

## Minutes of Airport Advisory Working Group Meeting August 14, 2018

Meeting Time: 10:00 a.m.

Location: 1520 Market St. 3<sup>rd</sup> Floor Conference Room

Members Present:

Paul Payne, Ald. Marlene Davis, Jim Garavaglia, Michael Garvin, Rhonda Hamm-Niebruegge, Gerard Hollins, Linda Martinez

Also Present: Tyson Pruitt, Koran Addo, Members of the Public

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Mr. Payne called the meeting to order with the first item on the agenda, which was to approve the minutes from the August 7, 2018 meeting. The minutes were approved.

Ms. Hamm-Niebruegge started the update on Airport Due Diligence with the status of the data portal, as suggested during Mitch Holzrichter's presentation on behalf of Mayer Brown during the August 7, 2018 meeting. The portal was opened last week by Mayer Brown and documents have since been uploaded. Ms. Hamm-Niebruegge announced that there were seven members of the airport's team that have access. Meetings are scheduled for Tuesday, August 14 and 15, 2018 with different groups at the airport, including a meeting regarding the user lease agreement. The purpose of the user lease agreement meeting is to understand the current user lease agreement and the rationale of doing the 5 year agreement. A financial meeting is scheduled for Wednesday, August 15, 2018 to discuss tenant leases, revenue streams, and contracts. The airport has put together a team of employees to meet with advisors and lend assistance. Currently working on the data portal are representatives of Mayer Brown and The Wicks Group. Mr. Payne noted that the City must decide protocol on the availability and use of the data portal.

Ms. Martinez asked about major contracts that are due to expire within 3 years. Ms. Hamm-Niebruegge stated the airport team is reviewing expiring contracts and if it's appropriate, extensions are being given for up to one year. Ms. Martinez expressed appreciation to Ms. Hamm-Niebruegge and the airport staff for their work thus far in this process.

The AAWG team discussed the material presented during the August 7, 2018 "Kick-off" meeting. Dr. Hollins began the conversation with a request that the PowerPoint presentation is submitted to the team at least 48 hours ahead of any meetings to allow for time to review. He also expressed concern of the discussion of putting together an analysis of how to use the proceeds when the City already has a mechanism in place to make those decisions.

In regards to the communication piece of the presentation, Ms. Hamm-Niebruegge expressed concern with speaking only with City residents when the airport serves a region as well. She expressed that it will draw concern from residents. Alderwoman Davis expressed that Fly314 cannot be the only source of information released to the public; and stated that information to be released must be vetted. Mr. Garvaglia questioned the objectives of the community outreach presented during and why will there be voter testing, why should the City be responsible for doing opinion research, and what are we to learn from the focus groups. The team concluded that all materials and information given out via website, media, and canvassing should be strictly informative only. There needs to be careful consideration of wording in the process so not to be perceived as swaying the public's opinion. Because of her experience with grass roots community outreach, Ald. Davis was asked to assist the advisors with their approach. Ms. Martinez and other members of the AAWG team volunteered to attend one or more of the focus group meetings. Mr. Garvin stated that the plan presented is to focus on the City initially and then expand to the region at some point during the process. The consensus of the team was to slow down, get more information, manage all information to be shared; and to ask the Advisory Group not to begin focus group meetings on August 27, 2018.

Mr. Payne addressed the debt portion of the presentation. The guiding principles stated that all debt be paid in full but the presenters mentioned that the debt didn't have to be paid in full. It was agreed that the contract states the City's debt must be paid in full and that it would be more beneficial for the City. Dr. Hollins added that retirement of debt is an essential protection should the lease contract not work out. The team also agreed that when communicating to the Board of Aldermen, the communication must be specific.

Ald. Davis stated she was going to schedule a meeting with the Transportation Committee of the Board of Aldermen within 10 days and it would include the AAWG including the advisors. Ms. Hamm-Niebruegge asked that the Airport Commission be included as well. It was agreed the meeting will be scheduled on August 28, 2018 after the next AAWG meeting because the advisors would be in town. The meeting was scheduled for 1:30 p.m. in Room208 of City Hall.

The fourth item on the agenda was to designate work stream assignments as presented during the "kick-off" meeting. Ms. Martinez nominated Ms. Hamm-Niebruegge to lead the airport team. Ald. Davis volunteered to serve as leader communication and outreach. Mr. Payne volunteered to assist and sit in on meetings. Mr. Garvin advised the team that if more 3 or more voting members are present, it will be considered a public meeting and must be posted. Ms. Martinez will lead on the New Lease Agreement/FAA. Dr. Hollins and Mr. Payne will serve as the leads on the market and Mr. Garvaglia will lead on debt and finance. Mr. Garvin will lead on legal compliance.

Mr. Garvin updated the status of escrow account for advisors as specified per contract. He stated that the City Counselor's office is currently working on setting up the account. At the time of the meeting UMB was being considered.

Dr. Hollins provided an update on the staffing contract with SLDC. Decisions are to be made on where the two positions are to be housed and the necessary qualifications for each position. Ms. Martinez volunteered to create the job descriptions for the positions.

The group discussed meeting protocols, conflict of interest disclosures, and communications. It was agreed that the AAWG wants to go above and beyond the standards of transparency leaving citizens no doubt that deals are being made without their knowledge and input.

It was agreed that meetings will be scheduled bi-weekly on Tuesdays at 1:00 p.m. beginning September 11, 2018 for the rest of 2018, unless a need to change arises. It was agreed that all meetings will be held at 1520 Market in the 3<sup>rd</sup> floor conference room. Mr. Garavaglia assured the team he would make sure the conference room is available.

The team voted to go adjourn for closed session at 11:20 a.m.

The meeting was reopened at 12:12 p.m. Meeting was adjourned at 12:12 p.m.