

SUMMARY MINUTES  
BUSINESS ADMINISTRATION COMMITTEE  
MEETING OF OCTOBER 16, 2013

Mr. Session chaired the October 16 Business Administration Committee Meeting, calling it to order at 11:49 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, Mr. Davis, Mr. Gates, Ms. McConnell, and Mr. McDermott were also present.

Pre-Solicitation Paper for Custodial Services at Ronald Reagan Washington National Airport. Paul Malandrino, Vice President and Airport Manager, presented the recommended procurement approach, including evaluation criteria. He stated that the current contract with Motir Services, Inc. would expire June 30, 2014. Mr. Malandrino reported that the proposed solicitation terms will be for a two-year base period with three one-year options and includes a living wage rate of \$13.54 per hour, as well as a 100 percent Local Disadvantaged Business Enterprise participation requirement. He noted that the full and open competition would be achieved through a best value procurement process.

Mr. Davis inquired about the living wage and staff provided the details, as previously authorized by the Board.

The Committee concurred with the pending procurement.

Recommendation Paper on 2014 Medical and Dental Insurance Programs and Proposed Premium Rates. Anthony Vegliante, Vice President for Human Resources, presented information on the costs shared between the Airports Authority and its employees. He presented the 2014 Authority healthcare plan changes to comply with the Healthcare Reform Act, premium rate increases, and enhanced wellness program strategies. Ms. Lang asked if staff is seeking Committee and Board approval because it exceeded the allocation previously approved in the budget. Mr. Potter stated that it has been an annual tradition for the Board to be presented with a summary of the medical and dental coverage details for budget approval. In accordance with the procurement guidelines, Quince Brinkley, Vice President and Secretary, clarified that the Committee and Board are required to approve the 2014 Medical and Dental Insurance Programs and proposed Premium Rates because the expenditure exceeded the delegated authority of \$3 million. Mr. Potter

then stated that the Board would approve the renewal contract relative to the budget for the 2014 medical and dental insurance coverage before approving the entire budget at a future meeting. He reported that staff would present a healthcare plan for 2015, which would recommend that the Authority consider different procurement opportunities.

Directors and staff continued a brief discussion on Board involvement in the approval process, as well as seeking alternative plans and engaging in competitive bidding for future healthcare provisions.

The Committee approved the staff recommendation.

Information Paper on the Annual Operational Insurance Policy. Steve Baker, Vice President for Business Administration, presented an overview of the process for renewing the Authority's property/casualty operational insurance policies for the Aviation and Dulles Corridor Enterprises.

Mike Natale, Manager, Risk Management, provided information on the levels of coverage for the renewal premiums. He indicated that all policies are renewed after extensive risk analysis updates are provided to the Authority's insurance brokers. Mr. Natale presented a summary for each premium renewal, as well as the premiums for new coverage, such as Public Officials Liability (Side A Coverage) and Nuclear, Biological, Chemical, Radiological.

The Meeting was thereupon adjourned at 12:12 p.m.