

## Minutes of Airport Advisory Working Group Meeting December 18, 2018

Meeting Time: 11:00 a.m.

Location: 1520 Market Street Third Floor Conference Room

Members Present: Paul Payne, Jim Garavaglia, Rhonda Hamm-Niebruegge, Linda Martinez, Gerard Hollins, Michael Garvin

Also Present: Meghan Farrell, Matt Hughes, Andrew McKenna, Marc Ellinger, Stephanie Lewis, LeJuan Strickland, John Schmidt, Ramon Ortega, David Stinfil, Alethia Nancoo, Tyson Pruitt, Gina Martin, Travis Brown, Koran Addo, Mike Jones, and Adolphus Pruitt. Alaa Hachem, Joe Deane, Joletta Golik, Ronce Almond, Mitch Holzrichter, Rebecca Perry-Glickstein, Nick Vallorano, Michael Fleming, David Narefsky, Mary Francoeur, Trina Smith, Stephanie Bell, Melissa Lopez Rogers, Jean Wilson, Michael Wagner, Paco Cantero, Glenn Muscosky, Katie Knapp, and Marina O'Brien joined via WebEx.

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Chairman Paul Payne opened the meeting at 11:04 a.m. with the question of approving the minutes from the December 4, 2018 meeting. The minutes were unanimously approved.

### **Workstream Status Updates:**

**Airport Due Diligence** – Ms. Hamm-Niebruegge provided the update. She stated that uploads and other work is continuing. A conference call regarding the Airport's Capital wish list will happen within two weeks.

**Community Outreach and Communications** – Mr. Payne updated the group. The regional polling is complete and the data is being compiled. Mr. Strickland and Mr. Hamm-Niebruegge are in discussion about how to best conduct airport passenger surveys. Scheduling of these surveys will begin after the holidays.

A discussion was held regarding the community outreach meeting schedule. There was concern that the entire region wouldn't be reached as according to the draft of the schedule. Ms. Lewis told the group that the list was a draft and only consisted of specific groups that were requested by Alderwoman Davis; and the more extensive list will be circulated by the next Working Group meeting.

Mr. Garvaglia and expressed concern of the use of the word "target" when used in reference to reaching the minority community/North St. Louis. Ms. Lewis stated that per the request of Ald. Davis outreach is to be specific in the reach of minority communities due to its previous lack of knowledge of major projects/actions that took place in the City. Ms. Lewis assured the group that the previously approved message is being shared and it will not be deviated from when

meeting with various groups. The message to each group is the same. Ms. Martinez suggested that the approved outreach plan be recirculated.

Ms. Lewis stated an update on the status of the Outreach plan and results will be provided in the coming days; and the Airport Employee Communications report will be ready to be posted on the Website shortly.

**New Use Agreement, Lease, FAA** – Ms. Martinez announced that the meeting with the airlines scheduled for December 20, 2018 is postponed due to scheduling conflicts between airline representatives.

All other business to be discussed in closed session.

**Market** – Closed session

**Existing Debt & Finance** – Ms. Nancoo gave an update to the Overview of existing Airport Bonds memorandum that was previously presented. The revision consisted of a graph of the callable and non-callable bonds. It is now ready to be posted on the Website. Ms. Nancoo also provided a memorandum of Restrictions on Airport Development Using Existing Airport Debt Structure, which is to be posted on the Website as well.

**Legal/Compliance** – Closed Session

**Code of Conduct** – Mr. Payne shared with the Group and Code of Conduct for the working group. He stated that it consisted of provisions of statutes and ordinances pertaining to conflicts of interest and related policies. It also contained a disclosure form that each member of the working group is to submit on a periodic basis. The code document was unanimously adopted .

Open session adjourned for closed session at 11:40 a.m. and reopened at 1:46 p.m.

It was agreed that the meetings will resume on Tuesday, January 8, 2019. However the starting times will change to 11:00 a.m. and can be expected to last approximately three hours depending on agendas.

The meeting adjourned at 1:48 p.m.