

MINUTES OF THE NOVEMBER 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, November 20, 2020 at the Pittsburgh International Airport in Conference Room B.

Members in Attendance via WebEx:

David Minnotte, Chairman  
Ashley Henry-Shook  
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 October 16, 2020 and the same were approved without amendment.

Ms. Christina Cassotis announced that the Finance Department was awarded the Government Finance Officers Association Distinguished Budget Presentation Award. The Certificate of Achievement is the highest form of recognition in governmental budgeting and represents a significant achievement by the finance team.

Ms. Cassotis also announced that ACAA received the Pennsylvania Governor's Award for Environmental Excellence for our apiary program. The award is given to projects statewide that promote environmental stewardship and economic development.

Mr. Stanizzo reported that the Operations and Facilities Committee met and approved the minutes of the October 16, 2020 meeting. The following Action Items were presented:

- Action Item No. 531-20 Motion Industries and Applied Technologies - Authorization to enter into a contract with Motion Industries and Applied Technologies, the lowest responsible bidders under Specification #0628 for Repair Parts for the Conveyor System. This contract shall remain in effect for a period of one (1) year beginning

December 1, 2020 through November 30, 2021 for a not-to-exceed amount of \$120,000.00.

- Action Item No. 549-20 Cryotech Deicing Technology - Request authorization to enter into a contract with Cryotech Deicing Technology, the lowest responsible bidder, meeting Specification #0594, for the purchase of runway deicer chemicals. This contract will remain in effect for a period from November 1, 2020 through April 30, 2021 for a not-to-exceed amount of \$1,478,596.00.
- Action Item No. 548-20 Transportation Security Administration (TSA) - Request authorization of the Allegheny County Airport Authority Chief Executive Officer application for, and acceptance of, if offered, a partial monthly reimbursement of security program costs of the Transportation Security Administration (TSA) Law Enforcement Officer Reimbursement Program (LEORP), under an Other Transaction Agreement (OTA). The term of this agreement is one base year, effective at the time of award, and two additional one-year optional extension periods.
- Action Item No. 552-20 Everbridge - Authorization is requested to enter into a contract with Everbridge for the ACAA emergency mass notification system. This contract shall remain in effect for a period of three (3) years beginning December 28, 2020 through December 27, 2023 for a not-to-exceed amount of \$134,565.00.
- Action Item No. 551-20 Veolia Water North America - Request authorization from the Allegheny County Airport Authority Board of Directors for the Chief Executive Officer to approve Contract Revision Number 2 to Contract Number 4012 with Veolia Water North America - Central, LLC to exercise the second of three option year contract extensions which will increase the contract amount by \$170,000.00 from \$420,000.00 to \$590,000.00 and extend the contract until December 31, 2021 for the Operation and Maintenance of the Industrial Wastewater Pre-Treatment Plant (IWPP) and Landfill Leachate Treatment Plant (LLTP) at Pittsburgh International Airport.
- Action Item No. 543-20 Gensler+HDR - Authorization from the ACAA Board of Directors to approve Amendment Number 13 to Contract Number 4075 with Gensler+HDR, designer for the Terminal Project, to incorporate into the contract, the negotiated proposals for scope, terms, and conditions which will define the Construction Document Phase (CD) and Construction Administration Phase (CA) of the TMP design, as well as approved additional design services in the amount of \$140,998.87, increasing the contract amount from \$89,740,674.00 to \$89,881,672.87.

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 October 16, 2020. The following Action Items were presented:

- Action Item No. 545-20 Airline Operating Agreements - Ratification and authorization for the Allegheny County Airport Authority's Board Chairman and CEO to countersign the Airline Operating Agreement and Terminal Building Leases between the Authority and the signatory airlines operating at Pittsburgh International Airport.
- Action Item No. 546-20 Hermes Infra Holding Ltd. - Request authorization for the Chief Executive Officer to enter into an agreement with Hermes Infra Holdings LTD. for an amount not to exceed \$275,000.00 to support the development and implementation of a parking strategy that focuses on travelers needs in a post-pandemic environment. The term of this agreement is through July 30, 2021.
- Action Item No. 539-20 Air Canada - Request authorization for the Chief Executive Officer to enter into a non-signatory airline operating agreement with Air Canada effective November 1, 2020 for the lease of 242 square feet of ticket counter space. The term of this agreement will be on a month-to-month basis. Based on current rates, the estimated annual revenue from this agreement will be \$46,950.42.

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 October 16, 2020 meeting minutes. The following action items were hereby presented:

- Action Item No. 553-20 Leigh Fisher, Inc. - Request authorization to approve Revision Number 13 to Contract Number 19500 with Leigh Fisher to increase the contract amount by \$125,000 from \$1,148,700 to \$1,273,700 and to extend the term of the contract to December 31, 2021. Leigh Fisher provides assistance with research and analysis related to negotiating the airline operating agreement, rental car agreements, and eventual bond financing of the TMP. All other terms and conditions remain unchanged.
- Action Item No. 544-20 Capital and Operating Budgets - Ratification by the Allegheny County Airport Authority Board of Directors of the 2021 Capital and Operating Budgets as presented.
- Action Item No. 550-20 Willis Towers Watson Northwest, Inc. - Authorization is requested for the Chief Executive Officer to bind insurance for the following: Airport Premises Liability, Worker's Compensation, Automobile Liability, Public Officials Errors & Omissions, Crime, and International through Willis Towers Watson

Northeast, Inc., insurance brokers for the Airport Authority, for the period effective November 30, 2020 through November 30, 2021 for a total amount of \$1,042,007.00.

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

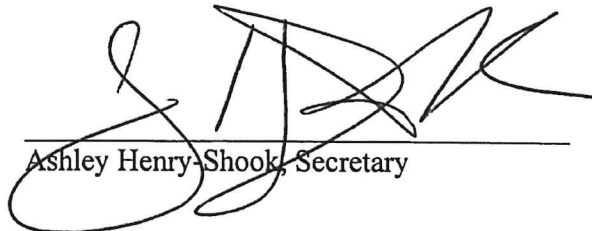
Mr. Smith reported that the committee did not enter into Executive Session.

Ms. Christina Cassotis presented the October air service dashboard – Passengers in the month of October totaled 306,500, a 64.9% decrease when compared with October 2019, which had 872,000 total passengers. Ms. Cassotis noted that there were some positive signs as leisure demand helped lead to the smallest monthly passenger decrease since the pandemic began. Total number of seats for October totaled 473,900 which is a 54.6% decrease when compared with October 2019 of 1,043,600. Ms. Cassotis discussed PIT's loss in seats compared to peer airports.

Ms. Cassotis reported that total year to date passengers for October 2020 is 3,130,000 which is a 61.6% decrease compared to October 2019 which was 8,170,000. Total year to date cargo for October 2020 was 57,900 metric tons for freight and 12,800 metric tons for mail representing a 4.0% decrease compared to the year to date for October 2019 which was 61,400 metric tons of freight and 12,200 metric tons of mail. The four airlines with the highest percentage of passengers were: American 26.1%, Southwest 21.7% United 15.5%, and Delta 15.0%. Allegiant, JetBlue Alaska and Spirit collectively make up 18%. In October, passengers at Pittsburgh International Airport were down nearly 65 percent on significantly reduced international and domestic travel demand due to the coronavirus pandemic. Ms. Cassotis noted that Spirit and Allegiant were least impacted.

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