

**MINUTES OF THE JANUARY 17, 2025
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, January 17, 2025, at Pittsburgh International Airport.

Members in attendance in person:

David Minnotte
Ashley Henry-Shook
Tom McIntyre
Jan Rea
Matt Smith
Randy Vulakovich

Members in attendance via Teams:

Dan Connolly
Dr. William Curtis
Cynthia Shapira

Also in attendance:

Christina A. Cassotis, Chief Executive Officer
Eric Sprys, Executive Vice President & Chief Financial Officer
Paul Hoback, Executive Vice President & Chief Development Officer
Travis McNichols, Chief Operations Officer
Deepak Nayyar, Executive Vice President & Chief Information Officer
Vince Gastgeb, Chief Government & Corporate Affairs Officer
Jeffrey W. Letwin, Solicitor
Members of staff, press and public

Chairman David Minnotte called the meeting to order and asked for approval of the minutes of the meeting of the Board of Directors of December 20, 2024.

The Chairman next called for new business and opened nominations for Board officers for 2025.

Jan Rea presented a slate of 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 term of one (1) year or until their successors are duly nominated and elected:

- **David Minnotte:** Chairman
- **Matthew Smith:** Vice Chairman
- **Ashley Henry-Shook:** Secretary
- **Jan Rea:** Treasurer

Mr. Minnotte next announced the following Committee assignments for 2025:

1. Operations Facilities

Chair: Randy Vulakovich

Members: David Minnotte
Tom McIntyre
Dr. William Curtis
Matthew Smith
Jan Rea

2. Business and Communications

Chair: Ashley Henry-Shook

Members: Dan Connelly
Dr. William Curtis
Cynthia Shapira
Jan Rea
David Minnotte

3. Finance and Administration

Chair: Matthew Smith

Members: Cynthia Shapira
Ashley Henry Shook
Dan Connelly
David Minnotte

4. Audit Committee

Chair: Jan Rea

Members: Cynthia Shapira
Matthew Smith

Mr. Minnotte congratulated Matthew Smith and Christina Cassotis for being named to the *Pittsburgh Business Times* Power 100. This recognition honors the region's most influential business leaders who are making a significant impact on the region and driving progress in the community.

A video was presented commemorating Ms. Cassotis' 10-year anniversary as Chief Executive Officer at Allegheny County Airport Authority. The video highlighted her many successes, and Mr. Minnotte expressed the Board's gratitude and admiration for Ms. Cassotis' exceptional leadership and dedication. He noted the positive impact she has made on the Authority and the region, emphasizing the Board's pleasure in working with her over the past decade.

Mr. Minnotte then called on Randy Vulakovich who reported that the Operations and Facilities Committee met and approved the minutes of the December 20, 2024 meeting. The following Action Items were presented:

- Action Item 7-25 Siemens Industry, Inc.: Authorization is requested to approve Revision Request #3 to Contract #4651 with Siemens Industry, Inc. This Revision Request will increase the contract amount by \$428,712.00 from \$1,666,267.08 to \$2,094,979.08, and will extend the contract term through February 5, 2026. This change is necessary to provide access control, alarm monitoring and CCTV Video Surveillance systems at Pittsburgh International and Allegheny County Airports.
- Action Item 6-25 AECOM Technical Services, Inc.: Authorization is requested to approve Change Order #1 to Contract #5854 with AECOM Technical Services, Inc. This change order will increase the contract amount by \$800,000.00 from \$1,200,000.00 to \$2,000,000.00. This change is necessary for drainage and infrastructure asset mapping at Pittsburgh International Airport.
- Action Item 25-25 Hill International, Inc.: Authorization is requested to approve Amendment #7 to Contract #4413 with Hill International, Inc. This amendment will increase the contract amount by \$619,131.73 from \$2,579,229.85 to \$3,198,361.58, and will extend the contract term through December 31, 2025. This amendment is necessary to fund continued construction management support for the Terminal Modernization Program (TMP) and various other airport renovations.
- Action Item 18-25 Lighthouse Electric Company, Inc.: Authorization is requested to approve Change Order #11 to Contract #4931 with Lighthouse Electric Company, Inc. This change order will increase the contract amount by \$1,764,089.70 from \$66,666,440.53 to \$68,430,530.23. This change is necessary for various construction tasks for the new Terminal.
- Action Item 21-25 Wellington Power Corporation: Authorization is requested to approve Change Order #18 to Contract #5217 with Wellington Power Corporation (Technology Package). This change order will increase the contract amount by \$885,766.75 from \$77,016,903.68 to \$77,902,670.43. This change is necessary for various construction tasks for the new Terminal and various other airport renovations.
- Action Item 19-25 W.G. Tomko, Inc. (HVAC): Authorization is requested to approve Change Order #16 to Contract #4922 with W.G. Tomko, Inc. (HVAC). This change order will increase the contract amount by \$1,747,073.15 from \$50,764,163.12 to \$52,511,236.27. This change is necessary for various construction tasks for the new Terminal.
- Action Item 20-25 W.G. Tomko, Inc. (PFP): Authorization is requested to approve Change Order #15 to Contract #4923 with W.G. Tomko, Inc. (Plumbing and Fire Protection). This change order will increase the contract amount by \$1,018,284.43 from \$24,570,350.94 to \$25,588,635.37. This change is necessary for various construction tasks for the new Terminal.
- Action Item 22-25 Workscape: Authorization is requested to enter into an agreement with Workscape for bids opened on December 18th, 2024, for an amount not to exceed

\$525,430.98 for the base bid work. This agreement is for Back of House Furniture, Fixtures, and Equipment for Specification #0750, Back of House FF&E for the Terminal Modernization Program (TMP) at Pittsburgh International Airport.

- Action Item 16-25 Abstract Group Inc.: Authorization is requested to enter into an agreement with Abstract Group Inc. for an amount not to exceed \$583,089.00. The term of this agreement will be for 36 months from the notice to proceed. This agreement is for architectural services for Project 55G1-25, Airside Concourse Renovations Ph1 Project at Pittsburgh International Airport.
- Action Item 15-25 Michael Baker International, Inc.: Authorization is requested to approve Change Order #2 to Contract #5608 with Michael Baker International, Inc. This change order will increase the contract amount by \$610,537.62 from \$591,907.82 to \$1,202,445.44. This change is necessary for additional engineering services for Project Number 8G3-24, Runway 10L-28R Rehabilitation Phase 2 at Pittsburgh International Airport.
- Action Item 17-25 HDR, Inc.: Authorization is requested to enter into an agreement with HDR, Inc. for an amount not to exceed \$179,001.48. The term of this agreement will be for 24 months from the notice to proceed. This agreement is for engineering services for Project Number 40G1-25, Runway 10-28 Rehabilitation and Project Number 40G2-25, Terminal Basement Improvements at Allegheny County Airport.
- Action Item 14-25 Trans Systems Corporation: Authorization is requested to enter into an agreement with TranSystems Corporation d/b/a TranSystems Corporation Consultants for an amount not to exceed \$244,700.00. The term of this agreement will be for 24 months from the notice to proceed. This agreement is for engineering services for Project Number 7G1-25, 2025 Landside Parking Lot Rehabilitation and 7G2-25, 2025 Landside Roadways Rehabilitation at Pittsburgh International Airport.

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

Mr. Vulakovich reported that informational items were presented. The Committee did not enter into Executive Session and the meeting was then adjourned.

Mr. Minnotte next called on Ms. Henry-Shook who reported that the Business and Communications Committee met and approved the minutes of the meeting of December 20, 2024. The following Action Items were presented:

- Action Item 8-25 PIBP 210 LLC: Authorization is requested to enter into a Lease Agreement with PIBP 210 LLC for 42,320 square feet of furnished office space located at 1305 Cherrington Parkway. The term of the lease will be for three years commencing on January 1, 2026. The agreement includes an option period of one year at the Authority's discretion and a tenant improvement allowance of \$250,000. The rental rate is \$23.50 per square foot or \$994,520 annually with 2% annual escalations. The

Authority is responsible for a proportionate share of operating expenses estimated to be \$3 per square foot annually, utilities, and real estate taxes if applicable.

- Action Item 27-25 Southfield Clean Fuels, LLC: Authorization is requested to enter into a Ground Lease Agreement with Southfield Clean Fuels, LLC for approximately fifty (50) acres located Northwest of McClaren Road at Pittsburgh International Airport. The term of the lease shall be for fifty (50) years at rates that increase over the term of the agreement. The annual revenue will be \$304,920 in the first lease year.
- Action Item 28-25 Maronda Foundation: Authorization is requested to enter into an agreement with The Maronda Foundation for an amount not to exceed \$20,800.00. The term of this agreement will be for 6 months from execution. This agreement is to acquire land for Project Number 7G4-21, Clinton Road Improvements at Pittsburgh International Airport.
- Action Item 4-25 Thinkfast Ltd.: Authorization is requested to approve a new statement of work (SOW) with Thinkfast Ltd. for an amount not to exceed \$264,000.00. The term of this SOW will be from January 1, 2025 to June 30, 2025. This SOW is for consulting services for ServiceNow design and implementation. This falls under MSA #5290 signed February 17, 2023.
- Action Item 26-25 Workday: Authorization is requested to approve a new statement of work (SOW) with Workday for an amount not to exceed \$441,440.00 The term of this SOW will be from January 31, 2025 to January 30, 2026 This SOW is part of a five-year term renewal of Workday Human Capital Management (HCM) as well as the purchase of Workday Success Plan (WSP) and Workday Financials. This falls under MSA #5548 signed December 19, 2023.

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

Ms. Henry-Shook reported that informational items were presented. Ms. Henry-Shook reported that the Committee did not enter into Executive Session and the meeting was then adjourned.

Mr. Minnotte next called on Mr. Matt Smith who reported that the Finance and Administration Committee met and approved the December 20, 2024 minutes.

The following action items were presented:

- Action Item: Authorization is requested to approve a Resolution awarding the CEO a performance bonus and making certain other modifications to her Employment Contract.

RESOLVED, that at the meeting of the Board of Directors of the Authority held on January 17, 2025, the Board approved a Resolution providing that the CEO be awarded a performance bonus equal to forty-five (45%) of the CEO's 2024 base salary. The Chairman

confirmed that he received and reviewed the 2024 performance goals with the CEO and the CEO has met or exceeded those goals. The Resolution further provides that the CEO's Employment Contract shall be revised to set future base salary increases at one percent (1%) per annum. The Solicitor is hereby directed to amend the CEO's Contract to effectuate the terms of the aforesaid Resolution and the Chairman is authorized to execute the same on behalf of the Authority. The contract amendment shall be in the form of an Addendum and incorporate the terms of the Resolution.

The Chairman clarified that as part of today's agenda they would be voting on the CEO's well-deserved bonus. He emphasized that no local taxpayer money is used from the budget to fund this bonus. Mr. Minnotte highlighted Ms. Cassotis' exceptional accomplishments in the past year, noting her visionary leadership, which has elevated the airport on the global stage in the aviation industry. Among her key achievements, she successfully expanded international air service with British Airways and extending Iceland Air's seasonal service. She also grew the domestic portfolio by adding new air service routes, achieving the highest passenger count in nearly 20 years. In addition, Ms. Cassotis played a pivotal role in promoting sustainability by partnering with stakeholders to explore onsite sustainable aviation fuel production. She leveraged real estate development opportunities by collaborating with companies like Main Spring Energy. Financial stability was another significant achievement, with increased revenue leading to strong financial performance, positive bond ratings, and recognition of her efforts in this area. Furthermore, she successfully guided the new terminal project, keeping it on track for a 2025 opening while maintaining a strong safety record throughout its development. Based on these accomplishments, Mr. Minnotte proposed awarding Ms. Cassotis a performance bonus equal to 45% of her 2024 base salary. He also outlined an amendment to her contract, which would cap future salary increases at 1% annually for 2026 and 2027, reduced from 6%. This adjustment reflects the anticipated completion of the new terminal project in 2025. The Chairman emphasized that Ms. Cassotis' compensation remains competitive with other market-leading airports and aligns with the transformative impact she has had on the organization. He concluded by reiterating the Board's recognition of her contributions in driving the airport's success and enhancing its role as a critical economic driver for the region.

Mr. Minnotte called for a motion approving the Resolution as presented. The Chairman next asked for any comments, there being none, noted that the motion was unanimously carried, and the Resolution is approved.

Mr. Smith reported that informational items were presented. The Committee did enter into Executive Session to discuss employment and litigation matters and no action was taken. The meeting was then adjourned.

The CEO thanked Mr. Minnotte and the Board members for their guidance over the past years, their confidence in her and recognition of her performance.

The Chairman next called on Ms. Cassotis to provide an update in airline operating statistics.

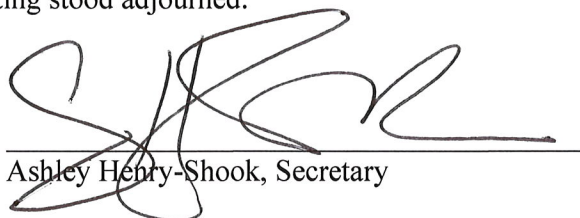
Ms. Christina Cassotis presented the Air Service Update with the theme “Connecting Pittsburgh with the World”. She reported that passenger traffic at PIT in 2024 reached its highest levels since 2006, with a total of 9.9 million annual passengers. PIT has achieved its highest origin and destination passengers with approximately 9.7 million passengers directly flying into or out of PIT, marking the busiest year for outbound traffic. The airport now serves 61 destinations, supported by a robust airline portfolio. Jet Blue will launch service on April 30, 2025 to New York JFK from PIT. December 2024 passenger traffic was the busiest December since 2019 with 95.5% recovered, and up 5.1% since December 2023. Total seat capacity declined year-over-year due to adjustments made by several carriers. Southwest Airlines continues to hold the largest market share at PIT with 26.6% of passengers. The other leading airlines by market share are American Airlines with 22.2%, Delta at 16.9%, and United at 14.8%. PIT currently offers nonstop service to 61 destinations with 134 peak-day departures. In 2024, air cargo at PIT increased by over 16% compared to 2015 and has surpassed 2019 levels. FedEx, UPS, and Amazon accounted for over 94% of all cargo handled at the airport. Regarding AGC, Ms. Cassotis reported that fourth-quarter air traffic saw a 25% decrease due to the closure of the ATP flight school. Despite this, 2024 marked the fourth consecutive year with over 60,000 annual airport operations, reflecting sustained activity at the airport.

Ms. Cassotis presented a video showcasing the progress of the new terminal as the airport embarks on a new year following significant milestones achieved in 2024. The video highlighted several major developments, including the full installation of the state-of-the-art baggage handling system, the topping-off of MMC’s 4,300 space parking structure, the final piece of curtainwall glass installation, constellation lights powered/on, and the roadway system leading visitors to the new 811,000 square-foot terminal fully paved and drivable. Ms. Cassotis also provided an update on ongoing work this month, which is bringing the airport event closer to the opening a transformed PIT with garage wayfinding signage and state-of-the-art parking guidance system, the completion of the 262,000 square-foot terminal high-roof, the advancement of freight elevator construction progress toward usability for the site team, and placement of air handling units in the customer service building. Ms. Cassotis reported on the airport’s solid foundation as a leader in accessibility, emphasizing that all PIT visitors, partners, and team members are entitled to a welcoming and inclusive airport experience. She highlighted PIT’s Experience and Design team, the only one of its kind other than in Amsterdam, which is laser-focused on redefining guiding principles for universal access. These principles include easing mobility, eliminating physical strain, reducing stressors and stimuli, embracing cognitive diversity, making accessibility within reach, considering caregivers, and supporting the use of personal devices. She noted that the airport’s modernization efforts have been leveraged to fuel progress toward universal access. Key enhancements include increased seating and rest area options, raised crosswalks with improved lighting, accessible-height ticketing counters, and outdoor spaces featuring biophilic design elements. Wayfinding and messaging play a critical role in achieving universal access, with high-contrast and accessible-height signage, digital messaging systems with both visual and audio components, intuitive design elements, environmental reference points, and modernized electronic video information display systems. Ms. Cassotis also shared that the transformed PIT will be custom-built with universal access at its core. Features will include artwork to enhance restroom visibility, nursing rooms and adult changing tables in each concourse, and thoughtful design elements to ensure ease of use for all visitors. She concluded by reiterating PIT’s commitment to

continuously iterating on its ambition to achieve universal access and continue to lead the aviation industry.

Ms. Cassotis emphasized the airport's commitment to completing the new terminal in 2025, stating, "We do hard things here at PIT." She expressed gratitude to all partners, contractors, and team members who are making this milestone possible and shared her anticipation for finalizing the opening date in 2025. Ms. Cassotis concluded by thanking everyone for their support and reflecting on her ten years in a role she deeply loves.

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



Ashley Henry-Shook, Secretary