

BOISE AIRPORT COMMISSION MEETING
June 7, 2018

The Boise Airport Commission meeting was held in the Salmon River Room at the Boise Airport.

Others Attending: Guy Shadiow, Airfield Maintenance Manager BOI; Sean Briggs, Marketing Manager BOI; Greg Myers, Operation Manager BOI; Addison King, Custodial Supervisor BOI; Amy Snyder, Property & Contract Administrator BOI; Bill Best, Delaware North Companies; Kurtis Sorenson, IT System Administrator; Jordan Bauer, Operations Security Manager BOI; William Adams, Idaho Pipeline; Josh LeBlanc, Paradies; Alex Everman, Deputy Director Operations & Security; Tara Sterling, Paradies; Renee New, Project Manager BOI.

A. Old Business

A1. Roll Call: Commission Present: Frank Walker; Russ Westerberg; Gen. Sayler; Meg. Carlson; Bill Vasconcellos; Mike Pape

A2. Commissioner Recognition: Mr. Westerberg recognized Mr. Pape for his 10 years of service on the Airport Commission. Mr. Pape said it has been a good run and will miss everyone.

A3. Approval of Minutes from Airport Commission Meeting of May 3, 2018: Mr. Walker moved the minutes to be approved. Ms. Carlson seconded. All in favor.

A4. Director's Report: Mr. Everman showed slides of *Airport Operations Update*: met with multiple stakeholders to review the Airport Emergency Plan; Preparing for the triennial emergency exercise scheduled in 2019. *May Runway Closures*: runways mainly closed for runway and safety area maintenance. *Master Plan Stakeholder Open House*: Airport held a daylong open house for employees and tenants; goal was to educate staff regarding potential future airport development; approximately 60 people attended. *Economy Lot Open*: Close-in garage and flat lots are reaching capacity; the economy parking lot is open all summer (June 1-August 31). The shuttle will be available 24 hours per day. *Jumpstart Air Service Development Conference*: Mr. Briggs attended this conference and will be presenting to the Commission at the next meeting in August. *Top 10 Operating Revenue*: Total revenue is up 4%. *Top 10 Operating Expenses*: Expenses are up 4%. *Airport Enplanements*: Up 11% April 2018 over April 2017. *Total Passengers*: up 10% over 2017. *Upcoming Events*: June 4-6 is Jumpstart Conference; June 20 GA BBQ & Meeting; August 2 is the next Commission Meeting.

A4. Commissioner's Comments: Mr. Vasconcellos did some traveling and the flights went pretty smoothly. Mr. Pape thanked Airport staff on their follow-up to the Lewiston situation. Ms. Carlson has received some great compliments about our airport. Mr. Westerberg flew with Gov. Otter to Blackfoot.

B. New Business

B1. Construction Project Update – Mr. Petaja updated the Commission on construction projects happening at the airport. He showed slides of Taxiway A Pavement rehabilitation; Runway 28R

Safety Area Upgrades. Aircraft Rescue and Firefighting Station Expansion and Remodel. Taxiway M, C, and Taxi-lane F rehabilitation. Terminal automatic door replacement; data center improvements; and Fire Hawk storm water improvements. Vale Project, install electric ground service equipment; Concourse B apron reconstruction; Taxi Lane S extension. Inflight Kitchen and Cargo Building Re-roof; Airport administration office security wall; new employee parking lot. New Cargo facility; Concourse A Development; employee garage, Rental car ready/return garage. Mr. Walker asked if at the next meeting Mr. Petaja could give more information on the consolidated cargo facility as this is the first time he has heard about it.

B2. Operation of Airport Parking System: Mr. O'Dell showed slides of *Parking System Overview*; Operates 24/7, 365; short term parking consists of 1 surface lot, 1 garage total of 312 stalls; Long Term Parking consists of 2 surface lots, 1 garage total of 4004 stalls. Employee Parking consists of 9 surface lots total of 823 stalls. *Overview of RFP:* 3-year contract, with option of 2-year renewal. Scope of work is Ground Transportation Lane, Public lots; & employee lots; Parking Contract: Payment of services \$1,115,000 (FY17), Gross Parking Revenue \$10,779,569 (FY17). *Evaluation Process* A five-person panel scored bids based upon the following criteria: Cost, Management Plan, Relevant experience, capabilities and expertise, and financial responsibility. *Proposals Received & scoring:* Airport received proposals from Republic Parking, SP+ Parking, Car Park, ABM Parking; LAZ Parking. *Average Scores by Category:* Out of a possible 100 points, Republic Parking scored 79.2, SP+Parking scored 75.6; Car Park 68.4; ABM Parking 64.9; LAZ Parking 64.7. *Recommendation: Republic Parking:* Experience operator (operate in 72 airports); good management plan; good reporting package; customer service philosophy; new technology possibilities. *Next Steps:* June 7 Commission approval; June 7 Intent to award; June 8-14 Protest period; June 15-25 negotiate & interview parking manager; June 26 City Council Approval; October 1 contract begins. Ms. Carlson moved to award to Republic Parking, Mr. Vasconcellos seconded. All in favor.

C. Questions & Answers

There were no questions or comments from the Public.

Next Commission meeting will be August 2, 2018.