Ms. Merrick chaired the September 20 Business Administration Committee Meeting, calling it to order at 8:30 a.m. A quorum was present during the Meeting: Mr. Session, Co-Chair, Ms. Hanley, Mr. Mims, Mr. Sudow, Mr. Tejada, and Mr. McDermott (ex officio). Mr. Adams, Mr. Griffin, Mr. Lazaro, Mr. Pozen, Mr. Uncapher, and Ms. Wells were also present.

Quarterly Acquisition Report. Johnna Spera, Acting Vice President for Supply Chain Management, provided an overview for the acquisitions that were made during the second quarter of 2017. She reported that 34 contracts were awarded for a maximum value of $35.9 million for their base terms. Ms. Spera reviewed some of the largest contract awards. She reported that there were 57 contract modifications totaling $86.9 million, including 15 extensions related to option years, totaling $11.8 million. Ms. Spera reviewed some of the significant option-year modifications. Additionally, 42 non-option year-related contract modifications had been awarded, including 26 for the Aviation Enterprise totaling $12.0 million, one for the Dulles Toll Road totaling $0.6 million, and 15 for the Dulles Corridor Metrorail Project totaling $63.1 million. Ms. Spera also reviewed some of the significant modifications. She reported that 32 task orders had been issued totaling $17.5 million, and she reviewed a couple of the larger task orders. Ms. Spera stated that the Board had approved seven resolutions resulting in six goods and services contract awards totaling up to $32.1 million and one concession contract with revenue totaling up to $91.3 million.

With regard to the fourth quarter of 2017, Ms. Spera reported that 54 procurements greater than $50,000 are planned. She reviewed five of the planned procurements that may require Board approval once the procurement process has been completed.

Ms. Spera reported that two changes had occurred in the delegation of authority: new re-delegation to one Contracting Officer and the retirement of one Procurement Technician.

Recommendation to Award a Contract for Airside Snow Removal and Ice Control Services at Washington Dulles International Airport. Brian Leuck, Acting Vice President and Airport Manager, Washington Dulles
International Airport (Dulles International), presented the staff recommendation to enter into a contract with Atlantic Contracting & Material Company, Inc. of Upper Marlboro, Maryland, for the provision of airside snow removal and ice control services at Dulles International. He reported that the contract, which would begin November 1, 2017, includes a five-year base period and one five-year option period. Mr. Leuck reviewed the services that would be provided to the 6,350,000 square feet area. He noted that other areas on the Airport would be directly serviced by Metropolitan Washington Airports Authority (Airports Authority), staff. In October 2016, the Committee concurred with the pre-solicitation terms for full and open competition. Additionally, Airports Authority staff established a 100-percent Local Disadvantaged Business Enterprise participation requirement for the contract. A Request for Proposals was issued on June 8, 2017, and proposals were received on July 18, 2017. The Technical Evaluation Committee reviewed and evaluated the proposals and concluded that the proposal received by Atlantic Contracting and Materials Company, Inc. was the only technically acceptable proposal.

Mr. Leuck explained that the annual cost of the contract is based upon actual expenses incurred according to the volume of snow or ice at Dulles International. Based upon historic weather patterns and forecasts, Mr. Leuck reported that the five-year base period cost is estimated at $12.7 million. The total combined value for the contract, including the five-year option period, is estimated at $26.5 million. Mr. Leuck stated that in comparison to historical prices, Atlantic Contracting & Material Company, Inc.’s pricing is considered fair and reasonable.

The Committee approved the recommendation. Ms. Merrick stated that she would present a resolution later that day in the Board Meeting.

Recommendation to Award a Contract to Supply Liquid Runway Deicer for Ronald Reagan Washington National and Washington Dulles International Airports. Paul Malandrino, Vice President and Airport Manager, Ronald Reagan Washington National Airport (Reagan National), presented the staff recommendation to enter into a contract with General Atomics International Services Corporation, doing business as Cryotech Deicing Technology (Cryotech) of Fort Madison, Iowa, for the provision of liquid runway deicer for Reagan National and Dulles International. He reported that the contract would have a three-year base term with one two-year option period. Mr. Malandrino stated that Dulles International and Reagan National are required to use a Federal Aviation
Administration (FAA)-approved liquid runway deicer product in accordance with winter operational requirements, which meets specific requirements that cover liquid deicing/anti-icing compounds, identifies material and environmental properties and establishes minimum standards for material compatibility and performance.

On March 22, 2017, the Committee concurred with staff’s recommendation to issue a two-step Invitation for Bids (IFB) for the supply of liquid runway deicer for both Airports. Mr. Malandrino reviewed the two steps involved in the IFB process. He stated that the IFB was issued on June 27, 2017 and both proposals received on July 26, 2017 were deemed technically acceptable. Mr. Malandrino reported that Cryotech submitted the lowest bid. The three-year maximum base period award amounts at Reagan National and Dulles International are estimated at $1.2 million and $2.4 million, respectively. Mr. Malandrino reported that the cost for the five-year contract term is estimated at $2.04 million for Reagan National and $4.09 million for Dulles International, totaling $6.13 million based on the five-year usage history at each Airport.

The Committee approved the recommendation. Ms. Merrick stated that she would present a resolution later that day at the Board Meeting.

**Recommendation to Award a Contract for Natural Gas Supply Service at Ronald Reagan Washington National Airport.** Richard Golinowski, Manager, Engineering and Maintenance at Reagan National, presented the staff recommendation to enter into a contract with WGL Energy Services of Vienna, Virginia (WGLE), to supply natural gas to Reagan National. Mr. Golinowski noted that natural gas is the primary fuel source for heating facilities and domestic hot water on the Airport. He reported that Section 1.3.1 of the Airports Authority’s Contracting Manual permits the use of contracts competitively procured by other governmental entities, when appropriate. Mr. Golinowski advised that the procurement of natural gas with other local agencies allows the Airport to take advantage of economies of scale pricing at favorable rates. He reported that on June 13, 2016, the County of Fairfax, Virginia issued a joint IFB for natural gas for Fairfax County Government and Fairfax County Public Schools and awarded one contract each to Colonial Energy, Inc. and WGLE. Mr. Golinowski stated that Colonial Energy, Inc. is unable to guarantee supply of Reagan National’s monthly demand. Based on current market research, staff determined that utilizing the WGLE contract procured by Fairfax County results in pricing comparable
to or lower than pricing Reagan National could expect to achieve by soliciting based solely on its requirements. Mr. Golinowski advised that the proposed contract, which would be effective December 1, 2017, would have a term of three years and eight months and provide an opportunity for Reagan National to participate in the next planned natural gas procurement by other governmental entities scheduled for July 2021.

The Committee approved the recommendation. Ms. Merrick stated that she would present a resolution later that day at the Board Meeting.

The meeting was thereupon adjourned at 8:50 a.m.