RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES
JUNE 15, 2017

Chair Ali presided. Present: Kane, Morgan, Teer, Saidi and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

I. APPROVAL OF AGENDA
Request by General Counsel Locklear to amend the agenda to include a closed session prior to adjournment; Motion by Teer to approve the amended agenda; Second by Saidi
ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES
Motion by Kane to approve the minutes of the May 18, 2017 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Zucchino
ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS
1. New hires and promotions recognized
2. Hudson News and RDU Air Ventures recognized as they presented the USO of NC with phone cards for service members
3. Congratulations offered to President and CEO, Michael Landguth, on achieving the Triangle Business Journal’s CEO of the Year Award for 2017

IV. OLD BUSINESS
1. Land and Development Committee Report – Teer reported the Land and Development Committee met on June 15, 2017 and discussed the following item(s):
   a. Consideration of an Agreement with Aero Systems Engineering, Inc. for Pre-Conditioned Air Units
      Committee recommends approval of an agreement with Aero Systems Engineering, Inc., and authorization for the President and CEO to execute the agreement.
      Motion by Teer to adopt Committee’s recommendation; Second by Kane
      ADOPTED BY UNANIMOUS VOTE
   b. Consideration of a Purchase of a 3000 gallon Aircraft Rescue and Firefighting (ARFF) Oshkosh Vehicle
      Committee recommends approval to purchase a 3000 gallon 6x6 Oshkosh Stryker ARFF vehicle from Oshkosh and authorization for the President and CEO to execute any documents necessary for the purchase.
      Motion by Teer to adopt Committee’s recommendation; Second by Kane
      ADOPTED BY UNANIMOUS VOTE
c. Consideration of Task Order #14 with O’Brien Atkins Associates for Schematic Design Phase Services for with the Advanced Surveillance Program
   Committee recommends approval of Task Order #14 to O’Brien Atkins Associates in the amount of $192,423 for Schematic Design Phase Services in connection with the Advanced Surveillance Program, and authorization for the President and CEO to execute the Task Order.

   Motion by Teer to adopt Committee’s recommendation; Second by Kane

   ADOPTED BY UNANIMOUS VOTE

d. Consideration of the Short-List Ranking a Planning/Design Consultant for the Consolidated Rental Car Program
   Committee recommends approval of the short-list ranking for a planning/design consultant for the Consolidated Rental Car Program, and authorization to negotiate with the ranked firms.

   Motion by Teer to adopt Committee’s recommendation; Second by Kane

   ADOPTED BY UNANIMOUS VOTE

e. Consideration of approval of a construction contract with Fred Smith Company for the Taxiway Alpha rehabilitation and authorization of the President and CEO to execute the contract
   Committee recommends approval of a construction contract with Fred Smith Company for the Taxiway Alpha rehabilitation and authorization of the President and CEO to execute the contract.

   Motion by Teer to adopt Committee’s recommendation; Second by Kane

   ADOPTED BY UNANIMOUS VOTE

f. John Brantley Boulevard Update
   Presentation for informational purposes only; no Board action required.

   2. Finance Committee Report – Teer reported the Finance Committee met on June 15, 2017 and discussed the following item(s):
      a. Financial Year-End Presentation
         Presentation for informative purposes only; no Board action required.

   3. Marketing and Customer Service Committee Report – Kane reported the Marketing and Customer Service Committee met on June 15, 2017 and discussed the following item(s):
      a. Consideration of a Master Service Agreement with Clean Design for Brand Development
         Committee recommends approval of a Master Services Agreement with Clean Design and authorization for the President and CEO to execute the agreement.

   Motion by Kane to adopt Committee’s recommendation; Second by Morgan

   ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS
   1. Consent Agenda:
      a. Consideration of Agreement with Hansa Consult of North America, LLC for Annual Leak Detection Services
      b. Consideration of Amendment 1 to the RDU Air Ventures Lease Agreement
c. Consideration of a Concession Logistics Contract with Beano, LLC DBA Errand Girl of Durham Concierge Services

d. Consideration of Amendment 1 to the CTN Service Agency Concession Lease

e. Consideration of Agreement with TSA for Reimbursement of Electrical and Janitorial Costs

f. Consideration of Agreement with Thomson Reuters for CLEAR Investigative Program

Motion by Teer to approve and adopt Consent Agenda items listed (a, b, c, d, e, and f); Second by Teer

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT

No items were reported.

VII. MEMBER COMMENTS

All members welcome new staff members to the Authority

VIII. PRESIDENT AND CEO’S REPORT

May was another month for the record books. It was RDU’s 39th consecutive month of year-over-year increases and the best recorded May ever. During the month, the number of passengers departing RDU grew 1 percent compared to May, 2016 with 519,125 enplanements. Load factor for the month increased slightly by 85.1 percent. For the year, seat capacity remains steady at 4 percent.

Delta Air Lines commenced twice daily nonstop flights to Nashville and daily nonstop flights to Seattle on Monday of this week. On May 25th, Delta upgraded its equipment to Paris from a 757 to a 767, adding 45 more seats per departure. Frontier Airlines announced a nonstop flight to Vegas beginning in August. They will join Southwest with daily nonstop service.

Cleon Umphrey has served RDU for twenty years with distinction. Cleon is the true embodiment of our core values—exhibiting integrity, respect, education, excellence, and TEAM. Cleon has been promoted from Director to Vice President and Chief Human Resources Officer. RDU is lucky to have him on the team.

The President thanked Donna Sylver and the entire finance team for exceptional reporting and exceptional results, as well as their disciplined and focused approach to stewarding the Authority’s financial resources. The President presented an update on the ParkRDU Preservation Project.

IX. CLOSED SESSION

Motion by Kane to enter into closed session; Second by Saidi

ADOPTED BY UNANIMOUS VOTE

Motion by Ali to exit closed session; Second by Saidi

ADOPTED BY UNANIMOUS VOTE

X. ADJOURNMENT

Motion by Ali to adjourn; Second by Teer

ADOPTED BY UNANIMOUS VOTE
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT
CLOSED SESSION MINUTES
JUNE 15, 2017

Teer presided. Present: Ali, Kane, Morgan, and Saidi. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, and other staff members and guests.

The Committee discussed the following item in closed session pursuant to North Carolina General Statute § 143-318.11:

1. Consideration of Task Order #14 with O’Brien Atkins Associates for Schematic Design Phase Services for with the Advanced Surveillance Program:

   Upon a motion by Teer, and a second by Kane, committee recommends approval of Task Order #14 to O’Brien Atkins Associates in the amount of $192,423 for Schematic Design Phase Services in connection with the Advanced Surveillance Program, and authorization for the President and CEO to execute the Task Order.

   Presented by William C. Sandifer, Senior Vice President and Chief Operating Officer - The purpose of this item is to provide a staff recommendation for the award of Task Order #14 to O’Brien Atkins Associates (OBA) for Schematic Design Phase Services in connection with the Advanced Surveillance Program (RDU Project #011359). The Advanced Surveillance Program is the Transportation Security Administration’s (TSA) collaborative surveillance technology resource. The goals associated with this program include providing greater surveillance across the airport campus to enhance situational awareness, increased monitoring of access points, and faster resolution of claims and law enforcement issues. The minority-owned small business (MSB) and women-owned small business (WSB) goals for the existing Master Agreement with OBA are 10% and 5% respectively. OBA has proposed MSB participation for Task Order #14 of 18.8% MSB and 0% WSB, which have been reviewed and deemed acceptable by the Small Business Program Manager. The Advanced Surveillance Program is a Capital Improvements Project with a budget of $2,550,000, and is eligible for full reimbursement from the TSA.

   Staff requests approval of Task Order #14 to O’Brien Atkins Associates in the amount of $192,423 for Schematic Design Phase Services in connection with the Advanced Surveillance Program, and authorization for the President and CEO to execute the Task Order.

   ADOPTED BY UNANIMOUS VOTE
Teer presided. Present: Ali, Kane, Morgan, Saidi and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CFO McFall, Senior Vice President & CEO Sylver, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuen, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Consideration of an Agreement with Aero Systems Engineering, Inc. for Pre-Conditioned Air Units: Upon a motion by Kane and second by Ali, the Committee recommends approval of an agreement with Aero Systems Engineering, Inc., and authorization for the President and CEO to execute the agreement.

   Presented by John Connell, VP, Operational Asset Management – Aero Systems Engineering (“ASE”) was retained by the Authority in January 2017 to evaluate if the point of use pre-conditioned air (“PCA”) units located at Terminal 2 were of sufficient cooling capacity to serve the aircrafts assigned to all Terminal 2 gates. Due to the increased heat load generated by newer and refitted aircraft and the type of aircraft presently being served, ASE’s evaluation recommended the replacement of 23 each, 30 ton PCA units with 60 ton units, 1 each 60 ton unit with a 100 ton unit and 2 each 90 ton PCA units with 110 ton units. After review by the Authority staff, Parsons was tasked with also reviewing the document and to provide a recommendation to which if any units needed to be replaced, a replacement priority, replacement schedule, impact analysis and a cost estimate for design and replacement. Parsons concluded that 21 units needed to be immediately replaced based on aircraft served now and that 5 units could wait until T2 Gate reassignments were completed. The Authority staff recommends replacement of all insufficiently sized units as recommended by the ASE evaluation to ensure maximum cost savings to the Authority and a higher level of service to tenants and customers. The proposed agreement with ASE will authorize design services which include T2 PCA unit replacement and associated electrical service upgrades. The scope of work for the PCA replacement design located at Terminal 2 C & D gates consists of site survey, design work to facilitate replacing existing POU PCA equipment on 26 gates and electrical service re-sizing if required. The Minority and Women-Owned Small Business (MWSB) participation goals for design services for this contract are 7.0% for minority-owned firms and 4.0% for women-owned firms. ASE has committed to goals of 8.9% minority-owned firms and 1.6% for women-owned firms. The compensation to the Consultant for basic services is an hourly not to exceed amount of $145,900. The compensation to the Consultant for reimbursable expenses including, travel, and miscellaneous other expenses shall be direct costs up to fixed ceiling amount of $3,000. The total maximum compensation for this effort is $148,900.
Staff recommends approval of an agreement with Aero Systems Engineering, Inc., and authorization for the President and CEO to execute the agreement.

2. Consideration of Purchase of a 3000 gallon Aircraft Rescue and Firefighting (ARFF) Oshkosh Vehicle: Upon a motion by Ali and second by Kane, the Committee recommends approval to purchase a 3000 gallon 6x6 Oshkosh Stryker ARFF vehicle from Oshkosh and authorization for the President and CEO to execute any documents necessary for the purchase.

Presented by Duane Legan, VP, Airport Operations – Staff is seeking approval to procure a replacement for an existing 1500 gallon 4x4 Aircraft Rescue and Firefighting (ARFF) vehicle. The existing vehicle is over 17 years old (year 2000 model Oshkosh) and has reached the end of its service life. This replacement is in the approved FY17/18 Capital Budget. The proposed replacement vehicle is a 3000 gallon Stryker 6x6 ARFF vehicle made by Oshkosh. Due to the increase in the number and size of aircraft operating at RDU, increasing the vehicle capacity from 1500 gallons to 3000 gallons greatly enhances the equipment availability that is required to meet the required minimum FAA firefighting equipment requirements (i.e., Index). The additional cost to upgrade to a 3000 gallon from a 1500 gallon is $56,092 (additional 8.2% of the base price of a 1500 gallon vehicle). Staff is also recommending the Oshkosh Stryker for the following reasons: It will allow continuity in operational use and training for ARFF personnel as the existing ARFF fleet is from Oshkosh; Fleet Maintenance personnel already have Oshkosh specific education, training, and experience; and Commonality of the ARFF fleet eliminates the need to stock additional parts and spares for more than one brand of vehicle. Pricing received from Oshkosh was also compared to the previous competitive RDU quote from their last ARFF procurement in 2015, as well as against a cooperative pricing agreement open to government agencies and some recent competitive bids from other airports. The total purchase price for the vehicle is $834,411, compared to our approved capital budget in the amount of $835,458.

Staff recommends approval to purchase a 3000 gallon 6x6 Oshkosh Stryker ARFF vehicle from Oshkosh and authorization for the President and CEO to execute any documents necessary for the purchase.

3. Consideration of the Short-List Ranking a Planning/Design Consultant for the Consolidated Rental Car Program: Upon a motion by Teer and second by Zucchino, the Committee recommends approval of the short-list ranking for a planning/design consultant for the Consolidated Rental Car Program, and authorization to negotiate with the ranked firms.

Presented by William C. Sandifer, A.A.E., Senior Vice President and Chief Operating Officer – The purpose of this item is to provide a staff recommendation on the short-list ranking for the selection of a planning/design consultant team to provide Program Definition Services in association with the future development of a Consolidated Rental Car, Ground Transportation Center, Roadway and Remote Car Rental Storage Lot Facilities. The services anticipated as part of this selection include the advanced planning and other analyses necessary to further define the
scope and layout of the Consolidated Rental Car Facility project and the other facilities and infrastructure listed above, and to develop descriptions, conceptual design drawings and outline specifications needed to direct follow-on project designers. A Request For Proposals (RFP) for the services was issued on February 17, 2017. Staff conducted a Pre-proposal and MWSB Program (MWSB) Conference on March 8, 2017. Representatives of 27 firms attended the pre-proposal conference. The deadline for submitting proposals was March 31, 2017. The Authority received (4) four proposals from the following prime firms: InterVISTAS, Coover Clark, Jacobsen | Daniels (J|D), Ricondo & Associates (Ricondo). Upon review of the proposals the selection committee decided to invite for oral interviews the following three lead firms: InterVISTAS, J|D, and Ricondo. The selection committee conducted lengthy interviews with these three short-listed teams on May 19, 2017. A final ranking was established by vote of the selection committee as follows:

- InterVISTAS
- Ricondo & Associates
- Jacobsen | Daniels

The number 1 ranked firm/team, InterVISTAS, has proposed MWSB utilization of 13% minority-owned and 9% women-owned businesses, above the goals established in the RFP. Staff requests authorization to negotiate an agreement with InterVISTAS for the provision of Program Definition Services for the CONRAC Program. In the event staff are unable to successfully negotiate an agreement with the #1 ranked firm, staff will initiate negotiations with the #2 ranked firm. Staff will bring an agreement back to the Board for approval at a later date.

Staff recommends approval of the short-list ranking for a planning/design consultant for the Consolidated Rental Car Program, and authorization to negotiate with the ranked firms.

4. Consideration of a construction contract to Fred Smith Company for the Taxiway Alpha rehabilitation:

Upon a motion by Ali and second by Kane, the Committee recommends approval of a construction contract to Fred Smith Company for the Taxiway Alpha rehabilitation and authorization of the President and CEO to execute the contract.

Presented by Jim Novak, Director of Facilities Engineering – The purpose of this item is to provide a staff recommendation on the award of a construction contract in connection with project Taxiway Alpha Rehabilitation, RDU 080739. The scope of work includes Asphalt Mill/Overlay of Taxiways A, A2, A5, A7, and A8; fillet widening (TDG 5) and paved shoulders (30’) to Taxiways A1, A2, and A8, fillet widening (TDG 4) and paved shoulders (20’) to Taxiways A5 and A7; demolition of Taxiway Connectors A3 and A4; New Taxiway A3 (TDG 4), Installation of new and reusing existing taxiway edge lights, signs and runway guard lights; sealing the Terminal 1 asphalt apron area (north and south ends), and grading, drainage, turf restoration and pavement marking. A contractor prequalification package was advertised on February 28, 2017 followed by a prequalification meeting on March 10, 2017. Prequalification packages were due on March 30, 2017 at which time four contractors submitted applications. Based on staff review, all four contractors were deemed acceptable to bid the project. The project was advertised on April 19, 2017 for formal
bids. A pre-bid meeting and site tour was conducted on April 25, 2017. Bids were received on May 24, 2017. One contractor submitted a bid and the bids were not opened. A second bid opening was advertised the same day with a bid opening date of May 31, 2017. One bidder submitted a bid and the bid was opened and publicly read. Since the bid was higher than the Engineer’s estimate and the Authority’s budget, and due to the time sensitivity of receiving money for this project from FAA, staff immediately began to negotiate with the contractor. The results of those negotiations are a final bid from Fred Smith Company in the amount of $19,379,878. The Engineer’s estimate is $16,526,817. Since we anticipated receiving federal funds, the project includes DBE goals in lieu of the MWSB goals. The DBE goal was set at 12%. Fred Smith and Company proposed a DBE goal of 12.0%. The Small Business Program Officer reviewed the proposed DBE goals and deemed them acceptable.

Staff recommends award of a construction contract to Fred Smith Company for the Taxiway Alpha rehabilitation and authorization for the President and CEO to execute the contract.

5. **John Brantley Boulevard Update**: *Presentation for informational purposes only; no Board action required.*

Presented by Ron Jewett, VP, Facilities Asset Management – Update on roadway improvements to John Brantley Boulevard presented.

Presentation for informational purposes only; no Board action required.
Zucchino presided. Present: Ali, Kane, Morgan, Saidi and Teer. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. Financial Year-End Presentation: Presentation for informational purposes only; no Board action required. Presented by Donna Sylver, Senior Vice President and Chief Financial Officer – Update on FY2016-2017 presented. Presentation for informational purposes only; no Board action required.
RALEIGH-DURHAM AIRPORT AUTHORITY
MARKETING AND CUSTOMER SERVICE COMMITTEE MEETING MINUTES
JUNE 15, 2017

Kane presided. Present: Ali, Morgan, Saidi, Teer, and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylvester, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Consideration of Master Services Agreement with Clean Design for Brand Development:** Upon a motion by Kane and second by Saidi, the Committee recommends approval of a Master Services Agreement with Clean Design and authorization for the President and CEO to execute the agreement.

   Presented by Kristie VanAuken, Vice President of Communications and Community Affairs – Strong organizations have strong brands. A strong brand can unite employees, community and consumers around common stories and values that will strengthen our reputation and restrict other organizations from defining the airport and our actions according to outside agendas. Establishing the RDU Brand will effectively position the airport, create measurable standards of performance, and support brand standards guiding all communications internally and externally. A strong brand will also amplify our Core Values inside and outside of RDU and will align with the Vision and Mission. Staff recommends that the Authority utilize a professional branding and communications agency to successfully complete the RDU Brand Development Project. A highly competitive Request for Proposals resulted in twelve proposals, and five agency presentations. Clean Design (Clean), a locally woman-owned branding and communications agency was selected for the RDU Brand Development Project because it offered the best value for the Authority and was selected for its demonstrated expertise in similar projects for similar organizations. The proposed 3 year Master Services Agreement requires task orders to authorize services for the project’s phases. Task Order No. 1 will be completed over a 9-month period for an amount not to exceed $99,000 and will provide brand, audience, comparator, connection, and strategy deliverables. It is anticipated that subsequent task orders will occur for deliverables in future phases. Clean is certified as a 100% woman-owned business under the MWSB program. Staff recommends approval of a Master Services Agreement with Clean Design and authorization for the President and CEO to execute the agreement.
RALEIGH-DURHAM AIRPORT AUTHORITY
CONSENT AGENDA
JUNE 15, 2017

Chair Ali presided. Present: Kane, Morgan, Teer, Saidi and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CRO McFall, Senior Vice President & CFO Sylver, Vice President & CHRO Umphrey, Vice Presidents Connell, Hetzel, Jewett, Legan, and VanAuken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Board considered the following item(s):

1. Consideration of Agreement with Hansa Consult of North America, LLC for Annual Leak Detection Services: Item was presented at full Board Meeting for consideration.
   
   Presented by John Connell, Vice President, Operational Asset Management – Staff is seeking approval of an agreement for annual Leak Detection System (LDS) maintenance services with Hansa Consult of North America, LLC (HCNA). The leak detection system at the RDU Fuel Farm is controlled by a proprietary control system manufactured by HCNA. The major components include a computer server, terminal, HCNA software, LDS Panel, and various sensors, pumps, actuators, and valves. In order to properly maintain this system, annual preventative maintenance is required to include an annual calibration of the system, diagnostic review, a leak simulation test, as well as overall system operational checks. The Authority has contacted HCNA to provide a 5 year quote for these annual services. HCNA has agreed to keep the current annual pricing for these services with no escalation over the five years. Total contract amount for the service is $60,000 ($12,000 per year).
   
   Staff recommends an agreement with Hansa Consult of North America, LLC and authorization for the President and CEO to execute the agreement.

2. Consideration of Amendment 1 to the RDU Air Ventures Lease Agreement: Item was presented at full Board Meeting for consideration.
   
   Presented by Ingrid N. Hairston, Director of Business Development – RDU Air Ventures entered into a lease agreement with the Authority on December 1, 2016 for administrative office and concession support spaces. Amendment 1 coordinates this office and support space agreement with the new retail concession agreement entered into on 3/27/17 between Hudson Group (HG) Retail, LLC and the Authority. Hudson Group (HG) Retail, LLC is the primary joint venture partner in RDU Air Ventures. Amendment 1 revises the tenant name from RDU Air Ventures to Hudson Group (HG) Retail, LLC and extends the term to the DBO of the concession agreement. The amendment also modifies the space description to add concession support space 1840E, adjusts the Fixed Rent amount due to include rental
fees for the support space, and updates the security deposit amount to cover all leased spaces.

Staff recommends approval of Amendment 1 to the RDU Air Ventures Lease Agreement and authorization for the President and CEO to execute the amendment.

3. Consideration of a Concession Logistics Contract with Beano, LLC DBA Errand Girl of Durham Concierge Services: *Item was presented at full Board Meeting for consideration.*

Presented by Ingrid N. Hairston, Director of Business Development – In November 2015, the Authority issued a Request for Proposals for logistics coordination services to support the implementation of terminal concession promotional activities. The Authority entered into a one-year agreement in May 2016 with the successful vendor, Beano, LLC DBA Errand Girl of Durham Concierge Services. The agreement term was limited to one year to allow staff to evaluate the effectiveness of a new vendor providing this service. Beano, LLC performed well and exceeded expectations. Staff now seeks approval of a three-year agreement with Beano, LLC to provide logistics coordination services. The scope of work for this agreement includes planning and coordination for promotional activities, providing escorts for performers, and monitoring and/or staffing event day activities, distribution of promotional materials and supplies for events to concession tenants, distribution of folding tables for sales events, and setup and breakdown of sidewalk sales and special promotions, as necessary. Beano, LLC has agreed to a modest increase in hourly rate for the 3-year period, from $54/hour to $57/hour, with no escalation over the term of the agreement. Services are billed on a time and materials basis. The contract has a total not to exceed amount of $75,000, an average of $25,000 per year. Beano, LLC is a certified Minority-Owned Small Business.

Staff recommends approval of the agreement with Beano, LLC DBA Errand Girl of Durham Concierge Services for logistics coordination services and authorization for the President and CEO to execute the agreement.

4. Consideration of Amendment 1 to the CTN Service Agency Concession Lease: *Item was presented at full Board Meeting for consideration.*

Presented by Ingrid N. Hairston, Director of Business Development – CTN Service Agency entered into a lease agreement with the Authority on October 17, 2013 to operate a passenger services business in Terminals 1 and 2. CTN Service Agency operates Superior Shine located across from Gate A7 in Terminal 1 and Gate C3 in Terminal 2. The agreement expires on September 30, 2018. Amendment 1 converts the passenger services offered in Terminal 1 to a nail and spa salon concept, Na’Sah’s Nails & Spa. The salon will offer nail care and massage treatments services. CTN Service Agency currently pays $500 per month in fixed rent per location. Amendment 1 maintains concession rent as fixed rent at $500 per month for the Terminal 2 shoeshine. Concession rent in Terminal 1, however, will convert to Percentage Rent at the rate of 10% of gross receipts for the nail and spa concept. The term of the agreement is not changed by this amendment.
Staff recommends approval of Amendment 1 to the CTN Service Agency Concession Lease and authorization for the President and CEO to execute the amendment.

5. Consideration of Agreement with TSA for Reimbursement of Electrical and Janitorial Costs: Item was presented at full Board Meeting for consideration.

Presented by Barry Stoker, Director of Contract Facilities Maintenance – This recommendation is for approval of an agreement (Other Transaction Agreement – OTA) with the Transportation Security Administration (“TSA”) for the reimbursement of expenses to the Authority for electricity and janitorial services furnished to the TSA. This agreement will obligate the TSA to reimburse the Authority a fixed amount for electricity expense based on the calculated energy usage of the TSA’s passenger and baggage screening equipment. The agreement will also authorize reimbursement for janitorial services, which will be provided by the Authority to the TSA through the janitorial agreement with GCA Services. These services will be provided at the security checkpoints, baggage screening areas, and TSA leasehold space. Currently, the TSA maintains these areas directly through its own contractor. The amount of reimbursement to the Authority over the proposed five-year term will be $799,766.24 ($250,513.20 for electricity and $549,253.04 for janitorial service). The proposed agreement will begin on July 1, 2017.

Staff recommends approval of an agreement with the Transportation Security Administration for reimbursement of electricity and janitorial services and for authorization for the President and CEO to execute the agreement.

6. Consideration of Agreement with Thomson Reuters for CLEAR Investigative Program: Item was presented at full Board Meeting for consideration.

Presented by Steele T. Myers, Chief of Police – The purpose of this memorandum is to recommend approval of an agreement with Thomson Reuters for an Investigative Information Search Program known as CLEAR. The Authority Police Department is currently using CLEAR and has been for the last two years on an annual contract basis. CLEAR is an investigative software program available only to law enforcement agencies and other government entities. CLEAR is used on a daily basis by the Investigations Unit and consistently by the police officers of the Patrol Division. It has proven valuable in the recovery of stolen vehicles for our rental car partners, the recovery of electronics that are left behind by our customers and passengers, the tracking and locating of hit and run vehicle suspects, and by providing critical information that proved the nexus to narcotics and bulk cash smuggling suspects. CLEAR was chosen over two other providers because it provides more expansive information as well as a considerable cost savings that includes unlimited searches and unlimited users. A breakdown of the cost is below, along with other price quotes:

Year 1 (9/1/17 - 8/31/18): $99.67/month
Year 2 (9/1/18 - 8/31/19): $101.66/month
Year 3 (9/1/19 - 8/31/20): $103.69/month
Year 4 (9/1/20 - 3/31/21): $105.76/month
Staff recommends approval of an agreement with Thomson Reuters for the use of CLEAR and approval for the President and CEO to sign the agreement.