RALEIGH-DURHAM AIRPORT AUTHORITY BOARD MEETING MINUTES  
FEBRUARY 15, 2018

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

I. APPROVAL OF AGENDA  
Motion by Teer to approve the agenda; Second by Thompson  
ADOPTED BY UNANIMOUS VOTE

II. APPROVAL OF MINUTES  
Motion by Kane to approve the minutes of the January 18, 2018 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes and the consent actions incorporated therein; Second by Ali  
ADOPTED BY UNANIMOUS VOTE

III. CHAIR COMMENTS  
1. Service awards given, recognizing employee and volunteer milestones  
2. New hires and promotions recognized  
3. Employee of the Year to be announced and attendees invited to reception following the meeting  
4. Remarks regarding bi-annual World Class Service Awards, recognizing 20 individuals  
5. Reminder as to China Symposium on February 20, co-hosted with Duke University and NC Department of Commerce  
6. RDU had a record number of passengers in 2017 and new air services added and the Chair thanked the Authority’s leadership and personnel for their hard work

IV. OLD BUSINESS  
1. Land and Development Committee Report – Teer reported the Land and Development Committee met on February 15, 2018 and discussed the following items:  
   a. Consideration of MOU and Reimbursable Agreement with the Federal Aviation Administration  
      Committee recommends approval of the FAA Memorandum of Understanding, and the Reimbursable Agreement in the amount of $471,069.29, and authorization for the President and CEO to execute these agreements.  
      Motion by Teer to adopt Committee’s recommendation; Second by Zucchino
ADOPTED BY UNANIMOUS VOTE

b. Consideration of Amendment #1 to Task Order #15 with O’Brien Atkins
Committee recommends approval of Amendment #1 to Task Order #15 with O’Brien Atkins in the amount of $153,237 and authorization for the President and CEO to execute the amendment.

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

ADOPTED BY UNANIMOUS VOTE

c. Consideration of Amendment #1 with Parsons Transportation Group
Committee recommends approval of Amendment #1 to the Master Agreement with Parsons Transportation Group, for a total amount of $2,641,134 and authorization for the President and CEO to execute the amendment.

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

ADOPTED BY UNANIMOUS VOTE

d. Consideration of the Revised MarketPlace Design
Committee recommends approval of the revised design for MarketPlace seating units and workstations

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

ADOPTED BY UNANIMOUS VOTE

e. Consideration of Terminal 2 Conceptual Design Presentation for Trip Advisor
Committee recommends approval of the Trip Advisor conceptual design drawings.

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

ADOPTED BY UNANIMOUS VOTE

2. Operations Committee Report – Thompson reported the Operations Committee met on February 15, 2018 and discussed the following items:

a. Consideration of Agreement for Transit Bus Cleaning Services
Committee recommends approval of a five-year contract with Platinum Mobile, LLC to provide transit bus cleaning services in the amount of $64,940 and authorization for the President and CEO to execute the contract.

Motion by Thompson to adopt Committee’s recommendation; Second by Saidi; Teer and Kane opposed

ADOPTED BY MAJORITY VOTE
b. Consideration of Service Agreement with Schneider Electric
Committee recommends approval of a five-year Service Agreement with Schneider Electric Building Americas, Inc. in the amount of $169,860 and authorization for the President and CEO to execute the agreement.

Motion by Thompson to adopt Committee’s recommendation; Second by Kane
ADOPTED BY UNANIMOUS VOTE

3. Finance Committee Report – Zucchino reported the Finance Committee met on February 15, 2018 and discussed the following item(s):

a. Third Quarter Fiscal Year 17/18 Financial Performance
Presentation to the Finance Committee showing the unaudited financial performance for the 3rd quarter of the fiscal year ending March 31, 2018, compared to the budget.
For informative purposes only. No Board action required.

V. NEW BUSINESS
1. Consent Agenda:
   a. Consideration of a State Grant for Taxiway F Rehabilitation.
   b. Consideration of a State Grant for Runway 14/32 Rehabilitation

   Motion by Thompson to approve and adopt the Consent Agenda items listed; Second by Kane
ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT
No items were reported.

VII. MEMBER COMMENTS
Board members congratulated new hires, promotions and service award recipients, thanked staff for their hard work and expressed that 2018 looks exciting for the airport.

VIII. PRESIDENT AND CEO’S REPORT
Activity Report – In 2017, RDU welcomed 11,671,000 passengers which is an all-time annual record! For the calendar year, the number of arriving passengers grew by a 5.58 percent, which exceeded the forecasted three percent increase. Since 2013, enplanements at RDU are up 26.9 percent. January 2018 was RDU’s 47th consecutive month of growth. During the month, 405,358 passengers departed RDU, an increase of 5.2 percent over January 2017. The number of deplaned passengers grew by 5 percent. Allegiant announced it will begin seasonal service to Fort Walton Beach beginning in May, providing low fares to the Florida Panhandle. This is sure to be a popular flight.
Past Year’s Highlights – Team RDU did a tremendous amount of work last year. 209 employees filled out the Work Climate Survey. Three work climate factors: a sense of community, a shared vision and a positive outlook were all identified as important to individual and organizational growth. A highly supportive climate was reported overall for the first time since RDU began administering the survey over three years ago.

To assist RDU in paying for critical Vision 2040 projects, the State of North Carolina is investing $52 million to help accelerate critical airport infrastructure projects. RDU’s Airport Layout Plan was approved by the FAA, giving our team the green light to replace 5L/23R. This is so important, because as the Triangle region grows, RDU must grow as well. It is our responsibility and privilege to keep up with the civil aviation needs of our region. Several Vision 2040 projects are underway, and more are on deck for 2018. These projects are essential as RDU continues to grow airline carriers and flights.

In the past 6 years, RDU has added Frontier Airlines, Alaska Airlines, Allegiant and Virgin America and it has added 33 new flights. Contributing to these 33 flights, Frontier Airlines made a huge announcement last week that it is adding six new destinations, making them the second largest carrier at RDU in terms of destinations! The new destinations are Buffalo, Milwaukee, New Orleans, Houston, Austin and San Juan, beginning in early April. Last year we also celebrated one year of the Paris flight. This flight continues to be very successful, as is evident by the 767 operating for a longer period of time over the summer.

Additionally, Fitch reaffirmed our very strong AA- Bond rating, a true testament to our financial strength.

Finally, we can all celebrate this beautiful new Board Room. The improvements in lighting, technology and space make this a perfect meeting space.

What’s Coming in 2018 – We are deep into our planning for the upcoming fiscal year, crafting an ambitious and smart plan to get a lot done. Following our strategic plan, let’s start with customer experience, as new shops and restaurants will open throughout Terminal 2, including Whiskey River opening this spring on Concourse D. We continue to learn more about RDU from various stakeholders from our brand initiative as well. Our Marketing/Communications firm will have a final report during the first quarter of our new year. We will also host more community engagement events with our special needs customers and celebrate our 75th anniversary of powered flight at RDU, in May.

To meet our operational excellence objectives, we will continue construction on Taxiways A and F and repave John Brantley Boulevard. There are many more projects that will enhance the customer experience and provide a better operating environment for our airline partners. The Authority will also invest in its people as without motivated team members who live our core values, we won’t be successful.

Finally, we will continue to exercise financial discipline by looking for ways to keep our costs low while seeking opportunities to grow revenue. And, we will begin the next phase of our

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**Raleigh-Durham Airport Authority Board Members**

Farad Ali, Chairman  
City of Durham

John M. Kane, Vice Chairman  
Wake County

Dickie Thompson  
City of Raleigh

Patrick Hannah, Esq., Secretary  
Durham County

David Morgan  
Durham County

Lawrence R. Zucchi, Treasurer  
Wake County

Sepideh Saidi, PE  
City of Raleigh
Enterprise Risk Management program. This is just a sampling of what’s to come and we are excited to present our 2018 Business plan and Budget in March.

5L-23R – During committee meeting today, Bill and Ron spoke about the runway replacement plan. This is a 10 year plan and nearly a half a billion dollar investment in the aviation future for the Triangle region. Bar none, this is our most important project for 2018 and the next 10 years. We are anxious to get started. The good news is, we already have. With today’s Board actions, we can move with confidence to begin the EIS and collaborate with the FAA on this vital piece of critical infrastructure.

Volunteer of the Year Announcement – The announcement of Volunteer of the Year was postponed to the March meeting.

Employee of the Year Announcement – President and Chief Executive Officer Landguth announced the 2017 Employee of the Year, Valerie Steele, and Chair Ali, President and CEO Landguth and Vice President & CHRO Umphrey congratulated Valerie Steele.

IX. ADJOURNMENT

Motion by Teer to adjourn; Second by Saidi

ADOPTED BY UNANIMOUS VOTE
The Board approved the following items on the Consent Agenda:

a) **Consideration of a State Grant for Taxiway F Rehabilitation**

   Memorandum by Kristen Dwiggins, Facilities Engineering Project Manager – The North Carolina Department of Transportation, Division of Aviation (NCDOT/DoA) provided a grant offer in the amount of $30,744,026 for construction and consultant services related to the Taxiway F rehabilitation project (Capital Project 080769), representing approximately 100% of the total estimated cost.

   A construction contract in the amount of $26,582,318 was awarded to Anthony Allega, Inc. in November 2017, and work is underway. Equipment to upgrade the Approach Lighting Control and Monitoring System is proposed to be purchased from ADB Safegate, in the amount of $17,083, to ensure compatibility with the existing system. The firm of W.K. Dickson, the design engineer, is currently under contract to provide construction administration services in the amount of $464,783. In addition, Parsons Transportation Group is currently under contract, in the amount of $3,601,842, to provide construction management, resident project representation, and quality assurance testing related to construction. Other eligible costs to be covered by the grant includes grant administration, estimated legal fees, permitting, and advertising costs estimated at $78,000.

   Staff requests approval to accept the grant offer, approval of the Board resolution allowing the Authority to enter into the State grant in the amount of $30,744,026, and authorization for the President and CEO to execute the State Grant Agreement with the NCDOT/DoA.
RESOLUTION

A motion was made by John Kane, Vice Chair, Raleigh-Durham Airport Authority Board and seconded by
(Name and Title)

Richard Thompson, Raleigh-Durham Airport Authority Board Member for the adoption of the following resolution, and
(Name and Title)

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of $30,744,026 has been approved by the Department based on total estimated
cost of $30,744,026; and

WHEREAS, an amount equal to or greater than zero percent (0%) of the total estimated project cost has been
appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE President and CEO

>Title

of the Sponsor be and he hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby
binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon
modification thereof.

I, Michael J. Landguth, President and CEO of the

(Name and Title)

Raleigh-Durham Airport Authority do hereby certify that the above

(Sponsor)
is a true and correct copy of an excerpt from the minutes of the

(Sponsor)

of a meeting
duly and regularly held on the 15 day of February, 2018.

This, the 15th day of February, 2018.

Sponsor Seal

Signed: Michael J. Landguth
Title: President and CEO
Of The: Raleigh-Durham Airport Authority

DOA FORM (12/10) Page 4 of 14
b) Consideration of a State Grant for Runway 14/32 Rehabilitation

Memorandum by Kristen Dwiggins, Facilities Engineering Project Manager – The North Carolina Department of Transportation, Division of Aviation (NCDOT/DoA) provided a grant offer in the amount of $179,555 for design and bidding phase services related to the Runway 14/32 Rehabilitation project (Capital Project 211100).

The firm of RS&H is currently under contract for this work and the design plans are approximately 60% complete. Plans will be completed later this calendar year.

The State’s grant offer represents approximately 100% of the total cost of design.

Staff requests approval to accept the grant offer, approval of the Board resolution allowing the Authority to enter into the State grant in the amount of $179,555 and authorization for the President and CEO to execute the State Grant Agreement with the NCDOT/DoA.
RESOLUTION

A motion was made by John Kane, Vice Chair, Raleigh-Durham Airport Authority Board and seconded by
(Name and Title)

Richard Thompson, Raleigh-Durham Airport Authority Board Member for the adoption of the following resolution, and
(Name and Title)

upon being put to a vote was duly accepted:

WHEREAS, a Grant in the amount of $179,555 has been approved by the Department based on total estimated cost
of $179,555; and

WHEREAS, an amount equal to or greater than zero percent (0%) of the total estimated project cost has been
appropriated by the Sponsor for this Project.

NOW THEREFORE, BE AND IT IS RESOLVED THAT THE President and CEO

>Title)

of the Sponsor be and hereby is authorized and empowered to enter into a Grant Agreement with the Department, thereby
binding the Sponsor to the fulfillment of its obligation incurred under this Grant Agreement or any mutually agreed upon
modification thereof.

I, Michael J. Landguth, President and CEO of the

(Name and Title)

Raleigh-Durham Airport Authority do hereby certify that the above

(Sponsor)

is a true and correct copy of an excerpt from the minutes of the

(Sponsor)

duly and regularly held on the 15th day of February, 2018.

This, the 15th day of February, 2018.

SPONSOR SEAL

Signed: Michael J. Landguth
Title: President and CEO
Of The: Raleigh-Durham Airport Authority

Raleigh-Durham Airport Authority Board Members
Farad Ali, Chairman
City of Durham

John M. Kane, Vice Chairman
Wake County

Patrick Hannah, Esq., Secretary
Durham County

Lawrence R. Zucchini, Treasurer
Wake County

Robert D. Teer, Jr.,
City of Durham

Dickie Thompson
City of Raleigh

David Morgan
Durham County

Sepideh Sadri, PE
City of Raleigh
RALEIGH-DURHAM AIRPORT AUTHORITY
LAND AND DEVELOPMENT COMMITTEE MEETING MINUTES
FEBRUARY 15, 2018

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

The Committee discussed the following item(s):

1. Consideration of MOU and Reimbursable Agreement with the Federal Aviation Administration:
   Upon a motion by Teer and second by Kane, the Committee recommends approval of the FAA Memorandum of Understanding, and the Reimbursable Agreement in the amount of $471,069.29, and authorization for the President and CEO to execute these agreements.
   Presented by William C. Sandifer, A.A.E., Senior Vice President and Chief Operating Officer – Staff requests approval of two agreements with the Federal Aviation Administration (FAA). The first agreement is a Memorandum of Understanding (MOU) that defines the roles and responsibilities with respect to the preparation of an Environmental Impact Statement (EIS) for various runway improvement projects at RDU including:
   1) Replacement of Runway 5L/23R and Taxiway B;
   2) Rehabilitation of Runway 5R/23L;
   3) Extension of Runway 5R/23L to 9,000 feet; and
   4) Construction of an angle exit taxiway leading from Runway 5R/23L to Taxiway C.
   The second agreement is a Reimbursable Agreement with the FAA whereby the Authority will pay for a full-time FAA EIS project manager, dedicated to lead the RDU EIS project at an estimated two year cost of $471,069.29.
   Staff requests approval of the FAA Memorandum of Understanding, and the Reimbursable Agreement in the amount of $471,069.29, and authorization for the President and CEO to execute these agreements.

2. Consideration of Amendment #1 to Task Order #15 with O’Brien Atkins:
   Upon a motion by Kane and second by Teer, the Committee recommends approval of Amendment #1 to Task Order #15 with O’Brien Atkins in the amount of $153,237 and authorization for the President and CEO to execute the amendment.
Presented by: Ron Jewett, Vice President Facilities Asset Management and Jennifer Evangelist of Parsons Transportation Group – Staff requests the award of Amendment #1 to Task Order #15 under the Master Agreement with O’Brien Atkins (O’Brien), authorizing O’Brien to execute the preferred design concept and provide construction phase services for expanding the existing Terminal 2 Security Checkpoint facility to accommodate two additional TSA passenger screening lanes. The scope of work includes the demolition and incorporation of the existing shell space adjacent to the current checkpoint, as well as the current Drugs & More space and incorporates the relocation of an existing security door in corridor 2400C1 defined under O’Brien’s Task Order #10.

The overall Minority and Women Owned Small Owned Business (MWSB) goals for O’Brien’s Master Agreement are 10.0% for Minority-owned Small Owned Businesses and (MSB) and 5.0% for Women-owned Small Owned Businesses (WSB). Total MSB and WSB participation for Task Order #15 (including this Amendment #1) are 27.7% for MSB and 4.3% for WSB.

Services rendered pursuant to this Amendment #1 will be compensated on an hourly rate, with the total amount not to exceed $144,925. Allowable reimbursable expenses shall not exceed $8,312, making a total not-to-exceed compensation of $153,237.

Staff requests approval of Amendment #1 to Task Order #15 with O’Brien Atkins in the amount of $153,237 and authorization for the President and CEO to execute the amendment.

3. Consideration of Amendment #1 with Parsons Transportation Group:

Upon a motion by Kane and second by Teer, the Committee recommends approval of Amendment #1 to the Master Agreement with Parsons Transportation Group, for a total amount of $2,641,134 and authorization for the President and CEO to execute the amendment.

Presented by: Ron Jewett, Vice President Facilities Asset Management – Staff requests an Amendment #1 to the Master Agreement with Parsons Transportation Group (Parsons) for Program and Construction Management Services (PM/CM Services). The Parsons Master Agreement is a 5-year contract which commenced on April 1, 2017. The proposed Amendment #1 establishes the maximum payment to Parsons for PM/CM Services for the Authority’s Fiscal Year 2018/19. Through the existing Master Agreement, Parsons’ staff assists the Authority with the management of multiple design and construction projects by providing quality assurance, project management, construction management, document control, cost control, change order management, design reviews, contract management, Program Management software implementation, and inspection services.
The overall Minority and Women Owned Small Owned Business (MWSB) goals for the existing Master Agreement are 10.0% for Minority-owned Small Businesses (MSB) and 5.0% for Women-owned Small Businesses (WSB). MSB and WSB participation goals remain unchanged for this Amendment #1. Parsons’ committed goals for all agreements to date is 12.2% MSB and 5.4% WSB.

The maximum compensations that can be requested under this Amendment #1 for Parsons’ services in fiscal year 2018/19 is $2,261,406 and for Reimbursable Expenses is $379,728. By this Amendment #1, the maximum total compensation that can be requested under the Master Agreement in fiscal year 2018/19 is $2,641,134.

Staff requests approval of Amendment #1 to the Master Agreement with Parsons Transportation Group, for a total amount of $2,641,134 and authorization for the President and CEO to execute the amendment.

4. Consideration of the Revised MarketPlace Design

Upon a motion by Zucchino and second by Ali, the Committee recommends approval of the revised design for MarketPlace seating units and workstations.

Presented by: Ingrid N. Hairston, Director of Business Development – During the November Meeting, the Board approved Amendment 4 to the Agreement with IN-TER-SPACE Services, Inc. D/B/A Clear Channel, which included redevelopment plans for the MarketPlace area. A review of the final seating design layout was requested to ensure smaller groupings were accommodated in the plan.

Clear Channel revised the seating layout and updated the workstations design to maximize seating and improve access.

Staff requests approval of the revised design for MarketPlace seating units and workstations.

5. Terminal 2 Conceptual Design Presentation for Trip Advisor

Upon a motion by Teer and second by Kane, the Committee recommends approval of the Trip Advisor conceptual design drawings.

Presented by Ingrid N. Hairston, Director of Business Development – The Board previously approved leases with four retailers that covered a total of 15 retail spaces in Terminal 2 in March 2017. Staff seeks approval for the final retail shop conceptual drawings for Trip Advisor.
Trip Advisor, located next to Gate C16, will appeal to domestic and international passengers. Themed after the world’s largest travel site, Trip Advisor will allow customers to interact with trip and destination information in the store. The storefront prominently features the iconic owl logo, and new brand badging including updated green and Akatura color shifting LED perforated green mesh metal panels at the sign band. Brand accents continue throughout the space including an interactive feature wall behind the cashwrap.

Staff requests approval of the Trip Advisor conceptual design drawings.
The Committee discussed the following item(s):

1. Consideration of Agreement for Transit Bus Cleaning Services:

   Upon a motion by Ali and second by Zucchino, with Teer opposing, the Committee recommends approval of a five-year contract with Platinum Mobile, LLC to provide transit bus cleaning services in the amount of $64,940 and authorization for the President and CEO to execute the contract.

   Presented by Barry Stoker, Director of Contract Facilities Maintenance – Staff requests approval of a contract with Platinum Mobile to provide bus cleaning services for the Authority’s transit buses. The services to be provided under the proposed contract include routine interior and exterior cleaning, semi-annual fabric seat cleaning, emergency cleaning services, and provision of required environmental vacuum recovery equipment.

   On September 7, 2017, the Authority issued a Request for Proposals for Transit Bus Cleaning Services on the Authority’s website and the State’s Interactive Procurement System. On October 3, 2017, proposals were received from seven firms, as indicated in the table below. Each proposal was evaluated and the top three candidates were interviewed. Platinum Mobile, LLC provided the lowest responsible proposal and with the best value for the proposed contract.

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<th>Bid</th>
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*SBC’s proposal was deemed non-responsive due to the lack of information required in the proposal.*
Based on the proposal evaluations, Staff recommends Platinum Mobile, a minority-owned firm based in Havelock, North Carolina. The proposed contract will be for a term of five years, beginning on April 1, 2018 at a cost of $64,940.

Staff requests approval of a five-year contract with Platinum Mobile, LLC to provide transit bus cleaning services in the amount of $64,940 and authorization for the President and CEO to execute the contract.

2. Consideration of Service Agreement with Schneider Electric:
Upon a motion by Ali and second by Zucchino, the Committee recommends approval of a five-year Service Agreement with Schneider Electric Buildings Americas, Inc. in the amount of $169,860 and authorization for the President and CEO to execute the agreement.

Presented by Barry Stoker, Director of Contract Facilities Maintenance – Staff requests approval of a five-year Service Agreement with Schneider Electric Buildings Americas, Inc. (Schneider) to provide technical support services, including maintenance and repair, for the building management systems (BMS) located in Terminal 1, the General Aviation Terminal, RDU Center, Airport Operations Center, and DOT Aviation Facility. Each of these facilities utilizes a proprietary computerized BMS to monitor and control HVAC equipment. These systems require routine testing and calibration, as well as occasional repairs. The proposed agreement would begin on April 1, 2018 and has a cost of $169,860. Schneider is the sole source provider of parts, service and support for these proprietary building management systems.

Staff request approval of a five-year Service Agreement with Schneider Electric Buildings Americas, Inc. in the amount of $169,860 and authorization for the President and CEO to execute the agreement.
Zucchino presided. Present: Ali, Kane, Saidi, Teer, and Thompson. Staff present included: President and CEO Landguth, Senior Vice President & COO Sandifer, Senior Vice President & CFO Sylver, Senior Vice President & ISO McFall, Vice President & CHRO Umphrey, Vice Presidents Connell, Jewett, Legan, and Van Auken, General Counsel Locklear, Executive Assistant Rivera, and other staff members and guests.

The Committee discussed the following item(s):

1. **Presentation of Third Quarter Fiscal Year 17/18 Financial Performance:**

   For informative purposes only. No Committee action required.

   Presented by: Donna Sylver, Chief Financial Officer and Senior Vice President – Presentation to the Board of Directors showing the unaudited financial performance for the 3rd quarter of the fiscal year ending March 31, 2018.

   *No Committee action required.*