

SUMMARY MINUTES
BUSINESS ADMINISTRATION COMMITTEE
MEETING OF FEBRUARY 19, 2014

Mr. Session chaired the February 19 Business Administration Committee Meeting, calling it to order at 8:37 a.m. A quorum was present: Mr. Griffin, Ms. Hall, Ms. Wells and Mr. Conner, ex officio. Mr. Chapman, Mr. Davis, Ms. Lang and Ms. Merrick were also present.

Mr. Session stated that Tab 1 (Pre-Solicitation Terms for a Duty Free Concession Operator for Dulles International and Reagan National Airports) had been deferred until a future meeting.

Quarterly Acquisition Report. Mark Adams, Deputy Chief Financial Officer, 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. Mr. Adams reported pertinent information for the fourth quarter of 2013 – 30 contracts had been awarded, valued at up to \$42.6 million; 66 contract modifications had been issued, totaling \$34.2 million; 25 task orders had been issued, totaling \$3.4 million; and four contract awards had been approved by the Board, totaling \$23.4 million. The planned procurements for the second quarter of 2014 included 63 forecast solicitations greater than \$50,000; ten solicitations estimated to total \$3 million or more and will require Board approval upon completion of the procurement process; two solicitations valued less than \$3 million that may impact the traveling public; and two solicitations that are reserved for selection by the Board of Directors. Mr. Adams reported that no changes had occurred in delegation or re-delegation of contracting authority since the prior quarterly report.

The Meeting was thereupon adjourned at 8:40 a.m.