

MINUTES OF THE JANUARY 17, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, January 17, 2020 at the Pittsburgh International Airport in Conference Room A.

Members in Attendance:

David Minnotte, Chairman  
Matt Smith, Vice Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Cynthia Shapira  
Lance Chimka

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Dale Cottrill, Chief Financial Officer  
Eric Sprys, Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of December 20, 2019 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the December 20, 2019 meeting.

The following Action Items were presented:

- Action Item No. 52-20 JBT Aerotech-Jetway Systems- Authorization to enter into a three-year, sole source agreement. This agreement shall remain in effect for the period beginning January 1, 2020, through December 31, 2022, for a total amount not to exceed \$250,000.00 per year with a three year contract not to exceed \$750,000.00.
- Action Item No. 10-20 Eastern Fastener Company - Authorization to enter into a contract under Specification #0605, for the purchase of automotive parts and accessories. This contract shall remain in effect for two (2) years beginning February 1, 2020 through January 31, 2022, with one (1) year option, at the sole

discretion of the Authority. The contract value is \$130,000 with an estimated annual cost of \$65,000.

- Action Item No. 36-20 Johnson Controls Security Solutions, LLC (formerly known as Tyco Integrated Security) - Authorization to execute a one-year optional extension in an amount not to exceed \$286,000.00 increasing the contract from \$823,800.00 to \$1,109,800.00 to provide continued service and software licensing support for the Access Control System, CCTV, and to provide one full time on-site service technician. The term of the contract is from February 6, 2020 through February 5, 2021.
- Action Item No. 34-20 Management Engineering Corporation - Authorization to award and execute a contract in an amount not to exceed \$1,433,145.00 to provide construction management services for Project Number 8G3-20, Pittsburgh Airport Innovation Campus Phase 2 Project at Pittsburgh International Airport. The term of the contract will be for 36 months.
- Action Item No. 35-20 GAI Consultants - Authorization to award and execute a contract in an amount not to exceed \$534,875.00 to provide the environmental assessment and preliminary design engineering services for Project Number 40G1-20, Runway 28 Safety Area Improvement Project at Allegheny County Airport. The term of the contract will be for 36 months.
- Action Item No. 37-20 Plans Examiners, Inc. - Authorization to award and execute a contract for Third Party Agency Plan Review and Inspection Services for the Pittsburgh International Airport Terminal Modernization Program in an amount not to exceed \$633,875.00. The term will be for 60 months from Notice to Proceed. This is for the terminal projects.
- Action Item No. 38-20 Code.sys Code Consulting, Inc. - Authorization to award and execute a contract for Third Party Agency Plan Review and Inspection Services for the Pittsburgh International Airport Terminal Modernization Program in an amount not to exceed \$393,140.00. The term will be for 60 months from Notice to Proceed. This is for the multi-modal complex projects.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee not did enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of December 20, 2019. The following Action Items were presented:

- Action Item No. 17-20 Customer Facility Charge - Authorization for the increase of the Customer Facility Charge (CFC) applied to the rental car transactions at

the Pittsburgh International Airport from \$5.50 to \$6.00. Further, authorization is granted for the Chief Executive Officer to execute on behalf of the Authority any documents that may be necessary to effectuate the CFC increase, subject to review/approval by the Solicitor.

- Action Item No. 29-20 Lynx FBO- Authorization to approve revision number 2 to contract number 3158 to extend the term for twelve (12) months from January 1, 2020 to December 31, 2020 for Hangar 2 at Allegheny County Airport. The rent will be \$5.11 per square foot. The total square footage of Hangar 2 is 19,935 square feet. The total revenue for the twelve (12) month term is \$101,867.85.
- Action Item No. 33-20 Pittsburgh Institute of Aeronautics - Authorization to approve revision number 2 to contract number 1759 amending the existing lease to add an additional option beginning February 28, 2027 to February 28, 2040. This amendment will include a continuation of the existing rent escalation schedule which consists of an increase at the end of every three years of the Lease Term and each option period equal to the lesser of three (3%) percent (per year compounded) over the rent for the prior period or by the increase in the Consumer Price Index for the same period, and a mutually agreed upon fee for the use of the AGC public parking lot during the extension period. All other lease terms remain the same. Total Revenue for 2020 is \$240,476.16. The current rate of \$2.74 per square foot expires March 1, 2022.
- Action Item No. 53-20 LogRhythm - Authorization to enter into an agreement for an amount not to exceed \$196,260.00 for a term of three years for the period February 2020 through January 2023. This agreement is for a Security Information Event Management (SIEM) product suite that will monitor our infrastructure for threats and security events.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did enter into Executive session with no action taken. The committee then adjourned.

Mr. Smith reported that the Finance and Administration Committee met and approved the December 20, 2019 meeting minutes. The following action items were hereby presented:

- Action Item No. 54-20 Kaplan, Kirsch, & Rockwell - Authorization to approve revision number 7 to contract number 3495 to increase the contract amount by \$200,000.00 from \$625,475.00 to 825,475.00 and extend the term to December 31, 2020.
- Action Item No. 9-20 Automated Data Processing, LLC - Authorization for approval of revision number 9 to contract #343300 for Human Resources Information System (HRIS), Payroll, Timekeeping, Recruiting, and Onboarding

Hosted Solutions services. This will increase the contract amount by \$189,962.60 from \$831,883.20 to \$1,021,845.80 to cover expenses through the end of 2020.

- Action Item No. 28-20 PaRACP Grant - Board Ratification of the ACAA CEO application for, and acceptance of, if offered, a 50% \$1,000,000.00 PaRACP Grant for \$17.4MM PIT Airport Innovation Campus Ph. 2, Project #911018.

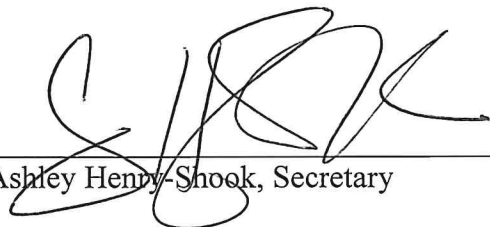
Mr. Smith reported that the committee did enter into Executive Session, but no action was taken. The committee then reconvened and then adjourned.

Ms. Cassotis presented a dashboard of passenger traffic: 1) Total December Passengers were up 5.2% compared to December 2018 due to a shift in the calendar for the Thanksgiving holiday; 2) Total December seats were up 1.1% when compared with December 2018 due to the ongoing Boeing 737 MAX grounding; 3) December 2019 year-to-date passengers are 9,780,000 compared with December 2018 year-to-date passengers of 9,660,000 which represents a 1.2% increase; 4) Actual passenger trends have greatly exceeded forecasted growth from Master Plan and FAA forecast 5) Total December cargo is up 2.3% compared to December 2018, increased freight led to overall air cargo growth; 5) Pittsburgh International now serves 62 airports non-stop with 170 weekday non-stop departures and 16,281 average weekday non-stop seats. There are now 12 seasonal destinations from PIT, which are anticipated to increase over time to year-round service. The percentage of passengers by Airlines year-to-date are as follows: Southwest 25.0%, American 23.4%, Delta 18.8%, and United 15.5%. Allegiant, JetBlue, and Spirit collectively make up 12.0%.

Highlights of published 2020 schedule through December 2019 are: 1) Spirit to begin service to Cancun (February 13, 2020); 2) Vacation Express to begin services to Los Cabos (July 5, 2020); Allegiant to begin services to Norfolk/Virginia Beach (May 21, 2020), Memphis (May 21, 2020), and Nashville (May 22, 2020).

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry Shook, Secretary



MINUTES OF THE FEBRUARY 21, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, February 21, 2020 at the Pittsburgh International Airport in Conference Room A.

Members in Attendance:

David Minnotte, Chairman  
Matt Smith, Vice Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
William Curtis

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Dale Cottrill, Chief Financial Officer  
Eric Sprys, Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of January 17, 2020 and the same were approved without amendment.

The Chief Executive Officer announced that the Finance Department was once again awarded the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the 2018 fiscal year. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting.

Mr. Stanizzo next reported that the Operations and Facilities Committee met and approved the minutes of the January 17, 2020 meeting.

The following Action Items were presented:

- Action Item No. 139-20 Best Line Equipment - Authorization to approve the purchase of one scissor lift and one material handling lift. This purchase is in accordance with the Commonwealth of Pennsylvania, Department of General Services (DGS), for an amount not to exceed \$161,703.25.
- Action Item No. 140-20 Sherwin Williams Company - Authorization to enter into a contract with the lowest responsible bidder meeting specification #0609 for the

purchase of airside and landside paint markings for an amount not to exceed \$171,875.00.

- Action Item No. 141-20 C-Harper Commercial Truck Super Center - Authorization to approve the purchase of four 2020 Ford Pick Up trucks. This purchase is in accordance with the Commonwealth of Pennsylvania, Department of General Services (DGS) Co-Stars Cooperative Purchasing Program 025-329 for an amount not to exceed \$113,632.00.
- Action Item No. 142-20 Cleveland Brothers - Authorization to approve the purchase of one excavator and one brush hog. This purchase is in accordance with the Commonwealth of Pennsylvania, Department of General Services (DGS) for an amount not to exceed \$352,889.87.
- Action Item No. 129-20 AECOM Technical Services, Inc. - Authorization to award and execute a contract in an amount not to exceed \$189,057.00 to provide engineering services for Project Number 8G4-20, and Miscellaneous Airfield Pavement Rehabilitation Project at Pittsburgh International Airport. The term of the contract shall be for two (2) years from notice to proceed.
- Action Item No. 130-20 Wellington Power Corporation. - Authorization to award and execute a contract for an amount not to exceed \$132,300.00 for bids opened on October 30, 2019 to provide electrical services for Project Number 59E1-18, (Electrical) EDS Recapitalization Project at Pittsburgh International Airport.
- Action Item No. 131-20 Hill International, Inc. - Authorization to award and execute a contract for an amount not to exceed \$311,359.00 to provide construction management services for Project Number 59G/E1-18, EDS Recapitalization Project at Pittsburgh International Airport. The term of the contract shall be 24 months from notice to proceed.
- Action Item No. 132-20 HDR Engineering, Inc. - Authorization to award and execute a contract for an amount not to exceed \$556,462.64 to provide design engineering services for Project Number 59G/E1-18, EDS Recapitalization Project at Pittsburgh International Airport. The term of the contract shall be 24 months from notice to proceed.
- Action Item No. 134-20 Allegheny Construction Group, Inc. - Authorization to award and execute a contract for an amount not to exceed \$3,440,000.00 for bids opened on October 30, 2019 to provide general construction services Project Number 59G1-18 (General), EDS Recapitalization Project at Pittsburgh International Airport.
- Action Item No. 133-20 Hatch Associates Consultants, Inc. - Authorization to award and execute a contract for an amount not to exceed \$198,875.00 to provide design engineering services for Project Number 73G1-20, Field Maintenance Fueling System

Project at Pittsburgh International Airport. The term of the contract shall be for 24 months from notice to proceed.

- Action Item No. 128-20 – States Manufacturing Corporation - Authorization to enter into a contract with the lowest bidder for project 20TQE-01, for the purchase of Electrical Switchgear Replacement. This contract shall remain in effect for a term of March 1, 2020 to February 28, 2021 for the cost of \$1,575,298.00.
- Action Item No. 136-20 PJ Dick/Hunt - Authorization to approve Amendment Number 2 to Contract Number 4305 with PJ Dick/Hunt, Construction Manager for the Terminal Project, to increase the contract amount by \$7,668,244.00 for the construction phase staffing/services and for the Construction LEED certification process for the Terminal Modernization Program.
- Action Item No. 137-20 Michael Baker International - Authorization to approve Amendment Number 2 to Contract #4198 with Michael Baker International, designer for the Multi-Modal Complex, to increase the contract amount by \$296,259.00 for Rental Car Lease Agreement exhibits, Rental Car improvements standards, and permit applications for ACAA and Terminal Modernization Program.
- Action Item No. 143-20 Gensler + HDR - Authorization to approve Amendment Number 9 to Contract Number 4075 for the Terminal Project, to increase the current lump sum contract amount by an amount not to exceed \$10,000,000.00 a partially fund and permit commencement of the fourth phase (construction documents) of five phases. This amendment derives from the funding allocations, identified in the initial award (Agenda 453-18), to be made as funding becomes available and is necessary. The designer will be notified to proceed with the work under the terms of their contract and final negotiated and agreed to amounts to complete this construction document phase will be submitted for approval at future board dates.
- Action Item No. 155-20 Westmoreland Electrical Services - Authorization to award a contract with Westmoreland Electrical Services, LLC for the base bid amount of \$203,000.00 contingent upon contractor submission of documentation to substantiate responsiveness and responsibility. The Chief Executive Officer is hereby given the authority to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for project number 20AE01 – Electrical Construction – Early Site Access for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 156-20 W.G. Tomko, Inc. - Authorization to award a contract with W.G. Tomko Inc. for the base bid amount of \$153,671.00 contingent upon contractor submission of documentation to substantiate responsiveness and responsibility. The Chief Executive Officer is hereby given the authority to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for project number 20AM01 – Mechanical Construction – Early Site Access for the Terminal Modernization Program at Pittsburgh International Airport.

- Action Item No. 157-20 Independence Excavating, Inc. - Authorization to award a contract with Independence Excavating, Inc. for the base bid amount of \$20,893,778.00 for project number 20AG01 – General Construction – Early Site Access for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 158-20 W.G. Tomko, Inc. - Authorization to award a contract with W.G. Tomko, Inc. for the base bid amount of \$122,912.00 contingent upon contractor submission of documentation to substantiate responsiveness and responsibility. The Chief Executive Officer is hereby given the authority to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for project number 20APF01 – Plumbing/Fire Protection Construction – Early Site Access for the Terminal Modernization Program at Pittsburgh International Airport.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did enter into Executive Session with no action taken. The committee then adjourned.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of January 17, 2020. The following Action Items were presented:

- Action Item No. 149-20 Transportation Network Company (TNC) - Request authorization to execute Amendment Number 1 to the Transportation Network Company (TNC) Permit. This Amendment will extend the term of the existing permit to February 28, 2021. The Amendment will also increase the TNC transaction fee from \$3.35 to \$4.00. Further, authorization is requested for the Chief Executive Officer to execute on behalf of the Authority any documents that may be necessary to effectuate the transaction fee increase, subject to review/approval by the Solicitor.
- Action Item No. 138-20 CSK Advertising- Authorization to approve Change Order Number 2 with Contract Number 4135 in the amount of \$300,000 for a term ending December 31, 2020 for media planning, buying and placement of advertising that promotes the use of the airport, products and services.
- Action Item No. 135-20 PaDCED Grant - Board Ratification of the Allegheny County Airport Authority Chief Executive Officer's application for, and acceptance of, the 2018-2019 PaDCED Grant #C000069750 for \$2,000,000.00 in support of air service development initiatives.
- Action Item No. 126-20 International Display Systems, Inc. (IDS) - Authorization to approve Revision Number 5 to Contract Number 3691 to increase the amount by \$140,145.00 from \$416,088.00 to \$556,233.00 for the maintenance and

support services for the Multiple User Flight Information Display System (MUFIDS) and INFAX software support at Pittsburgh International Airport. The term will be from March 1, 2020 to February 28, 2021.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did enter into Executive session with no action taken. The committee then adjourned.

Mr. Smith reported that the Finance and Administration Committee met and approved the January 17, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 125-20 Redevelopment Authority of Allegheny County (RAAC) - Authorization to enter into a Cooperation Agreement whereby the RAAC will be the grantee and ACAA will be the sub-grantee of an amendment to the Pennsylvania Office of the Budget Redevelopment Assistance Capital Program Grant #1673, for the Pittsburgh Airport Innovation Campus (PAIC) Project #911018, increasing the grant amount by \$1,000,000.00.
- Action Item No. 127-20 Saul Ewing Arnstein & Lehr LLP - Authorization to enter into a contract with Saul Ewing Arnstein & Lehr LLP (Jeffrey W. Letwin) for an amount not to exceed \$360,000 annually. This amount is to cover the monthly retainer \$29,166 and expenses of \$10,000. The agreement shall be effective from February 1, 2020 and may be terminated upon 30 days written notice.

Upon motion duly made and seconded, the foregoing Action Items were approved. Lance Chimka abstained from Administrative Action 125-20 for Redevelopment Authority of Allegheny County (RAAC).

Mr. Smith reported that the committee did enter into Executive Session, but no action was taken. The committee then reconvened and then adjourned.

Ms. Cassotis presented a dashboard of passenger traffic: 1) Total January Passengers were up 3.2% compared to January 2019 2) Total January seats were up 3.8% when compared with January 2019 despite the ongoing Boeing 737 MAX grounding; 3) January 2020 year-to-date passengers are 675,900 compared with January 2019 year-to-date passengers of 654,000 which represents a 3.2% increase 4) Total January cargo is down 5.4 % compared to January 2019 due to global trends 5) Pittsburgh International now serves 63 airports non-stop with 169 weekday non-stop departures and 16,297 average weekday non-stop seats. There are now 12 seasonal destinations from PIT, which are anticipated to increase over time to year-round service. The percentage of passengers by Airlines year-to-date are as follows: Southwest 25.3%, American 23.8%, Delta 17.7%, and United 15.2%. Allegiant, JetBlue, and Spirit collectively make up 12.0%.

Highlights of published 2020 schedule through January 2020 are: 1) Contour to begin service to Indianapolis (June 10, 2020); 2) Vacation Express to begin services to Los Cabos (July 5, 2020); Allegiant to begin services to Norfolk/Virginia Beach (May 21, 2020), Memphis (May 21, 2020), and Nashville (May 22, 2020).

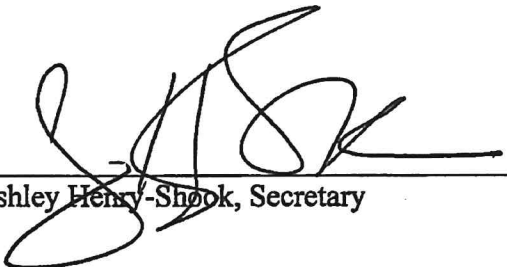
The Chairman next called for new business and asked for nominations for officers for the Board for 2020. Jan Rea presented a slate of the existing officers to be re-elected for another term. Upon motion duly made, seconded and unanimously approved the following officers were elected to their positions for a period of one (1) year or until their successors are duly nominated and elected:

David Minnotte - Chairman  
Matt Smith - Vice Chairman  
Ashley Henry-Shook – Secretary  
Jan Rea - Treasurer

The Chairman next announced that the Committee Chairs will remain the same: Operations/Facilities - Rich Stanizzo; Business/Communications - Ashley Henry-Shook; and Finance/Administration – Matt Smith.

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Shook, Secretary



MINUTES OF THE MARCH 20, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, March 20, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Matt Smith, Vice Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
William Curtis

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Dale Cottrill, Chief Financial Officer  
Eric Sprys, Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of February 21, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the February 21, 2020 meeting.

The following Action Items were presented:

- Action Item No. 200-20 M-B Companies, Inc. /Airport Maintenance Products - Authorization to approve the purchase of four multi-functional snow removal equipment. This purchase is in accordance with the Commonwealth of Pennsylvania, Department of General Services (DGS) and MB COSTARS Contract #25-239 for a not-to-exceed price of \$2,787,763.14.
- Action Item No. 199-20 Prosecur Services Group, Inc. - Authorization to approve Change Order Number 3 to Contract Number 3515 for contract guard services at Pittsburgh International Airport (PIT) for an amount not to exceed \$2,700,000.00 and extend the contract through March 31, 2021. This change order increases the total contract amount from \$11,063,739.41 to \$13,763,739.41.



- Action Item No. 201-20 Johnson Controls Security Solutions, LLC- Authorization to approve Change Order Number 3 to Contract Number 376200 for an amount not to exceed \$161,900.00 with Johnson Controls Security Solutions, LLC for Project # 911826, Pittsburgh International Airport Closed Circuit TV (CCTV) Upgrade, increasing the total contract amount from \$772,783.35 to \$934,683.35.
- Action Item No. 195-20 Gensler, Inc. - Authorization to award and contract for an amount not to exceed \$348,000.00 for Digital Communications Strategy Project. This project will develop the concepts for wayfinding/directional signage, travel and informational signage, revenue generating advertising, experiential installations, digital art, and emergency messaging for the Terminal Modernization Program.
- Action Item No. 196-20 Project Stabilization Agreement - Authorization for approval of a Project Stabilization Agreement and permission for the Chief Executive Officer to execute a Project Stabilization Agreement for the Terminal Modernization Program. This agreement will become effective upon execution by all parties and will apply to the construction work that is advertised for bid for the Terminal Modernization Program after this agreement becomes effective. This agreement will not apply retroactively to previously bid enabling projects.
- Action Item No. 197-20 Alliant Insurance Services - Authorization to approve Amendment Number 1 to Contract Number 4177 in the amount of \$1,800,00.00 for on-site medical services and an on-site health facility through Mobile Medical Corporation for the Terminal Modernization Program.
- Action Item No. 191-20 Ricondo & Associates, Inc. - Request authorization to award and execute a contract in an amount not to exceed \$1,500,000.00 to provide On-Call Planning Services at Pittsburgh International Airport and Allegheny County Airport from May 1, 2020 through December 31, 2022. Included are two option years for Allegheny County Airport Authority to extend the contract through December 31, 2023 and December 31, 2024.

Upon motion duly made and seconded, the foregoing Action Items were approved. Rich Stanizzo abstained from Administrative Action 196-20 for Project Stabilization Agreement.

Mr. Stanizzo reported that the committee did not enter into Executive Session with no action taken. The committee then adjourned.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of February 21, 2020. The following Action Items were presented:

- Action Item No. 202-20 The Perryman Company - Authorization to sell Hangar 63 at Allegheny County Airport for \$2,750,000 and enter into a ground lease for 66,240 square feet for a term of 25 years at the initial rate of \$0.85 per square

foot. At the expiration of the ground lease, ownership of the Hangar reverts back to the Airport Authority.

- Action Item No. 203-20 Customer Facility Charge (CFC) - BE IT RESOLVED that the Allegheny County Airport Authority hereby adopts the Amended and Restated CFC Regulation as per the amendment attached hereto which authorizes, among other revisions, the increase of the number of days the Customer Facility Charge (CFC) may be charged and assessed to rental car transactions at the Airport from seven (7) days to thirty (30) days effective April 1, 2020. Further, authorization is granted for the Chief Executive Officer to execute on behalf of the Authority any documents that may be necessary to effectuate the amended and restated regulations, subject to review/approval by the Solicitor.
- Action Item No. 190-20 River Point Technologies - Authorization to approve Revision Number 1 to increase Contract Number 4422 by \$300,000 from \$141,000 to \$441,000, utilizing Co-Stars Agreement Number 0000384822, for professional services for the data and analytics team lead and a project manager for the term April 2020 through December 2020.
- Action Item No. 194-20 Virtuo Group - Authorization to approve Change Order Number 3 to increase Contract Number 4326 by \$130,000 from \$198,025 to \$328,025, utilizing CoStars agreement number 4400022117, for cyber security support services and extend the term through December 31, 2020.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did not enter into Executive session with no action taken. The committee then adjourned.

Mr. Smith reported that the Finance and Administration Committee met and approved the February 21, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 180-20 PaDOT Grant #ACB-19-006 - Board Ratification of the ACAA CEO Application for, and acceptance of, a 50% 2,000,000.00 PaDOT Grant #ACB-19-006 for the \$17.3MM PIT Airport Innovation Campus Phase 2 Project #911018.
- Action Item No. 181-20 PaDOT Grant #ACB-19-005 - Board Ratification of the ACAA CEO application for, and acceptance of, if offered, a 50% \$550,000.00 PaDOT Grant #ACB-19-005 for the \$1,100,00 PIT Hangar Rehab, Project #911848.

- Action Item No. 193-20 PaDOT Aviation Direct Funding Channeling - Be it resolved that the Allegheny County Airport Authority, a municipal authority created under the laws of the Commonwealth of Pennsylvania by the County of Allegheny, HEREBY RATIFIES the Chief Executive Officer's March 10, 2020 execution of the 2020-2025 "Aviation Direct Funding Agreement" between the Authority and the Commonwealth of Pennsylvania acting through the Dept. of Transportation Bureau of Aviation (the Commonwealth).
- Action Item No. 198-20 American International Group, Inc. and Beazley Insurance Company, Inc. - Authorization is requested for the Chief Executive Officer to bind property and cyber insurance coverage with American International Group, Inc. (AIG) and Beazley Insurance Company, Inc. as noted below through Willis Towers Watson Northeast, Inc., Risk Managers for the Allegheny County Airport Authority, for the period effective April 1, 2020 through March 31, 2021 for an annual amount of \$542,588.00.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Smith reported that the committee did not enter into Executive Session, but no action was taken. The committee then reconvened and then adjourned.

Ms. Cassotis presented the ACAA Board Update COVID-19/Coronavirus Situation Analysis. Ms. Cassotis reported that ACAA is currently in irregular operations which means the main priorities is to protect the health and safety of teams and passengers, maintain facilities and operations, and identify cost saving areas. Ms. Cassotis discussed the workforce flexibility in regards to new policies such as personal time, sick time, social distancing, essential on-site Team 1 and Team 2, early retirement incentive, working remotely, and the voluntary furlough to help families manage school closures and other needs. Ms. Cassotis discussed the impact that the Coronavirus has on operations at ACAA with safety and the two way communication with teams and partners in regards to conducting live all-hands calls over three shifts, recording bi-weekly CEO messages, breaking news and PIT updates on Blue Sky News, hosting weekly live partner calls, and conducting daily calls with Terminal Modernization Program contractors. Ms. Cassotis reviewed the evolution of the Coronavirus plan over time since January 2020 and the critical components at the Pittsburgh International Airport in regards to job duties in each department. Ms. Cassotis next reported on the airlines and how they have been impacted by COVID-19. As of today, over twenty (20) worldwide airlines have suspended 100% of their operations. At PIT, we are seeing multiple carriers draw down capacity for April. Carriers are adjusting their near-term schedules on a daily and weekly basis. Ms. Cassotis next reported on air travel and the industry recovery after shock events such as 9/11 and SARS. As China was the first country to experience the impacts of COVID-19, it can be a barometer for how airlines recover worldwide following the outbreak. Chinese carriers cut a significant amount of capacity for February 2020, but they are slowly bringing more flights and more seats back online. Ms. Cassotis reviewed the air travel and cargo demand recovery at PIT in regards to our passenger. Ms. Cassotis reassured

that ACAA will be ready when the industry emerges and discussed the Terminal Modernization Program construction moving forward.

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Shook, Secretary

MINUTES OF THE APRIL 17, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, April 17, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Matt Smith, Vice Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
William Curtis

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Dale Cottrill, Chief Financial Officer  
Eric Sprys, Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of March 20, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the March 20, 2020 meeting. The following Action Items were presented:

- Action Item No. 232-20 ISS Facilities Services, Inc. - Authorization to approve Change Order Number 1 to Contract Number 4297 to increase the contract amount by \$136,376.80 from \$17,445,404.86 to \$17,581,781.66, extending the term from May 1, 2020 through December 31, 2020 for Janitorial Services.
- Action Item No. 242-20 CEO Award - Request authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to award and execute a contract with the lowest responsible bidder meeting the requirements of the contract documents for bids opened on 03/11/2020, or to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for Project Number 22G1-19, Hangar 1 and 2 General Improvements at Pittsburgh International Airport.

- Action Item No. 243-20 Johnson, Mirmiran, and Thompson, Inc. (JMT) - Authorization to award and execute a contract for an amount not to exceed \$174,344.04 to provide construction management and inspection services for Project Number 8G4-20, Miscellaneous Airfield Pavement Rehabilitation at Pittsburgh International Airport. The term of the contract shall be for 24 months from notice to proceed.
- Action Item No. 244-20 Hatch Associates Consultants, Inc. - Authorization to award and execute a contract for an amount not to exceed \$159,294.64 to provide design engineering services for Project Number 8G5-20, New Apron Hard Stand Parking at Pittsburgh International Airport. The term of the contract shall be for 24 months from notice to proceed.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did not enter into Executive Session with no action taken. The committee then adjourned.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of March 20, 2020. The following Action Items were presented:

- Action Item No. 251-20 Scannell Properties - Authorization for the Chief Executive Officer to enter into a Development Agreement for approximately 48 acres known as the Northfield located at the intersection of International Drive and Business 376.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did not enter into Executive session with no action taken. The committee then adjourned.

Mr. Smith reported that the Finance and Administration Committee met and approved the March 20, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 228-20 U.S. Transportation Security Administration (TSA) - Board Ratification of the ACAA CEO application for, and acceptance of, a 100% \$4,618,736.04 U.S. Transportation Security Administration (TSA) Other Transaction Agreement (OTA) Grant #70T04020T9CAP1045 for the construction (Phase 2), for 2018 PIT TSA EDS Replacement S Matrix (#911816).
- Action Item No. 234-20 TSA National Explosives Detection Canine Team - Board Ratification of the ACAA CEO application for, and acceptance of, up to \$1,136,250.00 TSA National Explosives Detection Canine Team Program (NEDCTP) OTA #70T02020T9NNCP470 for partial reimbursement of PIT K-9 security program costs from 07/01/20 - 06/20/24.



- Action Item No. 252-20 Federal Grants for CARES Act Costs Reimbursement - Board Ratification of the ACAA CEO application for, and acceptance of, two (2) 100% Federal Grants for CARES Act Costs Reimbursement for Pittsburgh International Airport and Allegheny County Airport: - 2020 PIT CARES Act Airport Costs Reimbursement in the amount of \$36,066,209; and - 2020 AGC CARES Act Airport Costs Reimbursement in the amount of \$157,000.
- Action Item No. 250-20 Clark Hill PLC - Authorization is requested for Change Order Number 2 on Contract Number 4336 to increase the contract amount by \$200,000 for legal services and related expenses to the contract.
- Approval of Audit - The Finance Committee recommends the Board of Directors accept the 2019 annual audit report of the Allegheny County Airport Authority as presented and prepared by the independent audit firm of Plante & Moran, PLLC.
- PNC Resolution

## **THE ALLEGHENY COUNTY AIRPORT AUTHORITY**

### **RESOLUTION 1 OF 2020**

WHEREAS, The Allegheny County Airport Authority, a body corporate and politic under the laws of the Commonwealth of Pennsylvania, organized by the County of Allegheny pursuant to the Municipality Authorities Act, approved June 19, 2001, P.L. 287, Act 22, as amended, 53 Pa.C.S. Section 5601 *et seq.* (the “Authority”), and PNC Bank, National Association (the “Bank”) are parties to a subordinated revolving draw down credit facility in an amount up to \$200,000,000 evidenced by a series of draw down loans (collectively, the “Loan”) in accordance with and subject to the provisions of the Authority’s Master Trust Indenture dated as of December 1, 2019, by and between the Authority and Bank of New York Mellon Trust Company, N.A. as the “Trustee” (the “Master Indenture”), as supplemented by the First Supplemental Trust Indenture dated as of December 1, 2019, by and between the Authority and the Trustee (the “First Supplemental Indenture” together with the Master Indenture, the “Indenture”); and pursuant to the terms of a Loan Agreement dated as of December 18, 2019 by and between the Authority and the Bank (the “Loan Agreement”, and together with the Loan and the Subordinate Obligation Airport Revenue Notes, Series 2019 issued pursuant to the Indenture (the “Series 2019 Subordinate Obligation Notes”). The Indenture, the Loan Agreement and the Series 2019 Subordinate Obligation Notes are collectively referred to as (the “Credit Facility Documents”);

WHEREAS, by virtue of the terms of the Loan Agreement, the outstanding loan amount must be reduced to \$100,000,000 by June 1, 2020 (the “Step Down Date”);

WHEREAS, the Authority has requested, and the Bank has agreed, to amend the Loan to extend the Step Down Date to December 1, 2020;



WHEREAS, the Bank has provided a term sheet related to the amendment of the Loan Agreement, attached hereto as Exhibit A, which, among other aspects, extends the Step Down Date to December 1, 2020 and adjusts the pricing on the interest of draws (the "Term Sheet"); and

WHEREAS, the amendment of the Loan Agreement will require the execution and delivery of amended Credit Facility Documents as approved by the Board of the Authority.

NOW, THEREFORE, BE IT RESOLVED, that the Authority is hereby authorized to execute the Term Sheet and enter into such revisions to the Credit Facility Documents described in the recitals hereto, consistent with the terms of the Loan as modified by the Term Sheet, including interest rate, term and principal amount thereof to be set forth therein and such other agreements, certificates and related documents as the Chief Executive Officer, the Chief Financial Officer and/or the Chairman of the Authority shall deem necessary or desirable with respect to the transaction contemplated herein;

BE IT FURTHER RESOLVED, that the Chief Executive Officer, the Chief Financial Officer and/or the Chairman of the Authority be, and each of them are hereby, authorized to execute and deliver the amended Credit Facility Documents (and any further amendments or modifications thereto), and any other agreements, documents or instruments necessary or desirable in connection therewith in the name and on behalf of the Authority (which may be attested by the Secretary or any Assistant Secretary or the equivalent thereof of the Authority) or otherwise in the form previously presented to the Authority (with such changes, not inconsistent with the intent of these resolutions as the Chief Executive Officer, Chief Financial Officer and/or Chairman of the Authority, as evidenced by their execution thereof, shall deem necessary or desirable) and (ii) such other agreements and documents as are contemplated by the amended Credit Facility Documents, including without limitation, officer certificates, any tax compliance certificates, and/or forms and legal opinions;

BE IT FURTHER RESOLVED, that the Chief Executive Officer, Chief Financial Officer and/or Chairman of the Authority and its Solicitor be, and each of them hereby are, authorized to take all such further actions, to execute and deliver such further instruments and documents in the name and on behalf of the Authority and if necessary or advisable (which may be attested by the Secretary or any Assistant Secretary or the equivalent thereof of the Authority) or otherwise to pay all such expenses as in their judgment shall be necessary or advisable in order to fully carry out the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions previously taken or that will be taken by any officer or the equivalent thereof, employee or agent of the Authority in connection with or related to the matters set forth in or reasonably contemplated by the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of the Authority.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Smith commented on the “Approval of the Audit” and congratulated Mr. Cottrill, Ms. Jenkins, and the rest of the Finance Team on the accomplishment of having completed the Audit with no negative findings. Mr. Smith stated, “With the leadership of Dale Cottrill and Kristy Jenkins that we are in very good hands and he is proud to be the committee chairman. He extended his congratulations on a “Great job” to the team

Mr. Smith also acknowledged Vince Gastgeb and his team on the preparation and application of the Airport Sector CARES Act funding on behalf of the ACAA. In addition, he thanked Congressman Lamb for working with Mr. Gastgeb to make this happen so quickly. Mr. Smith stated, “We appreciate the efforts of our partners in working with the Authority and express our gratitude to the federal delegation.”

Mr. Smith reported that the committee did not enter into Executive Session, but no action was taken. The committee then reconvened and then adjourned.

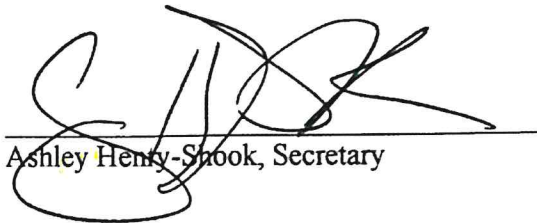
Ms. Cassotis presented the March air service dashboard – Passengers in the month of March totaled 399,900, a 52.3% decrease when compared with March 2019, which had 837,600 total passengers. Total number of seats for March totaled 1,300,000 which is a 2.1% increase when compared with March 2019 of 1,000,000. Ms. Cassotis reported that passenger traffic was down 18% through March which is a result of reduced demand due to the coronavirus pandemic. Ms. Cassotis reported on the total year to date cargo for first quarter of 2020 which was 15.9 metric tons for freight and 3.7 metric tons for mail representing a 5.0% decrease compared to the first quarter of 2019 which was 16.9 metric tons of freight and 3.8 metric tons of mail. The four airlines with the highest percentage of passengers were: Southwest 25.3%, American 22.1%, Delta 16.0%, and United 13.5%. Allegiant, JetBlue, and Spirit collectively make up 18.0%.

Ms. Cassotis presented an update on the COVID-19/Coronavirus Pandemic. Ms. Cassotis discussed the gradual improvements across Pennsylvania and Allegheny County with the pandemic. Ms. Cassotis discussed the precautions in place at the Pittsburgh International Airport with masks being provided to all ACAA employees, boosted cleaning, and social distancing. Ms. Cassotis reviewed the evolution of the Coronavirus plan over time since January 2020 and the critical components at the Pittsburgh International Airport in regards to job duties in each department and grant funded or essential critical infrastructure. Ms. Cassotis reported on the traffic at Allegheny County Airport for March 2020 totaled 3,916 which was a 25.3% decrease when compared to March 2019 which was 5,229. The first week in March 2020 was at 41.55% compared to the fourth week which was at -57.32%. Ms. Cassotis next reported on the airlines and how they have been impacted by COVID-19. As of today, over 50% worldwide airlines have suspended 100% of their operations. Advanced booking continues to fall with lower near term demand. At PIT, we are seeing multiple carriers draw down capacity for April. Carriers are adjusting their near-term schedules on a weekly and sometimes daily basis. Ms. Cassotis stated that Pittsburgh International Airport is not the only airport seeing capacity cutbacks from airline partners. Ms. Cassotis touched on other situations at the Pittsburgh International Airport such as most concessions are closed, but we continue to meet the essential needs of the passengers. Ms. Cassotis next reported on the cost saving measures that ACAA is putting in place in regards to

the Terminal Operations and Maintenance, parking lots and shuttles, security personnel, operations budget, concessions, rental car agencies, and the capital budget. Ms. Cassotis discussed ACAA's approach to economic stimulus funding advocacy and the CARES Act in regards to the specific funding for Pittsburgh International Airport and Allegheny County Airport. Pittsburgh International will be receiving \$36,066,209 and AGC will be receiving \$157,000. Passenger and Cargo airlines will be receive \$61 billion in direct aid, loan and loan guarantees. Ms, Cassotis discussed the significant opportunity to keep Pittsburgh International Airport involved in communications and the community in regards to Blue Skye News, media relations, stakeholder outreach, customer experience, and ACAA internal communications. Ms. Cassotis ended the presentation with an update about the Terminal Modernization Program.

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Spook, Secretary

MINUTES OF THE MAY 15, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, May 15, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Matt Smith, Vice Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
William Curtis

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Dale Cottrill, Chief Financial Officer  
Eric Sprys, Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of April 17, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the April 17, 2020 meeting. The following Action Items were presented:

- Action Item No. 295-20 XeLearn, LLC - Authorization to enter into a contract for an amount not-to-exceed \$103,000 for the continued licensing and support of the Learning Management System (LMS) used by Airport Operations and Security for the Allegheny County Airport Authority. The term of the contract is from June 1, 2020 through May 31, 2021.
- Action Item No. 280-20 Wellington Power Corporation - Authorization to approve Change Order Number 13 to Contract Number 3965 with Wellington Power Corporation to increase the contract amount by \$199,625.00 from \$1,076,595.98 to \$1,276,220.98 for the high voltage cable replacement to the Hyatt Hotel.
- Action Item No. 291-20 Wellington Power Corporation - Authorization to approve Change Order Number 6 to Contract Number 3977 to exercise the second and final option year of the on-call contract for on-call Landside and Airside Electrical Services

for an amount not-to-exceed \$120,000.00. This change order will also incorporate new wage rates allowable under the contract terms.

- Action Item No. 281-20 4- Guys Fire Truck - Authorization to approve the purchase of a Fire Engine at Allegheny County Airport (AGC). This purchase is in accordance with the Sourcewell Cooperative Purchasing Agreement for a not-to-exceed price of \$427,328.
- Action Item No. 282-209 Veolia Water North America Central, LLC - Authorization to approve Contract Revision Number 3 to Contract Number 365800 to exercise the second of two option year contract extensions which will increase the contract amount by \$175,000.00 from \$967,913.00 to \$1,142,913.00, and extend the contract until June 9, 2021 for the On-Call Environmental Services at Allegheny County and Pittsburgh International Airport.
- Action Item No. 283-20 CDM Smith - Authorization to approve Contract Revision Number 2 to Contract Number 3612 to exercise the second of two option year contract extensions which will increase the contract amount by \$200,000.00 from \$1,400,000.00 to \$1,600,000.00, and extend the contract until June 30, 2021 for the On-Call Deicing Action Plan and Deicing Action Plan Field Services at Pittsburgh International Airport.

Upon motion duly made and seconded, the foregoing Action Items were approved. Ashley Henry-Shook abstained from Administrative Action 283-20 for CDM Smith, Inc.

Mr. Stanizzo reported that the committee did not enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of April 17, 2020. The following Action Items were presented:

- Action Item No. 290-20 The Buncher Company - Authorization for the Chief Executive Officer to enter into a Master Development Agreement for approximately 195 acres known as the Pittsburgh Airport Innovation Campus at the intersection of Interstate 376 and Clinton Road.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did not enter into Executive Session.

Mr. Smith reported that the Finance and Administration Committee met and approved the April 17, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 278-20 RAAC GEDTF Grant PAIC Project 911018 - Board Ratification of the ACAA CEO Application for, and acceptance of, if offered, a \$500,000.00 Redevelopment Authority of Allegheny County (RAAC) - Gaming



Economic Development Tourist Fund (GEDTF) Grant towards the \$12.7MM PIT Airport Innovation Campus Ph. 2, Project #911018.

- Action Item No. 279-20 AGC Fire Truck & PIT Airfield Pavement - Board Ratification of the ACAA CEO application for, and acceptance of, two PaDOT Grants for the following projects: - PaDOT Grant #ADP-19-040 75% state share of \$320,496.00 for the \$427,328.00 AGC Fire Truck, Project #22004; and - PaDOT Grant #ADP-19-046 75% state share of \$975,000.00 for the \$1,300,000.00 PIT Airfield Pavement Rehab #12023.

Upon motion duly made and seconded, the foregoing Action Items were approved. Lance Chimka abstained from Administrative Action 278-20 for the Redevelopment Authority of Allegheny County (RAAC).

Mr. Smith reported that the committee did not enter into Executive Session.

Ms. Cassotis presented the April air service dashboard – Passengers in the month of April totaled 32,400 a 96.0% decrease when compared with April 2019, which had 805,300 total passengers. Total number of seats for April totaled 524,400 which is a 48.1 % decrease when compared with April 2019 of 1,011,000. Ms. Cassotis reported on the total year to date cargo for 2020 which was 21.3 metric tons for freight and 5.3 metric tons for mail representing a 4.4% decrease compared to the year to date for 2019 which was 22.6 metric tons of freight and 5.1 metric tons of mail. The four airlines with the highest percentage of passengers were: Southwest 27.2%, American 36.7%, Delta 16.4%, and United 9.8%. Allegiant, JetBlue, Alaska and Spirit collectively make up 8.0%. Passenger traffic is down 96% in April 2020 on significantly reduced international and domestic travel demand with the coronavirus pandemic.

Ms. Cassotis presented an update on the COVID-19/Coronavirus Pandemic. Ms. Cassotis discussed the gradual improvements across Pennsylvania and Allegheny County with the pandemic. She discussed the essential employees on site at Pittsburgh International Airport.

Ms. Cassotis next reported on the airlines and how they have been impacted by COVID-19. As of today, over 50% worldwide airlines have suspended 100% of their operations. Advanced booking continues to fall with lower near term demand. At PIT, we are seeing multiple carriers draw down capacity for May. Carriers are adjusting their near-term schedules on a weekly and sometimes daily basis. Ms. Cassotis reported that PIT is not alone in seeing capacity cutbacks from our airline partners. PIT's peer airports are seeing cuts in line with, and in some cases, more severe than what we have seen as of today. Ms. Cassotis next reported that Transportation Security Administration (TSA) throughput remains at historic lows, but noted that May is showing signs of a gradual rebound. Ms. Cassotis advised that most Airport concessions are closed, but the Authority continues to meet the essential needs of the passengers. Ms. Cassotis next reported on the cost saving measures that ACAA is putting in place in regards to the Terminal Operations and Maintenance, parking lots and shuttles, security personnel, operations budget, concessions, rental

car agencies, and the capital budget. Ms. Cassotis discussed the parking of planes at Pittsburgh International Airport has been reduced and there is constant communication with the airline partners to evaluate their need for aircraft parking. Ms. Cassotis reported that Pittsburgh International Airport is positioning itself as a gateway for air cargo operations. In April, National Airlines brought two charter cargo flights to PIT, delivering critical PPE to the country and on May 11, National Airlines operated an additional charter to PIT on behalf of FEMA, utilizing a Boeing 747. Ms. Cassotis next reported that the ACAA is actively supporting the region's disadvantaged business enterprise community. The Authority is having virtual one on one meetings, virtual capacity building workshops, and integrated online outreach such as Blue Sky News, social media, and email blasts to update and inform DBEs about ACAA and TMP business opportunities. Ms. Cassotis next discussed community outreach in which the ACAA is involved such as the Greater Pittsburgh Food Bank and Pittsburgh Aviation Animal Rescue Team (PAART).

Ms. Cassotis discussed the transition from IROP's in regards to the traffic at Pittsburgh International Airport and how it remains uncertain when this will recover. She pointed out that the transition will require innovation and quoted Fast Company magazine that Pittsburgh International Airport has what it takes to do so. She also acknowledged the partnership with Pittsburgh-based Carnegie Robotics which has deployed ultraviolet (UV) AI-driven autonomous robots for cleaning. The Authority received extensive media coverage. HoldSafe handrails are in testing, and it is exploring UV devices for trains, elevators, restrooms and other high-touch areas. Lastly, Ms. Cassotis discussed the transition and the program that ACAA has created in regards to policies, processes and procedures.

Ms. Cassotis noted that this was Mr. Cottrill's last meeting and acknowledged his accomplishments for the 3 years he has served as Chief Financial Officer. She noted that office workflows were changed to emphasize customer focus from a finance perspective for internal and external customers. Communication overhaul was performed to ensure that decision making was in the hands of upper management. He has received CFO of the Year Award from the Pittsburgh Business Times and four (4) GFOA Awards. Mr. Cottrill also successfully defeased five (5) bond series totaling \$75.8M, upgraded JDEdwards with a new chart of accounts, streamlined processes, including electronic payment processing to vendors rather than checks and employee electronic expense reimbursement processing. He also changed the investment portfolio makeup and actively monitored investment strategies that resulted in millions of dollars in investment income. Mr. Cottrill also negotiated eight union contracts in Building, Trades Firefighters, Teamsters, Baggage Handlers, Labors, Operating Engineer, Machinist, Service Employees and negotiated changes to the healthcare policy copays and deductibles while still maintaining exceptional employee coverage. He prepared comprehensive operating budgets with minimal increases and successfully reviewed and received budget approval with airlines, compiled a presentation for Bond Rating Agencies (80 pages) and conducted on-site meet and greets with four agencies in preparation of the Terminal Modernization Program financing. Finally, he enhanced Board and Executive Cash Reports (restricted/unrestricted), and audited outstanding encumbrances. Ms. Cassotis emphasized how the Airport Authority is a better place because of his efforts and we will miss Dale's knowledge and humor, and that Dale is "passing of the torch" to Eric Sprys. Ms. Cassotis discussed Eric's role at ACAA in regards to Business Development, Neighborhood 91, and the AOAs. Matt

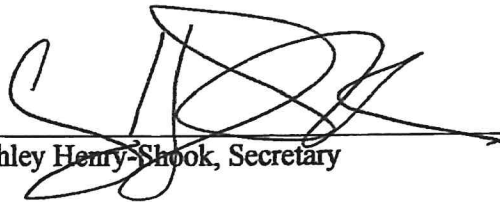


been a tremendous resource for the Board.” Matt Smith thanked Dale for teaching him everything he needed to know about airport finance.

Ms. Cassotis also acknowledged the employees that took the early retirement incentive program and the individuals that are retiring May 31<sup>st</sup>, 2020. Ms. Cassotis recognized the following individuals: Craig Chermer, Michael Braunlich, Robert Parnell, James Cepec, John Ducouer, Donald Paterni, Timothy Keally, Thomas Duncan, William Holko, James Givvin, Timothy Walsh, Kurt Belback, Gary O’Toole, Patrick Garvey, and Theodore Feitt.

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Shook, Secretary

MINUTES OF THE JUNE 19, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, June 19, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
William Curtis

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Eric Sprys, Chief Commercial Officer/Chief Commercial Officer  
Jeff Letwin, Solicitor  
Mark Nowak, Special Counsel  
Members of staff, press and public

The Chairman called the meeting to order, and asked for approval of the minutes of the meeting of the Board of Directors of May 15, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the May 15, 2020 meeting. The following Action Items were presented:

- Action Item No. 340-20 DTE Pittsburgh, LLC - Authorization to approve Change Order Number 1 to Contract Number 3865 to exercise the first of four option years for the operation and maintenance services of the Energy Plant facility at Pittsburgh International Airport. The term of the contract will be from July 9, 2020 through July 8, 2021 for an annual cost of \$1,585,524.00.
- Action Item No. 334-20 Golden Triangle Construction Company, Inc. - Authorization to approve Contract Revision Number 1 to Contract Number 4376 to increase the contract amount by \$231,695.54 from \$3,475,850.00 to \$3,707,545.54 for Project Numbers 40G2-18/40G3-18 Upper West Ramp Drainage & Pavement Improvements and Terminal Parking Improvements at Allegheny County Airport.
- Action Item No. 335-20 Allegheny Construction Group - Authorization to award and execute a contract for an amount of \$758,500.00 for bids opened on April 8, 2020 to provide general construction services for Project Number 54G1-18 (General) Energy Plant/Power Substation Roof Replacement at Pittsburgh International Airport.

- Action Item No. 336-20 Allegheny Construction Group - Authorization to award and execute a contract for an amount of \$109,300.00 for bids opened on April 15, 2020 to provide mechanical construction services for Project Number 54M1-18 (Mechanical) Energy Plant/Power Substation Roof Replacement at Pittsburgh International Airport.
- Action Item No. 337-20 Golden Triangle Construction Company, Inc. - Authorization to approve Contract Revision Number 1 to Contract Number 4327 to increase the contract amount by \$480,978.45 from \$2,643,935.53 to \$3,124,913.98 and extend the contract by 178 calendar days, which extends the contract completion date from February 4, 2020 to July 31, 2020 for Project Numbers 8G1-19/22G1-19 Airfield Joint, Crack Sealing, and Pavement Rehabilitation and Hangar 1 and 2 Apron Rehabilitation at Pittsburgh International Airport.
- Action Item No. 338-20 Neiswonger Construction, Inc. - Authorization to award and execute a contract for an amount of \$5,774,826.43 for the base bid and alternate 1 for bids opened on May 6, 2020 to provide general construction services for Project Number 7G4-11 (General) Site 9 McClaren Road Development Project at Pittsburgh International Airport.
- Action Item No. 339-20 Amari Painting & Linings, LLC - Authorization to award and execute a contract for an amount of \$579,000.00 for the base bid and for bids opened on March 11, 2020 to provide general construction services for Project Number 47G2-19 (General) Rehabilitation of Linings and Coatings of Sierra East and West Above Ground Storage Tanks at Pittsburgh International Airport.
- Action Item No. 331-20 Gensler+HDR - Authorization to approve Amendment Number 10 to Contract Number 4075 for the Terminal Project to increase the lump sum contract amount by an amount not to exceed \$19,925,486.00 to complete the funding of the fourth phase (construction documents and fifth (and last) phase (construction administration) and to reimburse approved additional design change costs. Notice to Proceed with phase five - construction administration will be issued via task order when the construction phase has been approved.
- Action Item No. 332-20 CEO Award - Authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to award and execute a contract with the lowest responsible bidder meeting the requirements of the contract documents for bids opened on 6/16/2020 or to reject bids individually or in their entirety and re-advertise with the concurrence of the solicitor should be necessary, for Project Number 20EE02, Switchgear Replacement Installation at Pittsburgh International Airport.
- Action Item No. 333-20 Michael Baker International, Inc. - Authorization to approve Amendment Number 3 to Contract Number 4198 for the Multi Modal Complex (MMC), to allocate \$1,747,765.00 to reimburse for additional services during the Concept, Schematic Design and Design Development phases. Acting on the

authorization granted in the award to allocate budgeted funds when available this request will permit proper reimbursement for revisions necessary due to changing conditions but maintain the current budget amount.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did not enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of May 15, 2020. The following Action Items were presented:

- Action Item No. 304-20 Buchanan, Ingersoll, & Rooney, P.C. - Authorization to approve Change Order Number 2 to Contract Number 3975 to increase the contract amount by \$112,500.00 and to extend the term until December 31, 2020 to perform federal government consulting and/or lobbying services on behalf of the Allegheny County Airport Authority in connection with various Federal Government affairs issues.

Upon motion duly made and seconded, the foregoing Action Items were approved. Randy Vulakovich abstained from Administrative Action 304-20 for Buchanan, Ingersoll, & Rooney, P.C.

Ms. Shook reported that the committee did not enter into Executive Session.

Mr. Chimka reported that the Finance and Administration Committee met and approved the May 15, 2020 meeting minutes. The following action items were hereby presented:

- BIOS Loan Closing - In 2018, the board approved proceeding to enter into a \$6,000,000 loan transaction with the Commonwealth Finance Authority under the Business in Our Sites (BIOS) program. The attached Borrowing Resolution authorizes the CEO, CFO and Chairman to execute all documents necessary to close on the transaction.

## THE ALLEGHENY COUNTY AIRPORT AUTHORITY

### RESOLUTION 2 OF 2020

WHEREAS, the Allegheny County Airport Authority, a body corporate and politic under the laws of the Commonwealth of Pennsylvania, organized by the County of Allegheny pursuant to the Municipality Authorities Act, approved June 19, 2001, P.L. 287, Act 22, as amended, 53 Pa.C.S. Section 5601 et seq. (the "Authority"), has received a proposal from the Commonwealth Financing Authority (the "Lender"), to provide to the Authority a credit facility in an amount up to \$6,000,000, evidenced by a series of draw down loans (collectively, the "Loan"), pursuant to the terms of a Loan Agreement by and between the Authority and the Lender (the "Loan Agreement," and together with

the Loan Agreement, Note and Assignment of Rents and Leases (hereafter defined), collectively, the "Credit Facility Documents");

WHEREAS, the Loan was approved and authorized by the Authority's Board of Directors at a duly convened meeting held on July 20, 2018 (Action Item No. 450-18);

WHEREAS, the proceeds of the Loan will be used to defray a portion of the cost to be incurred by the Authority in connection with the Authority's and the Pittsburgh International Airport's (the "Airport") development of a project located on a tract of land in Findlay Township, Allegheny County, Pennsylvania, which will provide Class A offices, R&D sites, and attract additional international trade to the Pittsburgh region (the "Project");

WHEREAS, Authority's obligations under the Credit Facility Documents will be secured by a note (the "Note") and an assignment of rents and leases ("Assignment of Rents and Leases"), the Note and the Assignment of Rents and Leases to be issued pursuant to the Loan Agreement; and

NOW, THEREFORE, BE IT RESOLVED, that the Authority is hereby authorized to enter into the Credit Facility Documents described in the recitals hereto, with the terms of the Loan, including interest rate, term and principal amount thereof to be set forth therein;

BE IT FURTHER RESOLVED, that the Authority is hereby authorized to enter into the Credit Facility Documents and such other agreements, certificates and related documents as the Chief Executive Officer, the Chief Financial Officer and/or the Chairman of the Authority shall deem necessary or desirable with respect to the transaction contemplated herein;

BE IT FURTHER RESOLVED, that the Chief Executive Officer, the Chief Financial Officer and/or the Chairman of the Authority be, and each of them are hereby, authorized to execute and deliver (i) each of the Credit Facility Documents (and any amendments or modifications thereto), and any other agreements, documents or instruments necessary or desirable in connection with obtaining the Loan in the name and on behalf of the Authority (which may be attested by the Secretary or any Assistant Secretary or the equivalent thereof of the Authority) or otherwise in the form previously presented to the Authority (with such changes, not inconsistent with the intent of these resolutions as the Chief Executive Officer, Chief Financial Officer and/or Chairman of the Authority, as evidenced by their execution thereof, shall deem necessary or desirable) and (ii) such other agreements and documents as are contemplated by the Credit Facility Documents, including without limitation, officer certificates, any tax compliance certificates, and legal opinions;

BE IT FURTHER RESOLVED, that the Chief Executive Officer, Chief Financial Officer and/or Chairman of the Authority and its Solicitor be, and each of them hereby are, authorized to take all such further actions, to execute and deliver such further

instruments and documents in the name and on behalf of the Authority and if necessary or advisable (which may be attested by the Secretary or any Assistant Secretary or the equivalent thereof of the Authority) or otherwise to pay all such expenses as in their judgment shall be necessary or advisable in order to fully carry out the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions previously taken or that will be taken by any officer or the equivalent thereof, employee or agent of the Authority in connection with or related to the matters set forth in or reasonably contemplated by the foregoing resolutions be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the acts and deeds of the Authority.

Upon motion duly made and seconded, the foregoing Action Items were approved.

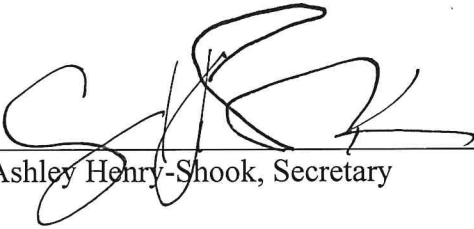
Mr. Chimka reported that the committee did not enter into Executive Session.

Ms. Cassotis presented the May air service dashboard – Passengers in the month of May totaled 92,500 an 89.4% decrease when compared with May 2019, which had 875,400 total passengers. Month over Month Passenger comparison from April 2020 to May 2020 was a 185.2% increase. Total number of seats for May totaled 292,200 which is a 72.0 % decrease when compared with May 2019 of 1,044,200 Ms. Cassotis reported on the total year to date cargo for May 2020 which was 27.3 metric tons for freight and 6.6 metric tons for mail representing a 4.3% decrease compared to the year-to-date for May 2019 which was 29.2 metric tons of freight and 6.3 metric tons of mail. The four airlines with the highest percentage of passengers were: Southwest 29.0%, American 32.6%, Allegiant 15.0%, and Delta 10.5%. United, JetBlue, Alaska and Spirit collectively make up 9.0%. Ms. Cassotis reported that Passenger traffic is down 89% in May 2020 on significantly reduced international and domestic travel demand due to the coronavirus pandemic. Year-to-date passenger traffic is down 51% through May 2020. Ms. Cassotis presented an update on the Allegheny County Airport (AGC) in regard to air taxi traffic. ACAA saw activity to begin to recover in May, particularly business aviation. There was a 17% decrease experienced in May which was an improvement over the losses that occurred in both April and March when the pandemic first began. For the week of May 24<sup>th</sup>, the traffic at AGC was up 6% compared to 2019.

Ms. Cassotis also acknowledged the employees who took the early retirement incentive program and the individuals who are retiring May 31<sup>st</sup>, 2020. Ms. Cassotis recognized the following individuals: Dave Miklos, Rea Mills, Ron Slavick, Joe Amuso, Tracey Cox, Ed Kreuzer, Mike Liba, Don Martuseavich, Bo Muraco, and Rege O'Toole.

The Chairman asked for any new business. There was no new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



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Ashley Henry-Shook, Secretary



MINUTES OF THE JULY 17, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, July 17, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
Matthew Smith  
Cynthia Shapira

Also in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Eric Sprys, Executive Vice President and Chief Financial Officer  
Jeff Letwin, Solicitor (via WebEx)  
Mark Nowak, Special Counsel (via WebEx)  
Members of staff, press and public (via WebEx)

The Chairman called the meeting to order and asked for approval of the minutes of the meeting of the Board of Directors of June 19, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the June 19, 2020 meeting. The following Action Items were presented:

- Action Item No. 384-20 Johnson Controls Security Solutions, LLC - Authorization for approval of Change Order Number 4 to Contract Number 376200 for the amount not-to-exceed \$281,316.34 for Project #911826, Pittsburgh International Airport Closed Circuit TV (CCTV) Upgrade, increasing the total contract amount from \$934,683.35 to \$1,215,999.69.
- Action Item No. 354-20 Schindler Elevator Corporation - Authorization to approve Change Order Number 4 to Contract Number 3761 for the refurbishment of freight elevator #41 in the Airside Terminal for an amount not to exceed \$545,000.00.
- Action Item No. 359-20 Inland Technologies, LLC - Authorization to approve Contract Revision Number 2 to Contract Number 3789 with Inland Technologies, LLC to exercise the first option year contract extension which will increase the contract amount by \$1,500,000.00 from \$4,548,800.00 to \$6,048,800.00 for Spent Aircraft Deicing Fluid Recycling/Disposal at Pittsburgh International Airport.

- Action Item No. 371-20 Civil & Environmental Consultants, Inc. - Authorization to approve Contract Revision Number 7 to Contract Number 2477 to increase the contract amount by \$239,100.00 from \$883,371.22 to \$1,122,471.22 for Project Number 7G4-11, Site 9 Development Project on McClaren Road at Pittsburgh International Airport.
- Action Item No. 377-20 Cast & Baker Corporation - Authorization to approve Contract Revision Number 3 to Contract Number 4104 with Cast & Baker Corporation to increase the contract amount by \$1,028,821.79 from \$5,403,606.97 to \$6,432,428.76 and extend the contract ten (10) months, which extends the contract completion date from December 4, 2019 to October 4, 2020 for Project Number 7G5-14, Pittsburgh Airport Innovation Campus Site Development - Phase 1 at Pittsburgh International Airport.
- Action Item No. 382-20 CEO Award - Request authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to award and execute a contract with the lowest responsible bidder meeting the requirements of the contract documents for bids opened on August 5, 2020, or to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for Project Number 8G4-20, 2020 Miscellaneous Airfield Pavement Rehabilitation at Pittsburgh International Airport.
- Action Item No. 383-20 CEO Award - Request authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to award and execute a contract with the lowest responsible bidder meeting the requirements of the contract documents for bids opened on July 22, 2020, or to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for Project Number 7G3-15, Traffic Improvements to Ewing Road at Cherrington Parkway at Pittsburgh International Airport.
- Action Item No. 378-20 Gensler+HDR - Authorization to approve Amendment Number 11 to Contract Number 4075 to increase the lump sum contract amount by \$1,144,240.00 from \$88,128,324.00 to \$89,272,564.00 to add the cost of the Pre-Conditioned Air (PCA) Phase 2 design which includes the preparation of the VALE Grant application.
- Action Item No. 380-20 PJ Dick/Hunt - Authorization to approve Amendment Number 3 to Contract Number 4305 to increase the contract amount by \$355,356.68 for construction management services related to Project Number 55M1-19, 55E1-19 PCA System Upgrade Phase 1, contingent upon award of VALE Grant.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did not enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of June 19, 2020. The following Action Items were presented:

- Action Item No. 387-20 The Buncher Company - Authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to enter into a Ground Lease for approximately 2.7 acres at the Pittsburgh Airport Innovation Campus. The term of the agreement will be twenty-five (25) years with five (5) options of five (5) years.
- Action Item No. 390-20 The Buncher Company - Authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to enter into an Agreement with the Neighborhood 91 Master Developer, The Buncher Company, whereas the Authority will provide additional site improvements at Neighborhood 91 and The Buncher Company will provide site infrastructure of equal value. The final form of the agreement will be subject to approval of the solicitor and the Chief Executive Officer.
- Action Item No. 381-20 Amadeus - Authorization for approval of Revision Number 5 to Contract Number 3810 with Amadeus, increasing the contract amount for an amount not to exceed \$360,547.90 from \$625,426.08 to \$985,973.98. The purpose of the revision is for licensing and continued on-site maintenance and support of the common use passenger processing system (EASE), self-check kiosks (CUSS) and the Airport Operational Data Base (AODB). The extension will cover the period from August 10, 2020 to August 9, 2021.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did not enter into Executive Session.

Mr. Smith reported that the Finance and Administration Committee met and approved the June 19, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 360-20 CEO Authorization - Authorization of the Allegheny County Airport Authority Board of Directors to grant the Chief Executive Officer the right to approve, subject to approval by the Chairman, applicable Committee Chairperson and, if necessary, the Solicitor, any request for Administrative Actions for the period from July 17, 2020 to September 18, 2020 in the absence of the August Board of Directors meeting, with all said approvals being placed on the Board Agenda of the September 18, 2020 meeting for ratification.
- Action Item No. 355-20 VALE Grant - Board Ratification of the ACAA CEO Application for, and acceptance of, if offered, the following Grant for the

following Projects: FAA 100% VALE Grant - \$3,565,947.00 - for the eligible portion of the PIT C & D Gates Preconditioned Air Projects 911918 & 12035A.

- Action Item No. 356-20 PIT Domestic Water Supply System Rehab - Board Ratification of the ACAA CEO Application for, and acceptance of, if offered, the following PaDCED Grant for the PA Small Water & Sewer grant program for the following PIT Project: PaDCED Grant - \$425,000.00 - for the \$500,000.00 PIT Domestic water Supply System Rehab Project #911907. This is a resubmittal of approved Admin Action #854-19 to specifically reference the grant program per the program's request.
- Action Item No. 357-20 PIT Sanitary Sewer System Rehab - Board Ratification of the ACAA CEO Application for, and acceptance of, if offered, the following PaDCED Grant for the PA Small Water & Sewer grant program for the following PIT Project: PaDCED Grant - \$425,000.00 - for the \$500,000.00 PIT Sanitary Sewer System Rehab, Project #12026. This is a resubmittal of approved Admin Action #855-19 to specifically reference the grant program per the program's request.
- Action Item 358-20 3 FAA Grants - Board Ratification of the ACAA CEO Application for, and Acceptance of, if offered, the following Grants for the following Projects: 1. FAA 100% Grant - \$439,943.00 - for the PIT TW N Rehab Project 12024 2. FAA 100% Grant - \$2,319,724.00 - for the eligible portion of the 2020 PIT Snow Removal Equipment Project 12001 3. FAA 100% Grant - \$544,875.00 - for the AGC RW 10-28 RSA Impr Ph1.
- Action item 379-20 Clark Hill, PLC - Authorization to approve Revision Number 3 to Contract Number 4336 to increase the contract amount by \$300,000.00 for legal services and related expenses for the ACAA and the TMP.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Smith reported that the committee did not enter into Executive Session.

Ms. Cassotis presented the June air service dashboard – Passengers in the month of June totaled 196,000 a 78.2% decrease when compared with June 2019, which had 900,800 total passengers. Total number of seats for June totaled 351,600 which is a 66.3 % decrease when compared with June 2019 of 1,043,500. Ms. Cassotis reported that passengers were down 56% through June as a result of reduced demand due to the coronavirus pandemic. Ms. Cassotis<sup>1</sup> reported on the total year to date cargo for June 2020 which was 33.0 metric tons for freight and

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<sup>1</sup> Confirm cargo numbers.



7.8 metric tons for mail representing a 4.5% decrease compared to the year-to-date for June 2019 which was 35.3 metric tons of freight and 7.5 metric tons of mail.

The four airlines with the highest percentage of passengers were: Southwest 36.4%, American 26.4%, Allegiant 13.4%, and Delta 8.6%. United, Alaska and Spirit collectively make up 13%. Ms. Cassotis reported that Passenger traffic is down 78% in June 2020 on significantly reduced international and domestic travel demand with the coronavirus pandemic. Year-to-date passenger traffic is down 56% through June 2020.

Ms. Cassotis presented an update on the Allegheny County Airport (AGC) regarding air taxi traffic. Ms. Cassotis reported that the 2<sup>nd</sup> quarter traffic is trending in the right direction, the total traffic for June 2020 was 5,358 compared to June 2019 at 5,362. Ms. Cassotis reported that the total AGC air traffic is down 17% year to date. Air traffic through June 2019 was at 28,978 vs. January through June 2020 was at 24,050. Ms. Cassotis reported that the private aviation in June was at 12% when compared to April at -46% and May at -17%. AGC Air Traffic is down 15.5% year to date at 8,135 compared to 2019 year to date at 9,623.

Ms. Cassotis announced that there will be no August 2020 Board Meeting.

The Chairman asked for any new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Shook, Secretary



MINUTES OF THE SEPTEMBER 18, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, September 18, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Ashley Shook-Henry  
Rich Stanizzo  
Jan Rea  
Randy Vulakovich  
Lance Chimka  
Matthew Smith  
William Curtis

Also, in Attendance:

Christina A. Cassotis, Chief Executive Officer  
Eric Sprys, Executive Vice President and Chief Financial Officer  
Jeff Letwin, Solicitor (via WebEx)  
Mark Nowak, Special Counsel (via WebEx)  
Members of staff, press and public (via WebEx)

The Chairman called the meeting to order and asked for approval of the minutes of the meeting of the Board of Directors of July 17, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the July 17, 2020 meeting. The following Action Items were presented:

- Action Item No. 442-20 M-B Companies, Inc. - Authorization to approve the purchase of one High-speed Airfield Snow Blower from M-B Companies, Inc. / Airport Maintenance Products. This purchase is in accordance with the Commonwealth of Pennsylvania, Department of General Services (DGS) and COSTARS Contract #25-239, Municipal Work Vehicles, for a not-to-exceed price of \$684,749.26.
- Action Item No. 449-20 Wellington Power Corporation - Authorization to award and execute a contract with Wellington Power Corporation for the amount of \$408,000.00 for the base bid to provide electrical construction services for Project Number 55E1-19, PCA System Upgrade Phase 1 at Pittsburgh International Airport. The contract term will be 365 calendar days from notice to proceed.
- Action Item No. 450-20 Ruthrauff Sauer, LLC - Authorization to award and execute a contract with Ruthrauff Sauer, LLC for the amount of \$2,345,000.00 for the base bid to provide mechanical construction services for Project Number 55M1-19, PCA



System Upgrade Phase 1 at Pittsburgh International Airport. The contract term will be 365 calendar days from notice to proceed.

- Action Item No. 451-20 Waller Corporation - Authorization to award and execute a contract with Waller Corporation for an amount of \$590,500.00 for the base bid and alternate 1 for bids opened on 07/29/2020 to provide general construction services for Project Number 40G2-20, AGC Terminal 1st Floor Interior Renovation Phase 3 at Allegheny County Airport. The contract term will be 244 calendar days from notice to proceed.
- Action Item No. 452-20 Hranec Sheet Metal, Inc. - Authorization to award and execute a contract with Hranec Sheet Metal, Inc. for an amount of \$152,350.00 for the base bid and alternate 1 for bids opened on 07/29/2020 to provide mechanical construction services for Project Number 40H2-20, AGC Terminal 1st Interior Renovation Phase 3 at Allegheny County Airport. The contract term will be 244 calendar days from notice to proceed.
- Action Item No. 453-20 McCurley Houston Electric - Authorization to award and execute a contract with McCurley Houston Electric, Inc. for an amount of \$175,500.00 for the base bid and alternate 1 for bids opened on July 29, 2020 to provide electrical construction services for Project Number 40E2-20, AGC Terminal 1st Floor Interior Renovation Phase 3 at Allegheny County Airport. The contract term will be 244 calendar days from notice to proceed.
- Action Item No. 434-20 Michael Baker International, Inc. - Authorization from the Allegheny County Airport Authority Board of Directors to approve Amendment Number 4 to Contract Number 4198 with Michael Baker International, designer for the Multi-Modal Complex (MMC), to allocate funding for construction documents, additional services and extended design development as described in the proposal, in the amount of \$5,726,408.00 increasing the current contract from \$10,768,491.00 to \$16,494,899.00.
- Action Item No. 435-20 PJ Dick/Hunt- Authorization from the Allegheny County Airport Board of Directors to approve Amendment Number 4 to Contract Number 4305 with PJ Dick/Hunt, construction manager for the Terminal Project, to extend the preconstruction phase from June 30, 2020 to December 31, 2020 and to increase the preconstruction funding amount by \$500,000.00 from \$3,983,448.00 to a new not to exceed amount of \$4,483,448.00. Additionally, permission is requested to reassign the funding for this extended preconstruction phase from the previously allocated amount for construction services. Therefore, this will not increase the current contract amount. Any additional funds that may be necessary for the construction phase will be negotiated and allocated by future administrative action.
- Action Item No. 439-20 Gensler+HDR - Authorization from the Allegheny County Airport Authority Board of Directors to approve Amendment Number 12 to Contract Number 4075 with Gensler+HDR, designer for the Terminal Project, to increase the

lump sum contract amount by \$468,110.00 from \$89,272,564.00 to 89,740,674.00 to add additional design services.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did not enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of July 17, 2020. The following Action Items were presented:

- Action Item No. 429-20 AL Neyer, LLC - The Allegheny County Airport Authority Board of Directors authorizes the Chief Executive Officer to enter into a Ground Lease with AL Neyer, LLC for approximately 46 acres known as parcel 12.6, located on Clifford Ball Drive, in Clinton Commerce Park. The site consists of 22.39 buildable acres (975,308.4 square feet) at \$0.20 per square foot. The initial annual revenue is \$195,061.68. The agreement term is 50 years at rates that vary over the duration of the lease.
- Action Item No. 443-20 Keystone Acquisition Services Corporation - Authorization to execute a Quit Claim Sales Agreement of \$5,600.00 and a Temporary Construction Easement of \$1,900.00 received from Keystone Acquisition Services, Corp. The area of acquisition, located at the Allegheny County Airport, is 3,561 square feet of Required Right-of-Way, and 6,108 square feet of temporary construction easement for the Lebanon Church Rd. Maintenance Project. The term of the easement will begin with the start of construction and will last two (2) years. The total revenue received from these agreements will be \$7,500.00.
- Action Item No. 440-20 Solutions 4 Networks - Authorization to approve the purchase of network assessments, design, surveys, configurations and installation professional services to be used for network upgrades, builds, and system integration from Solutions4Networks for the amount not to exceed \$201,300.00 utilizing CoStars number 186-009. All work and deliverables will be provided with installs complete by 12/31/2020.
- Action Item No. 444-20 Federal Aviation Administration (FAA) - Authorization to enter into a Lease Agreement with the Federal Aviation Administration (FAA) for 4,874 square feet in Building 12 at the Allegheny County Airport. The Lease will be for 3,799 square feet of office and related space at a rate of \$41.35 per square foot annually and 1,075 square feet of non-revenue space for the Air Traffic Control Tower. The term of the Lease Agreement will be from October 1, 2020 through September 30, 2030. The annual revenue will be \$157,088.65.

- Action Item No. 445-20 Federal Aviation Administration (FAA) - Authorization to enter into a Lease Agreement with the Federal Aviation Administration (FAA) for 4,874 square feet in Building 12 at the Allegheny County Airport. The Lease will be for 3,799 square feet of office and related space at a rate of \$41.35 per square foot annually and 1,075 square feet of non-revenue space for the Air Traffic Control Tower. The term of the Lease Agreement will be from October 1, 2020 through September 30, 2030. The annual revenue will be \$157,088.65.

Upon motion duly made and seconded, the foregoing Action Items were approved. Lance Chimka abstained from Administrative Actions 429-20 AL Neyer, LLC.

Ms. Shook reported that the committee did not enter into Executive Session.

Mr. Smith reported that the Finance and Administration Committee met and approved the July 17, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 441-20 ENGIE Resources, LLC - Request Board authorization to amend Contract Number 3900 with ENGIE Resources, LLC for electrical supply to the Pittsburgh International Airport at a rate of .04448/kWh and extend the agreement from March 31, 2021 to May 31, 2021; and further, to utilize the ENGIE Resources LLC. Master Electric Energy Sales Agreement as the document of record for this transaction.
- Action Item No. 446-20 PNC Resolution - Request approval of the PNC "Resolutions for Extensions of Credit and Incumbency Certificate." This new resolution is necessary to add Eric Sprys, Executive Vice President and Chief Financial Officer, as a designated authorized representative. An authorized representative may obtain letters of credit from PNC and execute related documents.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Smith reported that the committee did not enter into Executive Session.

Ms. Cassotis presented the ACAA Board Update on COVID-19/Coronavirus IROPS. Ms. Cassotis discussed the first dual imperative which is the safety, security and health side of the pandemic. This includes expanding touchless security access points, adding signage and plexiglass, and continuing social distancing, face coverings and two-week rotations of teams. Next, Ms. Cassotis discussed the next dual imperative which is Air Service Development. The pandemic has highlighted the long-term need for increased cargo capacity at PIT to position the airport in meeting the continued increase in cargo demand. ACAA continues to work with new and existing carriers and Cargo 4 development continues at an accelerated pace. Ms. Cassotis discussed that despite the reduced year-over-year capacity, domestic flights are averaging far fewer passengers than a year ago and domestic air travel plateaued in June. An uptick in demand has been seen in recent weeks. Ms. Cassotis reported that traffic recovery is similar at other airports such as Raleigh, Columbus, Cleveland, Milwaukee, Indianapolis, and Cincinnati. International Service continues

to face major headwinds due to the global travel restrictions such as Air Canada, Caribbean, and Europe.

Ms. Cassotis presented the July and August air service dashboard – Passengers in the month of July totaled 249,700, a 72.7% decrease when compared with July 2019, which had 914,100 total passengers. Total number of seats for July totaled 556,700 which is a 47.5% decrease when compared with July 2019 of 1,061,200. Passengers in the month of August totaled 263,800, a 70.3% decrease when compared to August 2019, which had 887,400 total passengers. Total number of seats for August totaled 579,200 which is a 45.0% decrease when compared to August 2019, which had 1,052,800. Ms. Cassotis discussed that Passengers were down 60% through August due to the reduced demand to the coronavirus.

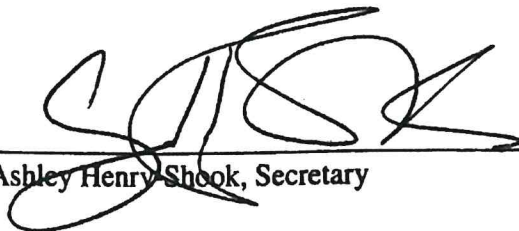
Total year to date cargo for August 2020 was 44,700 metric tons for freight and 10,200 metric tons for mail representing a 5.5% decrease compared to the year to date for August 2019 which was 48,400 metric tons of freight and 9,800 metric tons of mail. The four airlines with the highest percentage of passengers were: Southwest 26.8%, American 24.0%, United 12.9%, and Delta 15.5%. Allegiant, JetBlue Alaska and Spirit collectively make up 17%. Ms. Cassotis explained that in July, passenger traffic was down nearly 73% while leisure-oriented carriers were least impacted. Passenger Traffic was down 70% in August which is consistent with other peer airports. Ms. Cassotis explained that year-to-date passengers are down 60% through August.

Ms. Cassotis gave an update regarding the Terminal Modernization Program. Ms. Cassotis discussed how 90% of the terminal design is complete and 60% of the Multi-Modal Complex design is complete. Ms. Cassotis also gave an update on the Microgrid. Construction for the Microgrid began in July with Geopier Installation, the foundation framing and concrete pumping for natural gas-fired generators has begun, foundation work continues while natural gas-fired generators are delivered, and utility and electrical conduit installation is ongoing. Next, Ms. Cassotis reported on smarter development at Pittsburgh International Airport. The development at Clinton Commerce Park is near completion. Ms. Cassotis gave an update on smarter technology at Pittsburgh International Airport which included the UV Floor Scrubbers. The robots are used two shifts per day which is 25 hours of additional scrubbing per day. Later in the month, the robots will be provided with aviation “personalities”.

Lastly, Ms. Cassotis paid tribute to a friend and colleague that passed away this year, Tracey Cullen, ACAA’s Director of Planning. Ms. Cassotis discussed Tracey’s contribution to ACAA and the community through her work.

The Chairman asked for any new business. There was no old business.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry Shook, Secretary



MINUTES OF THE OCTOBER 16, 2020  
THE ALLEGHENY COUNTY AIRPORT AUTHORITY  
BOARD MEETING

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:30 a.m. on Friday, October 16, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman

Ashley Shook-Henry

Rich Stanizzo

Jan Rea

Randy Vulakovich

Lance Chimka

Matthew Smith

William Curtis

Cynthia Shapira

Also, in Attendance:

Christina A. Cassotis, Chief Executive Officer

Eric Sprys, Executive Vice President and Chief Financial Officer (via WebEx)

Jeffrey W. Letwin, Solicitor (via WebEx)

Mark Nowak, Special Counsel (via WebEx)

Members of staff, press and public (via WebEx)

The Chairman called the meeting to order and asked for approval of the minutes of the meeting of the Board of Directors of September 18, 2020 and the same were approved without amendment.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the September 18, 2020 meeting. The following Action Items were presented:

- Action Item No. 492-20 Intergovernmental Police Services - Authorization is requested to extend the term of the Intergovernmental Police Services Contract with Allegheny County at Contract Number 2816. The term of the contract will be extended for an additional five (5) years effective November 1, 2020 and continuing through October 31, 2025. All material terms and conditions remain unchanged.
- Action Item No. 488-20 CEO Award - Request authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to award and execute a contract with the lowest responsible bidder meeting the requirements of the contract documents for bids opened on October 28, 2020, or to reject bids individually or in their entirety and re-advertise, with the concurrence of the solicitor should that be necessary, for Project Number 7G1-20, Parking Lot Improvements at Airside Business Park at Pittsburgh International Airport.



- Action Item No. 491-20 AECOM Technical Services, Inc. - Authorization to award and execute a contract with AECOM for an amount not to exceed \$2,993,257.00 to provide design engineering services for the Cargo 4 Building Intermodal Freight Transfer Facilities Development at Pittsburgh International Airport. The term of the contract shall be for 38 months from notice to proceed.
- Action Item No. 490-20 Paslay Management Group - Authorization from the Allegheny County Airport Authority Board of Directors to approve Amendment Number 1 to Contract Number 4240 with Paslay Management Group (PMG), providing executive program management for the TMP, to allocate funding services in the amount of \$1,550,686.00 increasing the current contract amount from \$1,950,380.00 to \$3,501,066.00.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Stanizzo reported that the committee did not enter into Executive Session.

Ms. Shook reported that the Business & Communications Committee met and approved the minutes of the meeting of September 18, 2020. The following Action Items were presented:

- Action Item No. 497-20 The Buncher Company - Request the Allegheny County Airport Authority Board of Directors to authorize the Chief Executive Officer to enter into a Ground Lease with the Buncher Company for approximately 0.7 acres at the Pittsburgh Airport Innovation Campus. The term of the agreement will be 25 years.
- Action Item No. 496-20 The Buncher Company - Request the Allegheny County Airport Authority Board of Directors to authorize the Chief Executive Officer to enter into a Building Lease with The Buncher Company for a 3,000 square foot building at the Pittsburgh Airport Innovation Campus. The term of the lease will be 25 years from the date of occupancy at an annual rental rate of \$72,645.60.
- Action Item No. 498-20 The Buncher Company - Request the Allegheny County Airport Authority Board of Directors to authorize the Chief Executive Officer to enter into an agreement to lease a 3D printer from The Buncher Company. The term of the agreement will be 7 years and at the expiration of the lease the Authority will own the printer.
- Action Item No. 495-20 The Wabtec Corporation - Request the Allegheny County Airport Authority Board of Directors to authorize the Chief Executive Officer to enter into an agreement to lease the Wabtec Corporation a 3D printer. The term of the agreement will be 10 years from the date of occupancy at the Pittsburgh Airport Innovation Campus.

- Action Item No. 489-20 Dentons Cohen & Grisby - Authorization to approve Revision Number 4 to Contract Number 2839 to increase the contract amount by \$126,000 from \$804,000 to \$930,000 and extend the term for one (1) additional year from December 1, 2020 through November 30, 2021. All other terms and conditions remain unchanged. Dentons Cohen & Grigsby provides representation of the Airport Authority as Governmental Counsel within the Commonwealth of Pennsylvania.
- 499-20 Boathouse Group, Inc. - Authorization is requested to enter into a contract with full-service marketing agency, Boathouse Group, Inc., to provide strategic marketing services for an amount not to exceed \$2,000,000.00. The contract term will be for two years ending October 31, 2022.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Ms. Shook reported that the committee did not enter into Executive Session.

Mr. Smith reported that the Finance and Administration Committee met and approved the September 18, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 495-20 ENGIE Resources, LLC - Request Board authorization to amend the agreement with ENGIE Resources LLC. #3900 for electric supply to the Allegheny County Airport and revise the rate from \$0.0504 per kWh to \$0.05306 per kWh for the large Terminal meters and revise the rate from \$0.05134 per kWh to \$0.05186 per kWh for the small meters, and to extend the contract from November 30, 2020 to November 30, 2021. This amendment utilizes the ENGIE Resources LLC Master Electric Energy Sales Agreement as the document of record for this transaction.
- Action Item No. 494-20 CIM Investment Management - Authorization is requested to enter into an agreement with CIM Investment Management, Inc. for cash and investment management services, including but not limited to, development and implementation of investment strategies for the Allegheny County Airport Authority. The term of the agreement shall be from November 1, 2020 through October 31, 2021. The Authority will have the option to exercise up to one (1) additional one (1) year term. The initial term of the contract will be for an amount not-to-exceed \$100,000.00.

Upon motion duly made and seconded, the foregoing Action Items were approved.

Mr. Smith reported that the committee did not enter into Executive Session.

Ms. Cassotis presented the September air service dashboard – Passengers in the month of September totaled 240,800, a 69.5% decrease when compared with September

2019, which had 788,700 total passengers. Ms. Cassotis stated that there were some positive signs as leisure demand helped lead to the smallest monthly passenger decrease since the pandemic began. In August, year-over-year monthly passenger traffic was down 70.3% versus 69.5% in September. Total number of seats for September totaled 451,600 which is a 54.6% decrease when compared with September 2019 of 994,600. Ms. Cassotis stated that September available seats at Pittsburgh International Airport were down nearly 55 percent as airlines adjusted to a challenged demand environment.

Ms. Cassotis reported that total year to date passengers for September 2020 is 2,830,000 which is a 61.3% decrease compared to September 2019 which was 7,300,000. Ms. Cassotis added that year-to-date traffic is down 61% through September which was a result of reduced demand due to the coronavirus pandemic. Total year to date cargo for September 2020 was 51,100 metric tons for freight and 11,400 metric tons for mail representing a 4.3% decrease compared to the year to date for September 2019 which was 54,500 metric tons of freight and 10,800 metric tons of mail.<sup>1</sup> The four airlines with the highest percentage of passengers were: Southwest 24.5%, American 20.6%, United 16.5%, and Delta 16.1%. In September, Southwest carried the most passengers from Pittsburgh followed closely by American Airlines. Ms. Cassotis stated that at the beginning of the pandemic, ultra-low-cost carriers like Spirit and Allegiant captured a larger-than-normal market share as these airlines were naturally positioned to fly returning leisure passengers to in-demand vacation destinations. In September, passengers at Pittsburgh International Airport were down nearly 70 percent on significantly reduced international and domestic travel demand due to the coronavirus pandemic.

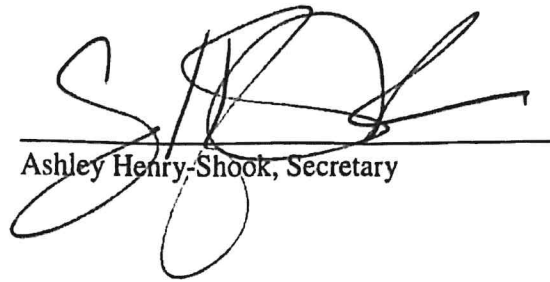
Next, Ms. Cassotis presented the Allegheny County Dashboard for the Third Quarter of 2020. Ms. Cassotis discussed traffic at AGC was down 3.36% from 16,558 operations in 2019 to 16,001 operations in 2020. The year to date traffic through September 2020 was down 11.9% from 45,506 in 2019 to 40,061 in 2020. Next, Ms. Cassotis discussed total AGC Air Taxi Operations July through September 2020. Overall, traffic was down 4.46% from 5,196 in 2019 to 4,964 in 2020. Ms. Cassotis noted the importance of AGC's critical infrastructure and mentioned that in the past three months, AGC had visits from Vice President Pence and Joe Biden.

The Chairman asked for any new business. There was no old business.

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<sup>1</sup> It is stated that the September 2019 54,500 metric tons of freight was decreased to 51,100 in September 2020, but the September 2019 10,800 metric tons of mail was increased to 11,400 metric tons of mail in September 2020. Please re-write for clarification.

The Chairman stated there was no need for an Executive Session and the meeting stood adjourned.



Ashley Henry-Shook, Secretary