

**MINUTES OF THE DECEMBER 15, 2023
THE ALLEGHENY COUNTY AIRPORT AUTHORITY
BOARD MEETING**

A meeting of the Board of Directors of The Allegheny County Airport Authority was held at 11:00 a.m. on Friday, December 15, 2023, at Pittsburgh International Airport.

Members in attendance in person:

David Minnotte, Chairman
Matt Smith
Jan Rea
Randy Vulakovich
Dr. William Curtis

Via WebEx:

Tom McIntyre
Cynthia Shapira

Also, in attendance:

Christina A. Cassotis, Chief Executive Officer
Eric Sprys, Executive Vice President & Chief Financial Officer
Jeffrey W. Letwin, Solicitor
Members of staff, press and public

Mr. Minnotte called the meeting to order and asked for approval of the minutes of the meeting of the Board of Directors of November 17, 2023.

Ms. Christine Cassotis reported that PIT Communications and Brand Department had been awarded an Airports Council International-North America Best Public Relations Program for Medium-Sized Airports in the U.S. and Canada award and made the award presentation to members of the department. She then presented a video produced by the department showcasing the various achievements the Authority has accomplished this year. Ms. Cassotis then presented the CAPA (Centre for Aviation) Environmental Sustainability Airport of the Year award to members of the planning department. CAPA named PIT for this award because of the microgrid at PIT which powers the entire airport with natural gas and solar energy, an industry first.

Mr. Minnotte called on Mr. Vulakovich who reported that the Operations and Facilities Committee met and approved the minutes of the November 17, 2023 meeting. The following Action Items were presented:

- Action Item No. 912-23 Michael Baker International, Inc. – Authorization is requested to approve Amendment #26 to Contract #4198 with Michael Baker International, Inc. This amendment will increase the contract by \$1,456,814.83 from \$42,388,890.22 to \$43,845,705.05. This change is necessary to fund various design services for the Terminal Modernization Program (TMP) and various other airport renovations.

- Action Item No. 908-23 Solutions4Networks, Inc. – Authorization is requested to approve a new statement of work (SOW) with Solutions4Networks, Inc. for an amount not to exceed \$4,000,000.00. The term of this SOW will be from December 18, 2023, to March 31, 2025. This SOW is for the Terminal Modernization Program (TMP) network and information technology infrastructure services at Pittsburgh International Airport. This falls under MSA #4658 signed February 10, 2021.
- Action Item No. 903-23 Paslay Group, LP – Authorization is requested to approve Amendment #4 to Contract #4240 with Paslay Group, LP. This amendment will increase the contract amount by \$11,714,179 from \$12,924,360.31 to \$24,638,539.31, and will extend the contract term through September 30, 2025. This amendment is necessary to fund continued Executive Program Management and sub-consultant services to support the Terminal Modernization Program (TMP) and various other airport renovations.
- Action Item No. 894-23 U.S. Customs and Border Protection – Authorization is requested to enter into a reimbursement agreement with U.S Customs and Border Protection for an amount not to exceed \$391,411.70. This reimbursement is for communications and information technology (IT) equipment and services required at Pittsburgh International Airport.
- Action Item No. 907-23 Rycon Construction, Inc. – Authorization is requested to approve Change Order #3 to Contract #5159 with Rycon Construction, Inc. (Interiors Package). This change order will increase the contract amount by \$9,499,849.77 from \$109,127,320.83 to \$118,627,170.60. This change is necessary to fund various construction tasks for the new Terminal and various other airport renovations.
- Action Item No. 906-23 W.G. Tomko, Inc. – Authorization is requested to approve Change Order #9 to Contract #4922 with W.G. Tomko, Inc. (HVAC). This change order will increase the contract amount by \$1,249,119.26 from \$35,215,091.85 to \$36,464,211.11. This change is necessary to fund various construction tasks for the new Terminal and various other airport renovations.
- Action Item No. 905-23 W.G. Tomko, Inc. – Authorization is requested to approve Change Order #6 to Contract #4923 with W.G. Tomko, Inc. (Plumbing and Fire Suppression) This change order will increase the contract amount by \$491,441.99 from \$15,201,372.87 to \$15,692,814.86. This change is necessary to fund various construction tasks for the new Terminal and various other airport renovations.
- Action Item No. 904-23 Wellington Power Corporation (Technology Package) – Authorization is requested to approve Change Order #7 to Contract #5217 with Wellington Power Corporation (Technology Package). This change order will increase the contract amount by \$10,877,835.12 from \$43,089,643.43 to \$53,967,478.55. This change is necessary to fund various construction tasks for the new Terminal and various other airport renovations.

- Action Item No. 899-23 Permission to Award ACDP-DEA Electrical – Authorization is requested 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 December 13, 2023, 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 23TE02, ACPD/DEA Package for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 900-23 Permission to Award ACDP-DEA General – Authorization is requested 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 December 13, 2023, 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 23TG02, ACPD/DEA Package for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 901-23 Permission to Award ACDP-DEA Mechanical – Authorization is requested 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 December 13, 2023, 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 23TM02, ACPD/DEA Package for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 902-23 Permission to Award ACDP-DEA Plumbing – Authorization is requested 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 December 13, 2023, 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 23TPFP02, ACPD/DEA Package for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 913-23 Permission to Award Core Ceiling Renovations – Authorization is requested 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 December 6, 2023, 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 23TG03, Core Ceiling Renovations for the Terminal Modernization Program at Pittsburgh International Airport.
- Action Item No. 896-23 COEO Solutions – Authorization is requested to approve Revision Request #1 to Contract #5028 with COEO Solutions. This revision request will increase the contract amount by \$84,000.00 from \$52,916.00 to \$136,916.00. This change is necessary for continued voice and data network services at Pittsburgh International and Allegheny County Airports.

- Action Item No. 915-23 Permission to Award Airside Hold Room Renovations – General – Authorization is requested 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 December 12, 2023, 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 55G3-23, Airside Hold Room Renovations at Pittsburgh International Airport.
- Action Item No. 916-23 Permission to Award Airside Hold Room Renovations – Electrical – Authorization is requested 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 December 12, 2023, 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 55E4-23, Airside Hold Room Renovations at Pittsburgh International Airport.
- Action Item No. 917-23 Permission to Award Airside Hold Room Renovations – Mechanical – Authorization is requested 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 December 12, 2023, 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 55M2-23, Airside Hold Room Renovations at Pittsburgh International Airport.
- Action Item No. 918-23 Permission to Award Fire Alarm System Improvements – Authorization is requested 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 December 6, 2023, 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 55E5-23, Fire Alarm System Improvements at Pittsburgh International Airport.
- Action Item No. 886-23 Henron Electrical Resources d/b/a FTBA, LLC – Authorization is requested to enter into an agreement with Henron Electrical Resources d/b/a FTBA, LLC. For an amount not to exceed \$200,000.00. The term of this agreement will be from January 1, 2024 to December 31, 2024. This agreement is for testing of medium and low voltage electrical equipment under COSTARS contract 030-0100 at Pittsburgh International Airport.
- Action Item No. 887-23 Tail Industries – Authorization is requested to approve Change Order #1 to Contract #5429 with Tail Industries. This change order will increase the contract amount by \$232,236.00 from \$714,400.00 to \$946,636.00 and will extend the contract term through April 30, 2024. This change is necessary to provide additional electrical construction services for Project Number 55E1-23, Wireless Access Points at Pittsburgh International and Allegheny County Airports.

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

Mr. Vulakovich reported that information items were presented by Paul Hoback. The Committee did not enter into Executive Session.

Mr. Minnotte next called on Ms. Rea who reported that the Business and Communications Committee met and approved the minutes of the meeting of November 17, 2023. The following Action Items were presented:

- Action Item No. 911-23 AL Neyer LLC - Authorization is requested to execute a Term Sheet with Al Neyer, LLC to develop approximately 21 acres in the Northfield at Pittsburgh International Airport for a 3rd party manufacturer. Al Neyer will have 12 months from the date of execution to enter into a ground lease. The term of the lease will be for fifty (50) years at a starting rental rate of \$0.29 per square foot annually. The rental rate will increase over the term of the lease.
- Action Item No. 914-23 Ailevon Pacific Consulting LLC, Mead & Hunt and The Meehan Group - Authorization is requested to enter into agreements with Ailevon Pacific Consulting LLC, Mead & Hunt, and The Meehan Aviation Group for a total amount not to exceed \$220,000.00 in year one, including reimbursable expenses. The term of this agreement will be from January 1, 2024 to December 31, 2024, with two one-year options beginning on January 1, 2025. This agreement is for regional, domestic, and international air service development consulting services.
- Action Item No. 910-23 Workday - Authorization is requested to purchase Workday subscriptions with Workday for an amount not to exceed \$344,553.00. This purchase is necessary for human capital management product licensing to facilitate ACAA HR processes such as recruitment, onboarding, timekeeping, learning, and benefits administration.
- Action Item No. 898-23 Data Upgrade LLC - Authorization is requested to approve Revision Request #1 to Contract #5242 with Data Upgrade LLC. This Revision Request will increase the contract amount by \$300,000.00 from \$312,000.00 to \$612,000.00, and will extend the contract term through December 31, 2024. This change is necessary for a new SOW for consulting services in support of ongoing business intelligence projects.
- Action Item No. 897-23 Virtuo Group Corporation - Authorization is requested to approve Revision Request #9 to Contract #4326 with Virtuo Group Corporation. This Revision Request will increase the contract amount by \$312,226.66 from \$1,849,175.80 to \$2,161,402.46, and will not extend the contract term. This change is necessary for the payment of outstanding invoices for cybersecurity support services through professional evaluation, monitoring and analysis of Information Technology (IT) processes with the key goal to protect ACAA's critical infrastructure against cybersecurity threats.

- Action Item No. 909-23 Thinkfast Ltd. - Authorization is requested to approve Revision Request #1 to Contract #5290 with Thinkfast Ltd. This Revision Request will increase the contract amount by \$294,000.00 from \$382,200.00 to \$676,200.00, and will extend the contract term through June 30, 2024. This change is necessary to extend the contract for a new statement of work for consulting services for ServiceNow design and implementation.
- Action Item No. 878-23 Pittsburgh Steelers, LLC - Authorization is requested to enter into an agreement with the Pittsburgh Steelers, LLC, for an amount not to exceed \$200,000.00 for the 2023/2024 season. The term of this agreement will be from December 1, 2023, to June 30, 2026, with amounts to be agreed upon for the following seasons, to advertise air service routes with promotions to the Steelers fan base of over 10 million fans and potential travelers.
- Action Item No. 920-23 Violet Communications, LLC - Authorization is requested to approve Revision Request #3 to contract #4629 with Violet Communications, LLC. This Revision Request will increase the contract amount by \$148,000.00 from \$329,500.00 to \$477,500.00, and will extend the contract term through December 31, 2024. This Revision is for ongoing national and international PR support.
- Action Item No. 919-23 Ragan Consulting Group - Authorization is requested to approve Revision Request #4 to contract #4613 with Ragan Consulting Group. This Revision Request will increase the contract amount by \$156,000.00 from \$529,800.00 to \$685,800.00; and will extend the contract term through December 31, 2024. This Revision is necessary for ongoing communications and brand journalism services.

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

Ms. Rea reported that the Committee entered into Executive Session to discuss employment matters and no action was taken. The Committee reconvened in open session and was then adjourned.

Mr. Minnotte next called on Mr. Smith, who reported that the Finance and Administration Committee met and approved the November 17, 2023 meeting minutes. The following Action Items were presented:

- Action Item No. 922-23 Amend Delegation of Authority Policy - Approval is sought to amend the Delegation of Authority Policy adopted in 2017 to increase the limits of the CEO's power by \$50,000, in each instance, to account for the inflationary impact on contracted services and other clarifying revisions. The Policy further confirms the power of the Board to revoke or amend any portion of the Policy and the powers granted thereunder. The CEO actions falling within the scope of the Policy will continue to be reported to the Board at each Board meeting.

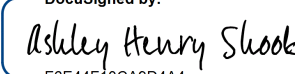
- Action Item No. 873-23 Allegheny County Airport Authority Foundation Grant - Board Ratification of the Allegheny County Airport Authority Chief Executive Officer's application for, and if awarded, acceptance of the Allegheny County Airport Authority Foundation 100% Grant in the amount of \$69,930.00 for the PIT2WORK program.

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

Mr. Smith reported that the Committee entered into Executive Session to discuss litigation matters and no action was taken. The Committee reconvened in open session and was then adjourned.

Ms. Christina Cassotis presented the November 2023 PIT air service dashboard. Ms. Cassotis began by saying that Frontier's largest expansion to date from Pittsburgh brings ultra-low-cost service to new and popular destinations. Starting May 16, 2024, Frontier will add three weekly departures to Dallas-Ft. Worth and two daily departures to Philadelphia. Beginning May 17, 2024, they will be adding four weekly departures to Atlanta and four weekly departures to Raleigh-Durham. November's passenger traffic was over 98% recovered compared to 2019 traffic levels. Passengers in the month of November 2023 totaled 779,000, an 11.7% increase when compared to November 2022, which had 697,500 total passengers. November 2023 showed a 98% recovery rate when compared to November 2019 which saw 795,000 total passengers. Recovery has been strong with scheduled seats for November 2023 at 99.9% of 2019 levels. November seats were at 997,300 which is a 17.6% increase from November 2022 which had 848,000 scheduled seats. This represents a 99.9% recovery over the 2019 level of 998,400. Year-to-date traffic increased with passenger volumes at over 94% of 2019 levels. Total year-to-date passengers for November 2023 is at 8,453,100 which is a 13.5% increase over year-to-date for November 2022 which had 7,447,800 passengers and is a 94.3% recovery over year-to-date November 2019 which saw 8,967,100 passengers. Ms. Cassotis reported that Southwest has been the market share leader at PIT every month in 2023. The four airlines with the highest percentage of passengers were: Southwest at 26.3%, American Airlines at 23.1%, Delta at 16.5%, and United at 14.2%. Spirit, Allegiant and Jet Blue combined for 14.4%. She concluded by saying that with announcements by several airlines, PIT now has nonstop service to 61 airports with 146 peak-day departures.

Mr. Minnotte stated there was no public comment, no new business and no need for an Executive Session. Accordingly, the meeting stood adjourned.

DocuSigned by:

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Ashley Henry-Shook, Secretary