

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF FEBRUARY 18, 2015

Mr. McDermott chaired the February 18 Business Administration Committee Meeting, calling it to order at 10:35 a.m. A quorum was present: Mr. Chapman, Mr. Mims, Mr. Session, Ms. Wells, Mr. Williams, and Mr. Conner, *ex officio*. Mr. Caputo, Mr. Curto, Ms. Hanley, Mr. Kennedy and Ms. Merrick were also present.

Quarterly Acquisition Report (Quarter Ending December 31, 2014). Mark Adams, Deputy Chief Financial Officer, was joined by Liz Bryan, Manager, Procurement and Contracts. Mr. Adams reported that for the fourth quarter of 2014, 39 contracts had been awarded valued at \$267.5 million; 86 contract modifications totaled \$73.7 million; and 31 task orders had been issued totaling \$5.7 million. He stated that 57 other non-option year related modifications had been awarded during this period, including 34 for Aviation totaling \$9.5 million and 23 for the Dulles Corridor Metrorail Project totaling \$28.4 million. The Board had approved three contract actions – \$5.7 million for Petroleum Traders Corporation; \$2.5 million for Ricondo & Associates, Inc.; and \$2.5 million for Alstom Signaling, Inc. (Alstom). Mr. Adams noted that the Dulles Corridor Committee had voted that morning to approve a revised contract award for Alstom. He reported that 77 procurements greater than \$50,000 are planned for the second quarter of this year, thirteen of which may be \$3 million or more and will require Board approval. He stated that no solicitations less than \$3 million that impacted the traveling public had been identified for the second quarter of 2015. Mr. Adams reported that there had been one change in delegation or re-delegation of contracting authority since the prior quarterly report. He explained that contracting functions were temporarily being performed by the Acting Airport Administration Manager at Dulles International. As Jerome Davis, Executive Vice President and Chief Revenue Officer, had reported earlier at the day's Board Meeting, Mike Stewart had been detailed from Dulles International to the Office of Revenue. Mr. Adams reported that the person detailed to Mr. Stewart's position would have unlimited contracting authority for ground transportation, rental car, Fixed Base Operator(s) and parking concession contracts.

Mr. McDermott thanked staff for their efforts to meet with the Co-Chairs in preparation for the day's meeting.

Small Business Contracting Summary (As of September 30, 2014). Steve Baker, Vice President for Customer and Concessions Development, was joined by Richard Gordon, Manager, Equal Opportunity Programs. For the benefit of the new Directors, Mr. Baker explained how the Authority administers its small business programs. He stated that the Local Disadvantaged Business Enterprise (LDBE) program for non-federally funded contract opportunities represented approximately 85 – 90 percent of Authority spending and the Disadvantaged Business Enterprise (DBE) program for federally-funded contracts represented approximately 15 percent of Authority spending. Mr. Baker reported that these funds are allocated to Aviation construction and concessions, excluding the Dulles Metrorail Project, which has its own goal setting methodologies. He noted that the information provided in the Summary is for the third quarter of 2014 and explained that the data collected is part of a manual process. Mr. Baker stated that the Information Technology staff is currently working to automate and improve the process for gathering relative information.

Mr. Gordon summarized the Authority's contracting activity with small businesses. He presented the goal requirements, achievements and award amounts for the Small Business Programs for construction and goods and services contracts for both Airports and the Dulles Toll Road. The DBE goal for both Airports relative to construction and design projects is 25 percent. The LDBE requirement is 20 percent for goods and services and 25 percent for construction and design contracts. Mr. Gordon reviewed aggregate achievements and payments for DBEs and LDBEs in construction, as well as LDBE achievements and payments for goods and services contracts. He also reported on the achievements and payments for Phases 1 and 2 of the Dulles Corridor Metrorail Project.

The meeting was thereupon adjourned at 10:50 a.m.