authority's Airport Use Agreement and Premises Lease with the Business Administration Office. Manage contracts that provide to travelers parking and ground transportation services. The "Washington Flyer" system contracts are managed at Dulles.

WASHINGTON DULLES INTERNATIONAL AIRPORT

Provide a range of operational, facility maintenance, minor construction engineering, and administrative activities to accomplish air commerce for the National Capital Region.

Airport Operations

Provide 24-hour management and control of Authority facilities to ensure the safe, efficient, secure, and continuous operational use of Authority runways, taxiways, terminal buildings and other areas, and ramp control and mobile lounge operations at Dulles. Develop and implement Authority security, certification, and safety programs in accordance with Federal Aviation Regulations.

Engineering and Maintenance

Provide oversight, management, and quality control for Authority maintenance projects and tenant-financed construction projects. Execute preventive maintenance and repair programs related to terminals and associated service buildings, hangars, landing field, roadways, grounds, and plant facilities. Responsible for operation and maintenance of Authority facilities and equipment for provision and distribution of electrical energy, water, heat, and air conditioning. Provide management, operation, and maintenance support for automotive, construction material, and weight handling equipment. Responsible for Authority snow removal operations.

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Dulles Toll Road

Manage, operate, and develop the Dulles Toll Road (DTR) facility. Ensure that the DTR's revenue collection equipment and roadway management systems are operated and maintained in accordance with all appropriate regulations and protocols. Manage and safeguard all financial transactions and toll receipts. Monitor the revenue collection system, and satisfactorily reconcile all identified discrepancies. Implement and manage emergency plans for the roadway.

OFFICE OF PUBLIC SAFETY

Ensures the safety and security of the users of Washington Dulles International and Ronald Reagan Washington National Airports. Manages the activities of the Authority's Police and Fire Departments. Maintains emergency mutual aid support with surrounding communities. Operates physical and personnel security programs and, at National Airport, river search and rescue activities.

Police Department

Provides full service law enforcement and related services within Authority property boundaries, and the Dulles Toll Road enforcing the laws of the Commonwealth of Virginia, FAA Civil Aviation Security Regulations, and Authority Regulations. Conducts criminal investigations, controls vehicular and pedestrian traffic, conducts employment background reviews, specialized and tactical police operations, and administers routine and specialized training programs for Authority police. Provides community and customer services to tenants, concessionaires, employees, and the traveling public.

Fire Department

Provides fire protection, prevention, and suppression programs for Authority facilities. Directs operations of fire, crash, search and rescue, and related emergency equipment for structural and aircraft emergencies. Provides emergency first aid, advanced life support systems, and public education programs. Administers training programs for firefighting, emergency medical, and the airports' community.

Public Safety Administration

Implements personal property, directives management, office support, and budget administration programs in support of public safety operations in accordance with overall Authority policies. Coordinates purchasing activities to obtain supplies and material to support public safety programs.

BUSINESS ADMINISTRATION OFFICE

Directs Authority programs in the areas of equal opportunity, concession contracting and administration, lease of Authority space and land, procurement of materiel and services, property management, risk management, and related business activities that support the Authority. Coordinates and recommends overall Authority policies regarding airline operations including administration of the Authority's Airport Use Agreement and Premises Lease.

Equal Opportunity Programs

Develops and implements policies and procedures that ensure equal opportunity in contracting programs. Maintains aggressive outreach to minorities and women to ensure equal opportunity in the Authority's contracting and purchasing activities. Maintains certification programs for firms eligible to participate in the Authority's special emphasis purchasing and contracting programs.

Administrative Services

Manages programs for the inventory and disposal of the Authority's personal and real property. Provides general office support including mail routing, delivery services, motor fleet management, and general support and maintenance of office equipment and supplies.

Concessions and Property Development

Develops and implements policies and guidelines governing lease of Authority space and land, Authority concessions, and other commercial, revenue producing activities. Develops, negotiates, and administers concession contracts and Authority leases other than those required to provide parking and ground transportation services at the airports.

Risk Management

Directs activities which focus on accidental, regulatory, and legal losses or potential losses that could affect the Authority's resources or physical assets. Identifies, analyzes, and coordinates risk control, risk financing, and safety programs to protect the Authority.

OFFICE FOR HUMAN RESOURCES

Manages programs and systems that facilitate hiring, motivation, and retention of a highly qualified, diverse work force. Promotes an employee-management partnership to support the Airports Authority mission, reinforce its values and achieve its business objectives. Develops and adjusts policies and provides guidance to ensure consistent application of sound management practices.

Develops and implements policies and procedures that ensure equal opportunity in employment programs. Manages Affirmative Action Programs, dispute resolution programs and equal employment opportunity complaint processing.

Benefits, Compensation and Employee Development Department

Develops and administers benefit, compensation and employee development programs and services. Supports the *Retirement Committee* and serves as liaison between employees participating in Federal retirement plans and the U.S. Office of Personnel Management. Manages relationships with benefit and retirement program service providers, consultants and contractors. Designs and administers compensation systems, programs and policies. Conducts periodic wage and salary studies and establishes new salary ranges or adjusts existing structures. Evaluates jobs, helps prepare job documentation and ensures compliance with federal and state wage and hour laws.

Labor and Employee Relations Department

Negotiates agreements with certified bargaining units and manages compliance of work groups with these agreements. Recommends appointments to the Employee Relations Council (ERC), established by the 1988 Labor Code, and represents the Authority during administrative proceedings before the ERC. Provides guidance and training regarding conduct and discipline administration. Initiates assistance to ensure that employees understand and comply with job performance and behavior expectations.

Staffing and Records Services Department

Manages programs and procedures that enhance the ability of managers to hire employees with the skills and competencies required for Airports Authority operations. Develops and implements specialized advertising strategy. Establishes relationships within the labor markets and develops recruiting sources. Initiates recruiting activity, conducts applicant testing and screenings, refers qualified candidates to hiring managers, and extends formal job offers. Manages a human resource information system that provides managers and employees access to employee files and records and maintains employee records in a confidential manner consistent with industry standards.

OFFICE OF INFORMATION SYSTEMS AND TELECOMMUNICATIONS

Develops, operates, and maintains automated information systems, telecommunication, and wireless and radio systems to support Authority operations.

IT Operations & Services

Maintains the servers, desktops, operating system software, database software, and local and wide-area networks supporting the Authority's office environment. Is also responsible for the service desk operation, internet access, and the Authority website.

IT Systems & Programming

Maintains application software (other than ERP Program applications) associated with the Authority's office environment. Provides project management support for Authority offices and contractors. Responsible for research and development for new information systems technologies.

ERP Program

Works alongside the Authority's Functional Area Leads (FALs) in Finance, Procurement, Inventory and Engineering, to implement and manage the ERP system requirements necessary to carry out core departmental functionalities. Offers system and operational guidance to meet the objectives set forth in the ERP Project Charter. Manages the ERP Application Security Strategy, which outlines the Oracle ERP best practices in relation to segregation of duties and security controls, in conjunction with

IT Security and Office of Audit. Chairs the ERP Management Council. Responsible for research and development for all new ERP related information systems technologies.

Information Security

Oversees all aspects of the Airports Authority's Information Security Program to ensure the confidentiality, integrity and availability of all existing and future Airports Authority information assets. Maintains the Information Security Standards (ISS) program, supervises initiation and performance of information security risk assessments, serves as a consultant for information security issues, serves as the security liaison for enterprise software applications that integrate critical business functions, manages and administers computer security systems, and implements information security policies, procedures and standards.

Telecommunications

Maintains all telephone hardware, software, and cable associated with the Airport Voice Communications System. Solely responsible for provisioning and maintaining all high capacity intra- and inter-airport facilities using synchronous optical network, direct fiber, or copper connections. Responsible for maintenance, changes, billing, and collections related to the telephone network and Authority cellular phones and pagers.

Wireless and Radio Systems

Manages the Authority's radio communications systems with special emphasis on installing and maintaining all wireless transmissions systems used by Public Safety and Airport Operations. Develops policy, procedures, and standards for installation and maintenance of all wireless applications for cellular and unlicensed spread spectrum technologies. Serves as principal Authority liaison with the Regional Planning Committees, the FCC, and the surrounding jurisdictions for interoperability issues on the 800-MHz Land Mobile Radio System.



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. Redesignate 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;

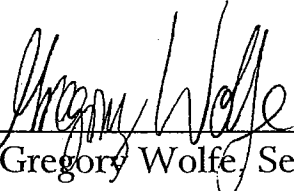
5. That the Planning Committee is authorized to approve any amendments to the airport layout plans for either Airport;

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