

## Minutes of Airport Advisory Working Group Meeting November 14, 2019

Meeting Time: 11:00 a.m.

Location: STL Lambert International Airport – JoAnn Wayne Conference Room

Members Present: Paul Payne, Gerard Hollins, Linda Martinez, Rhonda Hamm-Niebruegge, Mike Garvin, LaTania Kenner

Also Present: Gina Martin, Marc Ellinger, Lori Wicks, Joletta Golik, Matt Hughes, Shawn Kinder, Nick Vallorano, Mitch Holzrichter, James Clayborne, Rebecca Perry-Glickstein, David Stinfil, Ramon Ortega, Meghan Farrell, and Ryan Coleman. Joe Deane, Ronce Almond, John Schmidt, Jean Wilson, Glenn Muscosky, Sani Williams, Katie Knapp, Mark Finegold, Stephanie Lewis, LeJuan Strickland, Ben Port, Alexis Baker, and Stephanie Bell joined via WebEx.

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Chairman Paul Payne called the meeting to order at 11:05 a.m. The minutes from the meetings of November 7 and 12, 2019 were unanimously approved.

### Workstream Status Updates:

**Airport Due Diligence** – Mr. Hughes led the discussion on extending the scope of accounting services provided by CBIZ. He stated it is basically a continuation of the work they've been doing. Mr. Ellinger told the group that the CBIZ contract was done in two parts and this request to extend is the second part of the contract. The Working Group voted to extend the scope of work for CBIZ with Ms. Kenner abstaining from the vote.

**Community Outreach and Communications** – Mr. Strickland announced there was a request to give a presentation to the Tower Grove Heights neighborhood on November 26, 2019. The outreach team will attend the meeting. He announced the Community Workstream is currently updating the website by streamlining information. Mr. Strickland will be sharing links to various articles from news organizations across the world regarding the airport study. A brief discussion was held on the recording of community meetings.

**New Use Agreement, Lease, FAA** – Ms. Lori Wicks provided a recap of the Operation Standards (OS) previously presented to the Working Group in a previous closed session meeting. In regards to reporting requirements, Ms. Wicks stated that the approach was used in precedent transactions. A discussion was held on having a more detailed conversation on staffing people to monitor reporting. Mr. Holzrichter stated that he is currently working on a plan and will present it at a later date. He also informed the Working Group the OS & Lease drafts will be ready to present very soon and will discuss further the process of circulating the drafts.

**Market** – Closed Session

**Existing Debt & Finance – No update**

**Legal/Compliance** – Mr. Ellinger circulated the NDA draft prior the meeting. This document is to be signed by those selected to move forward to the RFP stage prior to receiving confidential information. Ms. Hamm-Niebruegge expressed concern on too many people on a team having access to privileged information in the data room. A discussion was held on creating a protocol on how to limit the access. Mr. Holzrichter assured the group of securing of information and limiting access is in place. Mr. Ellinger did request the NDA be approved quickly. Ms. Martinez stated she had some suggestions for the document to make it stronger to be discussed during closed session.

Mr. Payne revisited a previous discussion on responding to some questions regarding lobbying that he had received. Mr. Ellinger stated that he is working on them.

**Other Items to be Discussed** – Mr. Payne addressed the scheduling of the interviews of respondents. Dr. Hollins stated that the interviews shouldn't be scheduled on the morning of Friday, November 22, 2019 due to a meeting of the Board of Aldermen. It was put on record that the Working Group would tour the airport during closed session. Mr. Ellinger suggested citing sections 18 and 19 of statute 610 when motioning to go into closed session as these would be more appropriate citations for the tour than those sections already listed on the agenda.

The meeting went into closed session at 11:53 a.m. The meeting adjourned at 3:27 p.m.