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

Vice Chair Kane presided. Present: Hannah, Morgan, Saidi, Teer, Thompson, and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and Chief HR Officer Umphrey, Vice Presidents Connell, Jewett, and Legan, General Counsel Locklear, and other staff members and guests.

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

II. APPROVAL OF MINUTES
    Motion by Hannah to approve the minutes of the October 18, 2018 meeting of the Raleigh-Durham Airport Authority Board, including the committee minutes incorporated therein; Second by Zucchino
    ADOPTED BY UNANIMOUS VOTE

III. VICE CHAIR COMMENTS
    1. Vice Chair Kane welcomed everyone and noted he would be leading the meeting in Chair Ali’s absence.
    2. The Vice Chair recognized Michael Landguth who welcomed new hires to the Communications team. Mr. Landguth acknowledged Dave Young’s upcoming retirement and listed his many accomplishments on behalf of the airport in air service development.
    3. Vice Chair Kane discussed the sustainability management plan and the effective environmental-focused practices already in place and future programs and priorities.
    4. Staff’s commitment to transparency was commended to not only the owning constituents but also the community.
    5. The upcoming busy travel season was noted and the RDU website’s planning tools were mentioned for helpful travel planning. Everyone was wished a safe and happy Thanksgiving holiday.

IV. OLD BUSINESS
    1. Land and Development Committee Report – Teer reported the Land and Development Committee met on November 15, 2018 and discussed the following items:
       a. Consideration of Acceptance of Timber Bid
       Committee recommends approval to authorize staff to negotiate with Canfor Southern Pine and, if such negotiations are unsuccessful, to then negotiate with Elkins Saw Mill, and upon conclusion of negotiations with the successful bidder, authorization for the President and CEO to execute the Timber Deed.
       Motion by Teer to adopt Committee’s recommendation; Second by Thompson
b. Consideration of Amendment 2 to Task Order 15 with WK Dickson for Construction Administration Services
   Committee recommends approval of Amendment 2 to Task Order 15 with WK Dickson in the amount not to exceed $420,513 and authorization for the President and CEO to execute the amendment.
   
   Motion by Teer to adopt Committee’s recommendation; Second by Morgan
   
   ADOPTED BY UNANIMOUS VOTE

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

   a. Consideration of an Agreement with ControlTouch Systems, LLC for Terminal 2 BHS Controls Project
      Committee recommends approval of an Agreement with ControlTouch Systems, LLC in the amount of $2,778,294.81 and authorization for the President and CEO to execute the agreement.
      
      Motion by Thompson to adopt Committee’s recommendation; Second by Teer
      
      ADOPTED BY UNANIMOUS VOTE

   b. Consideration of a Construction Management Services Agreement with Parsons Transportation Group for Terminal 2 Project
      Committee recommends approval of the agreement with Parsons Transportation Group, in the amount of $786,706 and authorization for the President and CEO to execute the agreement.
      
      Motion by Thompson to adopt Committee’s recommendation; Second by Morgan
      
      ADOPTED BY UNANIMOUS VOTE

   c. Consideration of Amendments with Ultimate Software
      Committee recommends approval of the amendments with Ultimate Software for a maximum five year total cost of $595,797.68 and authorization for the President and CEO to execute these amendments.
      
      Motion by Thompson to adopt Committee’s recommendation; Second by Zucchino
      
      ADOPTED BY UNANIMOUS VOTE

   d. Consideration of an Agreement with IDeaS for a Revenue Management System
      Committee recommends approval of a three year agreement with IDeaS at a total cost of $430,700 and authorization for the President and CEO to execute the agreement.
      
      Member Morgan recused himself from Board action due to a conflict of interest with his employer; Motion by Thompson to adopt Committee’s recommendation; Second by Saidi
      
      ADOPTED BY UNANIMOUS VOTE
e. Consideration of an Agreement with Payeezy for Payment Gateway Services

Committee recommends approval of a month-to-month agreement (for up to five years) with Payeezy Gateway Services and authorization for the President and CEO to execute the agreement.

Member Teer recused himself due to potential conflict from his board duties with SunTrust; Motion by Thompson to adopt Committee’s recommendation; Second by Zucchino

ADOPTED BY UNANIMOUS VOTE

3. Marketing and Customer Services Committee Report – Kane reported the Marketing and Customer Services Committee met on November 15, 2018 and discussed the following item:
   a. Consideration of Amendment 4 with Eckel & Vaughan

Committee recommends approval of Amendment 4 with Eckel & Vaughan for up to $141,000 and authorization for the President and Chief Executive Officer to execute the amendment.

Vice Chair Kane recused himself from Board action due to potential conflict from family affiliation with Eckel & Vaughan; Motion by Hannah to adopt Committee’s recommendation; Second by Morgan

ADOPTED BY UNANIMOUS VOTE

V. NEW BUSINESS
   1. Consent Agenda:
      a. Consideration of Changes Regarding Contribution-Based Benefit Cap Liability

Motion by Thompson to approve and adopt the Consent Agenda item a listed; Second by Teer

ADOPTED BY UNANIMOUS VOTE

VI. GENERAL COUNSEL’S REPORT

No items were reported.

VII. MEMBER COMMENTS

Board members welcomed new hires. Staff was commended for excellent and informative board presentation. Everyone was wished a safe and happy holiday and staff was thanked for their continued efforts on behalf of the airport especially during the busy holiday travel season. Appreciation was expressed for continued support of the USO.

VIII. PRESIDENT AND CEO’S REPORT

Activity Report
For the month total enplaned passengers were 573,640, an 8.2% increase in comparison to 2017. October increases were primarily driven by Frontier, United, and Delta. These numbers are further
evidence that the region’s air travel needs to continue to expand and evolve. And, the Raleigh-Durham Airport Authority is working to meet those needs.

New Flights

We were thrilled when Air Canada announced that they are adding nonstop international service to Montreal beginning next summer. This was a big win for RDU and our region, as Montreal has been on our list for a while. Additionally, to answer increased customer demand, Air Canada is adding seat capacity on daily flights to Toronto. And today, Frontier will begin inaugural service to West Palm Beach, Florida along with additional service to Cancun and Phoenix. All of these new Frontier flights to warm destinations begin just in time to escape the cooler weather here in the Triangle. These new flights and the upcoming holiday season make for an exceptionally busy time at RDU. Team RDU is preparing the airport for this influx of travelers and new visitors.

Refresh

During the holiday season, we are pausing construction on our roadways to ease congestion in and out of the airport property and that construction will resume in the spring. Additionally, our parking lots are open and construction-free – including Economy 3, which will enter phase 2 construction in Spring of 2019. And, our customers have the opportunity to plan ahead by reserving and paying for parking online. It’s a hassle-free time saver that I encourage all of our customers to take advantage of. We are also working to complete a refresh program for our gate areas in Terminal 2, and we have recently opened 15 new shops and restaurants in Terminal 2 to make your time at the airport more enjoyable for our customers.

[Video clip played to show how the Authority is enhancing the journey of travelers who come through RDU. https://www.youtube.com/watch?v=Z-r8YYM-2c4]

Our team is ready for this busy season and we look forward to welcoming new visitors, and providing our loyal customers with exceptional customer service during the holidays.

Closing

As the calendar year comes to an end, it’s a time to reflect for all of us. I am especially thankful this year for the exceptional work our team is doing, the thoughtful leadership our board provides, the collaboration with all of our stakeholders as we grow with the region, and the opportunity we have to serve our community as a whole.

IX. ADJOURNMENT

Motion by Hannah to adjourn; Second by Zucchino

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

a) Consideration of Changes Regarding Contribution-Based Benefit Cap Liability

Memorandum by Cleon Umphrey, Vice President and Chief Human Resources Officer – The Contribution-Based Benefit Cap (CBBC) “Pension Spiking” legislation enacted in 2014 requires additional contributions from employers participating in the NC Retirement System to cover the retirement liabilities associated with significant increases of a member’s compensation over the course of his/her career. As a result of this legislation, employers such as the Raleigh-Durham Airport Authority may be required to make a payment to cover these retirement liabilities.

When an employee retires from the Authority, the current long-standing policy provides that any sick leave hours exceeding 240 are converted to vacation leave at a rate of 2:1 and paid out in final pay. Because this payout is classified as vacation leave, the NC Retirement System includes it as paid wages, and includes it in the calculation of retirement benefits. Since this additional vacation payout is added to the retiring employee’s wages, it can exceed the CBBC, resulting in a pension spike liability. This retirement benefit was never contemplated when the original conversion practice when the policy was first put in place.

The Authority has many dedicated, long-term employees who have large sick leave balances at the time of their retirement. In order to mitigate pension spiking liability, management recommends a revision to the Personnel Policy ending the requirement that sick leave convert to a vacation leave payout. To accomplish that change, the Personnel Policy will be revised. This revision will reflect that sick leave in excess of 240 hours will be paid out as sick leave (not converted to vacation leave) up to a maximum of 240 hours. Further, staff will continue researching other mechanisms which may lessen the loss of any benefit associated with the sick leave conversion.

Staff requests approval to discontinue the conversion of sick leave to vacation leave and to make the appropriate related changes to the Personnel Policy.
Teer presided. Present: Ali, Hannah, Kane, Morgan, Thompson, and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Vice President and CHRO Umphrey, Vice Presidents, Connell, Jewett, and Legan, General Counsel Locklear, and other staff members and guests.

Motion by Teer to enter into a closed session to i) establish the position to be taken by the Authority in negotiating for the acquisition of real property pursuant to NCGS §143-318.11(a)(1) and (5), and ii) to consult with an attorney in order to preserve the attorney client privilege between the attorney and the public body pursuant to NCGS §143-318.11(a)(3); Second by Kane.

ADOPTED BY UNANIMOUS VOTE

CLOSED SESSION

Motion by Kane for Land and Development Committee to exit the closed session; Second by Zucchino

ADOPTED BY UNANIMOUS VOTE

The Committee discussed the following item(s):

1. **Consideration of Acceptance of a Timber Bid:** Upon a motion by Zucchino and second by Kane, the Committee recommends approval to authorize staff to negotiate with Canfor Southern Pine and, if such negotiations are unsuccessful, to then negotiate with Elkins Saw Mill, and upon conclusion of negotiations with the successful bidder, authorization for the President and CEO to execute the Timber Deed.

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 acceptance of a Timber Bid. In September of 2018 the Board Adopted a Resolution Authorizing the Sale of Timber within an area of approximately 43 acres in size located adjacent to the Federal Aviation Administration (FAA) Airport Surveillance Radar antenna. The immediate removal of this timber is necessary to ensure the safety of airport operations and has been requested by the FAA. Sealed bids were received on November 1, 2018. Those bids are summarized as follows:

1. Canfor Southern Pine - $164,889
2. Hunt Forest Resources LLC - $162,768
3. Elkins Saw Mill, Inc. - $157,835

The Request for Bids required that all timber be removed in a period of time not-to-exceed 6 calendar months. The bid from Canfor Southern Pine took exception to that requirement and proposed 12 months. Follow-up discussions occurred with Canfor concerning that exception, with Canfor indicating they could possibly complete the harvest in 9 months, but no faster. Finding
that unsatisfactory, staff initiated discussions with Hunt Forest Resources, LLC to confirm they can complete the harvest within 6 months. Hunt Forest Resources, LLC confirmed they will complete the harvest within 6 months. However, on November 13, 2018 Hunt Forest Resources notified staff in writing that they would not sign the required Timber Deed. Staff then evaluated the third bid from Elkins Saw Mill. Elkins has taken a similar exception in their bid to the 6 month time requirement. At this point staff recommends the Board authorize staff to negotiate with Canfor Southern Pine in an attempt to seek an agreement acceptable to the Authority. If negotiations are unsuccessful with Canfor Southern Pine, staff would request authorization to initiate negotiations with Elkins Saw Mill.

Staff seeks authorization from the Board to negotiate with Canfor Southern Pine and, if such negotiations are unsuccessful, to then negotiate with Elkins Saw Mill, and upon conclusion of negotiations with the successful bidder, authorization for the President and CEO to execute the Timber Deed.

2. Consideration of Amendment 2 to Task Order 15 with WK Dickson for Construction Administration Services: Upon a motion by Kane and second by Zucchino, the Committee recommends approval of Amendment 2 to Task Order 15 with WK Dickson in the amount not to exceed $420,513 and authorization for the President and CEO to execute the amendment.

Presented by Jim Novak, Director of Facilities Engineering – Staff requests consideration of Amendment 2 to Task Order 15 under the Master Agreement with WK Dickson to provide Construction Administration Services for the Taxiway B rehabilitation project. The scope of work includes attending a pre-construction conference, reviewing shop drawings and submittals for compliance, reviewing and responding to requests for information, reviewing contractor submitted applications for payment, performing periodic site visits to inspect the work for compliance, attending project progress meetings, issuing field reports to document the progress of the work and note any defects or deficiencies, conducting inspections associated with substantial completion and final completion, issuing Certificate(s) of Substantial Completion, accumulating project closeout records and project closeout. Construction work, valued at $26,767,844, is scheduled to be completed in 510 consecutive calendar days from Notice to Proceed.

The MWSB goal for Task Order 15, Amendment 2 is 10% Minority-owned Small Business (MSB) and 5% Women owned Small Business (WSB). WK Dickson intends to use Walls Engineering (MSB) to review electrical submittals and shop drawings and perform field visits and electrical inspections to support the construction administration. The MWSB commitment for Task Order 15, Amendment 2 is 9.5% MSB and 0.0% WSB. Overall, including this amendment, the consultant’s MWSB commitment is 12.8% MSB and 5.7% WSB. The Small Business Program Office has concurred that this is acceptable.

The compensation to the consultant for basic services shall be an hourly not-to-exceed amount of $416,077. Reimbursable expenses for travel, printing, shipping and miscellaneous other expenses
shall be direct costs up to fixed ceiling amount of $4,436. The total maximum compensation under Amendment 2 to Task Order 15 is $420,513.

Staff requests approval of Amendment 2 to Task order 15 with WK Dickson in an amount not to exceed $420,513 and authorization for the President and CEO to execute the amendment.
RALEIGH-DURHAM AIRPORT AUTHORITY
OPERATIONS COMMITTEE MEETING MINUTES
NOVEMBER 15, 2018

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

The Committee discussed the following items:

1. Consideration of an Agreement with ControlTouch Systems, LLC for Terminal 2 BHS Controls Project: Upon a motion by Zucchino and second by Teer, the Committee recommends approval of an agreement with ControlTouch Systems, LLC in the amount of $2,778,294.81 and authorization for the President and CEO to execute the agreement.

   Presented by John Connell, PE, LEED AP Vice President Operational Asset Management – The Terminal 2 baggage handling system (BHS) was placed into service in 2010. The lower level controls equipment which regulates the flow of baggage has reached the end of its service life and is becoming unsupportable. This has caused some degradation in system performance as baggage volumes continue to grow.

   In October 2017, the Authority engaged BNP Associates, Inc. (BNP), a baggage handling consultant, to assist in a solicitation to replace the lower level BHS control system. On June 28, 2018, a Request for Proposals was formally advertised and following a pre-proposal conference and site visit, proposals were received from Brock Solutions and ControlTouch.

   Staff, BNP, and Parsons Transportation Group reviewed the proposals and conducted in-person interviews with both firms. Each firm was given the opportunity to submit a best and final offer which were:

   (1) Brock Solutions - $5,458,810 and 570 calendar day completion time
   (2) ControlTouch Systems - $2,778,294.81 and 209 calendar day completion time

   Staff requests an award to ControlTouch Systems based on experience, capability, and staff availability to successfully complete this project. Further, ControlTouch included two value-added proposals worth approximately $150,000: 1) a credit to replace a portion of the existing upper level system, and 2) technical support for the lower level controls system.

   The Minority and Women-Owned Small Business (MWSB) participation goals for this contract are 7% for minority-owned firms and 4% for women-owned firms. ControlTouch Systems’ commitment is 27.6% MSB and 4.3% WSB. The Small Business Program Office reviewed this commitment and supporting documentation and found it satisfactory.

   Staff requests approval of an agreement with ControlTouch Systems, LLC in the amount of $2,778,294.81 and authorization for the President and CEO to execute the agreement.
2. **Consideration of a Construction Management Services Agreement with Parsons Transportation Group for Terminal 2 Projects:** Upon a motion by Teer and second by Zucchino, the Committee recommends approval of the agreement with Parsons Transportation Group, in the amount of $786,706 and authorization for the President and CEO to execute the agreement.

Presented by John Connell, PE, LEED AP Vice President Operational Asset Management – Parsons Transportation Group is currently providing program and construction management services to the Authority on projects under its Master Program Agreement (“MPA”). The proposed agreement, complementary to the existing MPA, relates to the Terminal 2 projects for lower level controls baggage handling system replacement, as well as the preconditioned air replacements and electrical feed modifications project. Parsons would:

1. Administer the construction contract under Authority staff’s guidance
2. Provide material quality assurance inspections
3. Coordinate construction with appropriate third parties including airlines, TSA, and permitting agencies
4. Coordinate completion of this work so as not to impact airport operations.

Under this proposed agreement, the maximum compensation for services is $703,043 and for reimbursable expenses is $83,663, for a total maximum cost of $786,706.

The Minority and Women-Owned Small Business (MWSB) participation contract goals are 10% Minority-Owned Small Business (MSB) and 5% Women-Owned Small Business (WSB). Parsons’ MWSB proposed commitment in this agreement is 11.8% MB and 0% WB. The Small Business Program Office has reviewed the good faith efforts and concurs with the proposed participation.

Staff requests approval of the agreement with Parsons Transportation Group, in the amount of $786,706 and authorization for the President and CEO to execute the agreement.

3. **Consideration of Amendments with Ultimate Software:** Upon a motion by Zucchino and second by Teer, the Committee recommends approval of the amendments with Ultimate Software for a maximum five year total cost of $595,797.68 and authorization for the President and CEO to execute these amendments.

Presented by Guy Fowler, Vice President IT Business Solutions, Information Services – Ultimate Software, a recognized leader in Cloud Human Capital Management, develops and sells UltiPro software. UltiPro is a human resources information (HRI) and payroll system that unites all aspects of human resources, payroll, and talent management. It is a web based tool which is hosted in the cloud as a software-as-a-service (SaaS) solution. In 2012, the Authority entered into a one year agreement with Ultimate Software for UltiPro and, since then, has extended its contractual relationship with Ultimate Software to 2018.
Staff is requesting a five year amendment to the existing Ultimate Software Master Subscription for the core UltiPro product, and supplemental amendments for an UltiPro test environment and for Affordable Care Act (ACA) distribution services, with either supplemental amendment being cancelable on an annual basis.

The UltiPro core product cost and ACA distribution services cost are calculated based on a subscription fee per active employee per month. The UltiPro test environment has a $10,000 per year fixed cost.

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Staff requests approval of the amendments with Ultimate Software for a maximum five year total cost of $595,797.68 and authorization for the President and CEO to execute these amendments.

4. **Consideration of an Agreement with IDeaS for a Revenue Management System:**  
   Upon a motion by Teer and second by Zucchino, the Committee recommends approval of a three year agreement with IDeaS at a total cost of $430,700 and authorization for the President and CEO to execute the agreement.

   Presented by Jeffrey A. Slayton, PMP, Director of Parking and Ground Transportation – In 2014, the Authority began a strategic transformation of its commercial parking business comprised of creating a brand identity, developing a marketing campaign, implementing a new parking and revenue control system and an online booking system in an effort to optimize pricing while increasing revenues. The Authority now needs to implement a Revenue Management System to effectively perform parking product yield management in order to optimize revenue generation and to remain competitive in the market.

   A Request For Proposals was issued, onsite proposer presentations were reviewed, proposals evaluated, and following a request for best and final offers, staff narrowed the selection to IDeaS, a SAS Company. The Revenue Management System cost for year one is $173,600, with a total cost for the proposed three year term being $430,700.
IDeaS has approximately 30 years of proven experience in the hospitality, travel, and parking industries. Its revenue management system provides accurate demand forecasts, advanced analytics, and dynamic pricing that provides real-time optimal rates with the highest probability of selling. The IDeaS’ system has several existing integrations with Skidata and ADVAM. Integration with these two systems is critical to the success of implementing a Revenue Management System at RDU. IDeaS also has the power of SAS analysts behind its product to provide support and guidance as needed.

Staff requests approval of a three year agreement with IDeaS at a total cost of $430,700 and authorization for the President and CEO to execute the agreement.

5. Consideration of an Agreement with Payeezy for Payment Gateway Services:  Member Teer recused himself due to potential conflict from his board duties with SunTrust. Upon a motion by Zucchino and second by Thompson, the Committee recommends approval of a month-to-month agreement (for up to five years) with Payeezy Gateway Services and authorization for the President and CEO to execute the agreement.

Presented by Jeffrey A. Slayton, PMP, Director of Parking and Ground Transportation – The Authority utilizes NuPark, in conjunction with First Data, as its parking management platform to manage employees and non-based employees’ parking charges, invoice tenants’ employees, and directly charge for automated vehicle identification (AVI) permitted ground transportation operators. Staff requests approval of an agreement with Payeezy, a product of First Data, to provide gateway services required for secure connection between NuPark and First Data. This credit card processing middleware connection of NuPark-Payeezy-First Data will allow secure transfer of data and meets all payment card industry (PCI) compliance rules. This proposed gateway service would replace the S&B Entervo-Chase Paymentech-First Data solution currently in use for employee parking credit card charging. NuPark integrates with Payeezy at other locations and has experience connecting to this gateway.

The current cost per transaction with Chase Paymentech is $0.020, while the Payeezy transaction cost is $0.0175 per credit card charge. The proposed agreement term is five years but may be terminated by the Authority at any time with 30 days’ notice. Fees to Payeezy for gateway services in the first year are estimated to be $210, dependent on the number of credit card charges processed.

Staff requests approval of a month-to-month agreement (for up to five years) with Payeezy Gateway Services and authorization for the President and CEO to execute the agreement.
RALEIGH-DURHAM AIRPORT AUTHORITY
MARKETING AND CUSTOMER SERVICES COMMITTEE MEETING MINUTES
NOVEMBER 15, 2018

Kane presided. Present: Hannah, Morgan, Saidi, Teer, Thompson, and Zucchino. Staff present included: President and CEO Landguth, Senior Vice President and COO Sandifer, Senior Vice President and CFO Sylver, Senior Vice President and CISO McFall, Senior Vice President and CRO Freedman, Vice President and Chief HR Officer Umphrey, Vice Presidents Connell, Jewett, and Legan, General Counsel Locklear, and other staff members and guests.

The Committee discussed the following item:

1. Consideration of Amendment 4 with Eckel & Vaughan: Vice-Chair Kane recused himself due to potential conflict from family affiliation with Eckel & Vaughan. Upon a motion by Saidi and second by Hannah, the Committee recommends approval of Amendment 4 with Eckel & Vaughan for up to $141,000 and authorization for the President and Chief Executive Officer to execute the amendment.

   Presented by Dan Miller, Director of Marketing – The Authority, in collaboration with RDU’s concessionaires, continues to work diligently to increase revenue and enhance customer experiences, while effectively positioning the Raleigh-Durham International Airport in the community and consumer travel market. This request is for approval of Amendment 4 to the Marketing Services Agreement with Eckel & Vaughan which will authorize the services needed to support the Authority’s marketing and customer engagement initiatives for the promotion of the Shops of RDU through April 30, 2019. Approval of this amendment would provide the support necessary to ensure that business development objectives are achieved.

   The proposed contract amendment includes the services shown below, to be completed between November 15, 2018 and April 30, 2019, for an amount not to exceed $141,000, including $81,000 in pass-through costs. Funding for this contract is available through the Concessionaire’s Marketing Fund. Concessionaires contribute a portion of their revenue to this fund and the Authority reinvests these funds to promote the Shops of RDU.

   **Contract Amendment 4 Scope & Costs**

   - Marketing Consulting Services: Up to: $ 60,000
   - Advertising & Media Placement Services (pass-through): Up to: $ 57,000
   - Materials (pass-through): Up to: $ 24,000
   - Total Contract Cost: Up to: $141,000

   Eckel & Vaughan’s subcontractor, Indigo Media, is certified as a 100% woman-owned business under the Minority and Women-owned Small Business (MWSB) program. The MWSB goals for the entire contract are: 7% MSB and 4% WSB. Eckel & Vaughan proposes 7% MSB participation and 5% WSB participation for this amendment. The Small Business Program Office concurs with the proposed participation.

   Staff requests approval of Amendment 4 with Eckel & Vaughan for up to $141,000 and authorization for the President and Chief Executive Officer to execute the amendment.