



BOARD OF DIRECTORS REGULAR MEETING
3:00 p.m., Thursday, September 29, 2016
GIAA TERMINAL CONFERENCE ROOM #3

Public Notice

First Notice:

Guam Daily Post – September 22, 2016

Notice to Media – September 22, 2016

Second Notice:

Guam Daily Post – September 27, 2016

Notice to Media – September 27, 2016

AGENDA

1. Call to Order and Attendance
2. Approval of Agenda
3. Approval of Minutes
 - A. August 25, 2016 Regular Meeting
4. Correspondence
5. Old Business
 - A. Status Updates of Capital Improvement Projects
6. New Business
 - A. Approval of FY17 Insurance Renewal Program
 - B. Ratification of Grant Agreement AIP Project No. 3-66-0001-095 - Wildlife Hazard Assessments
 - C. Ratification of Grant Agreement AIP Project No. 3-66-0001-096 - SMS Manual and Implementation Plan
 - D. Ratification of Grant Agreement AIP Project No. 3-66-0001-097 - Terminal Building Sterile Arrival Corridors - Design
 - E. Ratification of Grant Agreement AIP Project No. 3-66-0001-098 - Aircraft Rescue & Fire Fighting Building - Design
 - F. Ratification of Grant Agreement AIP Project No. 3-66-0001-099 - Rehabilitate Apron - Design
 - G. Approval of Award for Custodial Services (Concourse/Apron Level) - IFB No. GIAA-007-FY16
 - H. Approval of Board Standing Committees
7. Report of Executive Manager
8. Report of the Comptroller
9. Executive Session
10. Public Comments
11. Adjournment



**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE
A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
Thursday, September 29, 2016, 3:00 p.m.
GIAA TERMINAL CONFERENCE ROOM #3**

1. CALL TO ORDER AND ATTENDANCE

The September 29, 2016 regular meeting of the Board of Directors of the A.B. Won Pat International Airport Authority, Guam ("GIAA" or the "Authority") was called to order by Chairman Duenas at 3:03 p.m. at the GIAA Terminal Conference Room #3, 355 Chalan Pasaheru, Tamuning, Guam, 96913.

Directors Present:

Ricardo C. Duenas
Katherine C. Sgro
Gurvinder "Bic" Sobti
Martin J. Gerber
Lucy M. Alcorn
Rosalinda A. Tolan
Deedee S. Camacho

Offices or positions:

Chairman
Vice Chairperson
Board Secretary

Directors Absent:

GIAA Officials:

Peter Roy Martinez
John A. Rios
Jean M. Arriola
Antonio Taitingfong
Ray Santos
Edward Muna
Franklin P. Taitano
Joseph Javellana
Victor Cruz
Rolenda Faasuamalie

Deputy Executive Manager
Comptroller
Airport Services Manager
Assistant Chief, Airport Police
Airport Fire Chief, Acting
Operations Superintendent
Supply Management Administrator
Program Coordinator IV
Engineering Supervisor
Airport Marketing Administrator

Janalynn Cruz Damian, Esq.

GIAA Legal Counsel

Chairman Duenas welcomed Airport tenants, stakeholders, and members of the public who are noted in a sign-in sheet attached to these minutes.

2. APPROVAL OF AGENDA

Motion to approve the agenda as presented duly made by Vice Chairperson Sgro, seconded by Director Tolan; motion unanimously passed.

3. APPROVAL OF MINUTES

A. August 25, 2016 Regular Meeting

No corrections or changes were recommended.

On motion duly made by Director Tolan, seconded by Vice Chairperson Sgro, the following resolution was unanimously passed:

Resolution No. 16-65

The Board hereby approves the minutes of the August 25, 2016 regular meeting, subject to corrections.

4. CORRESPONDENCE

Deputy Executive Manager Martinez had no correspondence to report.

5. OLD BUSINESS

A. Status Updates of Capital Improvement Projects

Mr. Victor Cruz referred the Board to handouts regarding the current Airport projects and provided various updates to the Board.

i. Capital Improvement Fund

- Wildlife Management Assessment: Contract negotiations with consultants are now complete and are being forwarded to the FAA for review and approval.
- ARFF Facility Design/Construction, Phase I: RFP submittals received on September 22, 2016 and are currently under review.
- Improve Arrival and Inspection Facilities: Automated Passport Control training completed September 15, 2016. Ribbon cutting scheduled for October 5, 2016.
- Safety Management System: RFP awarded to AECOM at the last Board meeting. Scope of work and fee negotiations in progress.
- Miscellaneous Airport Improvements, Phase IV, Demolition of Remnant Properties: Concurrence from the FAA was received to award the demolition project to BME & Sons. Contract execution is pending to move forward with notice to proceed.

ii. FAA AIP Grant Projects – Undistributed Obligations (UDO)

- 2013 - Update Airport Master Plan Study: After recent approval from FAA of the Airport Geographic Information System (AGIS) Survey training sessions were conducted with AECOM and CNMI on September 26 and 27, 2016.

ii. Bond Capital Improvement Projects

- International Arrivals Corridor with Building Seismic Upgrades: IFB was advertised on August 30, 2016 and requests for information ("RFI") received September 16, 2016. Due to RFIs, Addendum A and Addendum B were issued extending the bid opening to November 10, 2016. The deadline for RFIs was also extended. Seismic upgrades are FAA funded.
- Hold Bag Screening Relocation: Project is 78% complete as of August 31, 2016. Estimated time of completion is March 2017.

Chairman Duenas announced the arrival of Director Camacho.

6. NEW BUSINESS

A. Approval of FY17 Insurance Renewal Program

Vice Chairperson Sgro announced that she would like to recuse herself from participating in discussion or voting on this matter due to a conflict of interest, and exited the Board room.

Director Camacho noted that she has no conflict.

AM Insurance ("AM") representative Ann Marie Muna presented the insurance quotes for FY2017. Nine (9) insurance carriers were approached, with four (4) carriers responding with submittals.

The insurance program includes six (6) policies: Property Insurance with Catastrophe; Airport Operators Liability; Directors and Officers Liability; Workman's Compensation, Automobile Insurance; and Crime Insurance. Quotes are as follows:

Policy	Firm with Lowest Offered Premium	Amount
Property	Guahan	\$338,390.00
Airport Operators Liability	Calvo's	\$153,000.00
Directors & Officers Liability	Moylan's	\$55,998.00
Workman's Compensation	Moylan's	\$44,900.00
Crime Insurance	Moylan's	\$6,950.00
Automobile	Moylan's	\$37,621.00

The total premium costs for all coverage including catastrophic perils for FY2017 is \$636,859.00. This represents a savings of \$132,312.00 compared to FY2016 premium cost of \$769,171.00. Management recommends that the Board approve the FY2017 insurance program as presented.

Discussion was held on the various insurance companies.

After further discussion, on motion duly made by Director Tolan, seconded by Director Alcorn, the following resolution was unanimously approved:

Resolution No. 16-66

The Board hereby approves the FY2017 Insurance Renewal Program, in the total amount of \$636,859.00 as follows:

Policy	Lowest Bidder/Firm's Name	Amount
Property	Guahan	\$338,390.00
Airport Operators Liability	Calvo's	\$153,000.00
Directors & Officers Liability	Moylan's	\$55,998.00
Workman's Compensation	Moylan's	\$44,900.00
Crime Insurance	Moylan's	\$6,950.00
Automobile	Moylan's	\$37,621.00
TOTAL		\$636,859.00

Vice Chairperson Sgro re-enters the Board room.

- B.** Ratification of Grant Agreement AIP Project No. 3-66-0001-095 - Wildlife Hazard Assessments

Deputy Executive Manager Martinez informed the Board that the grant is in the amount of \$100,000.00 at a 90/10 cost share. The project has been awarded to PCR Environmental, Inc.

After further discussion, on motion duly made by Director Sobti, seconded by Director Tolan, the following resolution was unanimously approved:

Resolution No. 16-67

The Board hereby ratifies Management's acceptance of and approves the FAA Grant Agreement for AIP Project No. 3-66-0001-095 - Wildlife Hazard Assessments.

- C.** Ratification of Grant Agreement AIP Project No. 3-66-0001-096 – Safety Management System (SMS) Manual and Implementation Program

Deputy Executive Manager Martinez informed the Board that the grant is in the amount of \$150,000.00 at a 90/10 cost share.

After further discussion, on motion duly made by Vice Chairperson Sgro, seconded by Director Alcorn, the following resolution was unanimously approved:

Resolution No. 16-68

The Board hereby ratifies Management's acceptance of and approves the FAA Grant Agreement for AIP Project No. 3-66-0001-096 - SMS Manual and Implementation Program.

- D. Ratification of Grant Agreement AIP Project No. 3-66-0001-097 - Terminal Building Sterile Arrival Corridors - Design

Deputy Executive Manager Martinez informed the Board that the grant amount is \$3,760,649.00 at a 90/10 cost share. This is a multi-year grant totaling \$13 million.

After further discussion, on motion duly made by Director Gerber, seconded by Director Tolan, the following resolution was unanimously approved:

Resolution No. 16-69

The Board hereby ratifies Management's acceptance of and approves the FAA Grant Agreement for AIP Project No. 3-66-0001-097 - Terminal Building Sterile Arrival Corridors - Design.

- E. Ratification of Grant Agreement AIP Project No. 3-66-0001-098 - Aircraft Rescue and Fire Fighting Building - Design

Deputy Executive Manager Martinez informed the Board that the grant is in the amount of \$1M at a 90/10 cost share.

After further discussion, on motion duly made by Director Camacho, seconded by Director Gerber, the following resolution was unanimously approved:

Resolution No. 16-70

The Board hereby ratifies Management's acceptance of and approves the FAA Grant Agreement for AIP Project No. 3-66-0001-098 - Aircraft Rescue and Fire Fighting Building - Design.

- F. Ratification of Grant Agreement AIP Project No. 3-66-0001-099 - Rehabilitate Apron - Design

Deputy Executive Manager Martinez informed the Board that the grant is in the amount of \$810,000.00 at a 90/10 cost share.

After further discussion, on motion duly made by Vice Chairperson Sgro, seconded by Director Camacho, the following resolution was unanimously approved:

Resolution No. 16-71

The Board hereby ratifies Management's acceptance of and approves the FAA Grant Agreement for AIP Project No. 3-66-0001-099 - Rehabilitate Apron - Design.

G. Approval of Award for Custodial Services (Concourse/Apron Level) - IFB No. GIAA-007-FY16

Deputy Executive Manager Martinez provided background information to the Board on the referenced IFB. Eighteen (18) firms/individuals purchased bid packages and eight (8) firms submitted bids before the submission deadline. All eight (8) firms were evaluated, and all firms determined to be acceptable. As required by the Guam Procurement Regulations, the bids were publicly opened and read aloud in the presence of the bidders. The bid price submittals are as follows in the order they were received and opened:

Bidder/Firm's Name:	Item 1 Apron Level	Item 2 Concourse Level
Unlimited Service Group LLC	\$857,297.97	\$899,983.80
K Cleaning Services	\$274,188.00	\$539,000.00
Guam Cleaning Masters	\$368,256.00	\$565,056.00
Advance Management Inc.	\$385,059.00	\$1,296,947.00
MTO Maintenance	\$258,000.00	\$939,756.00
JRN Refrigeration	\$387,194.38	No Bid
G Crew Maintenance	\$254,949.00	No Bid
JJ Global	\$343,944.18	\$731,056.82

Deputy Executive Manager Martinez informed the Board that G Crew Maintenance and K Cleaning Services have been determined to have met the standards and responsibility and responsiveness outlined in the Guam Procurement Regulations and has been deemed as the lowest responsible, responsive bidders. Therefore, it is recommended that the contract awards be made according to the following:

Item & Description	Awarded to:	Total Amount
Item 1: Apron Level	G Crew Maintenance	\$254,949.00
Item 2: Concourse Level	K Cleaning Services	\$539,000.00
	Total Contract Award:	\$793,949.00

Vice Chairperson Sgro inquired on measures added to the contract to address current concerns with maintenance. Mr. Franklin P. Taitano, Supply Management Administrator, replied stating that the new contract is now a one year contract with options to extend up to five (5) years. Measures were also included with regard to quality control. Mr. Taitano added that both firms have held contracts with the Airport for grass cutting. It was also noted that the prior contract was with Guam Cleaning Masters.

After further discussion, on motion duly made by Director Tolan, seconded by Vice Chairperson Sgro, the following resolution was unanimously approved:

Resolution No. 16-72

The Board hereby approves the contract award for Custodial Services (Concourse/Apron Level) - IFB No. GIAA-007-FY16 to G Crew Maintenance in the amount of \$254,949.00 for the Apron Level; and K Cleaning Services in the amount of \$539,000.00 for the Concourse Level, total contract award of \$793,949.00, subject to review by legal counsel.

H. Approval of Board Standing Committees

Chairman Duenas presented a memorandum to the Board dated September 29, 2016 regarding recommended Board Standing Committees.

On motion duly made by Director Tolan and seconded by Vice Chairperson Sgro, the following resolution was unanimously passed:

Resolution No. 16-73

The Board hereby approves the Board subcommittees, chairpersons, and members as presented:

1. Finance/Operations/Administration
Chairperson: Ricardo C. Duenas
Members: Deedee S. Camacho
2. Legal/Legislative
Chairperson: Martin J. Gerber
Members: Lucy M. Alcorn
3. Capital Improvement Projects/Property Development
Chairperson: Martin J. Gerber
Member: Gurvinder "Bic" Sobti
4. Tenant Relations/Air Service Development/Marketing
Chairperson: Katherine C. Sgro
Members: Rosalinda A. Tolan, Lucy M. Alcorn

7. REPORT OF THE EXECUTIVE MANAGER

Reference is made to the Executive Manager's Report included as part of the Board's packet, which was presented by Deputy Executive Manager Martinez.

Vice Chairperson Sgro inquired on the funding for Ambassadors in the USCBP Hall. Ms. Rolenda Faasuumalie, Airport Marketing Administrator, replied that a portion is funded by GVB.

Deputy Executive Manager Martinez brought to the Board's attention the Airport Tariff Schedule and new parking lot fees. He announced that after the approval of the FY2017 budget at the last Board meeting which included the new tariff rates, the new Airport Tariff Schedule

and rates, as well as the new parking lot fees were published for notification to the public as required by law. The new parking lot fees take effect on October 1, 2016. Management requests that the Board ratify the new Airport Tariff Schedule and rates, and parking lot rates. On motion duly made by Director Tolan and seconded by Vice Chairperson Sgro, the following resolution was unanimously passed:

Resolution No. 16-74

The Board hereby ratifies the new Airport Tariff Schedule and the Parking Lot Fees as published and presented by Management.

Deputy Executive Manager Martinez announced that full delegation of procurement authority was granted to the Airport Authority by Claudia Acfalle, General Service Agency's Chief Procurement Officer, allowing GIAA to conduct all Government of Guam procurement practices internally for the upcoming fiscal year.

The Board congratulated Management and staff.

8. REPORT OF THE COMPTROLLER

Mr. John A. Rios, Comptroller, reported on the revenues and expenses of the Authority as of **August 31, 2016**. Mr. Rios reported that year-to-date Total Signatory Revenues are above budgeted revenues by **2.2%**, year-to-date Total Concession Revenues and Passenger Facility Charges are above budget by **0.1%** and **0.2%**, respectively. Year-to-date Total Other Revenues, inclusive of non-signatory and non-airline revenues are above the budget estimate by **12.1%**. Year-to-date Total Operating Revenues Actual of **\$66.3M** is **3.6%** above the budget estimate of **\$64.0M**. Year-to-date Total Operating Expenses are below budget by **-8.1%**. Components of this line item include a **2.6%** increase in Personnel Service, a **-13.3%** decrease in Contractual Services, a **-44.1%** decrease in Materials & Supplies and a **-100.0%** decrease in Equipment/Furnishings from budgeted amounts for these respective categories. The actual year-to-date Net Revenues from Operations of **\$29.4M** reflects an increase of **23.3%** over the year-to-date budgeted amount of **\$23.8M**. Mr. Rios reported that the year-to-date Debt Service Coverage is at **1.52** versus the requirement of **1.25**.

9. EXECUTIVE SESSION

The next item on the agenda was Executive Session.

Upon written recommendation of counsel, on motion duly made by Director Alcorn, seconded by Director Tolan, and unanimously approved, the Board recessed to convene into Executive Session after the recess at 3:47 p.m.

The Board convened into Executive Session at 3:50 p.m. to discuss pending or threatened litigation to which GIAA is or may be a party. Attending Executive Session were members of the Board, Deputy Executive Manager Martinez, and Legal Counsel, Michael A. Pangelinan and Janalynn Cruz Damian.

Director Sobti did not participate in portions of Executive Session due to conflicts of interest and left the conference room.

Executive Session adjourned at 4:30 p.m., at which time the Board reconvened the regular session.

All members present in the conference room.

As a result of discussion during Executive Session, Chairman Duenas announced that there was a request from legal counsel for the Board to approve and authorize payment to Calvo Fisher & Jacob LLP, for August 2016 invoices for general matters legal services.

After further discussion, on motion duly made by Director Gerber, seconded by Director Tolan, the following resolution was unanimously approved:

Resolution No. 16-75

The Board hereby authorizes the Authority to issue payment to Calvo Fisher & Jacob LLP for the general matters legal fees incurred in August 2016, in the amount of \$14,241.43, that exceed the monthly cap.

10. PUBLIC COMMENTS

There were no Public Comments.

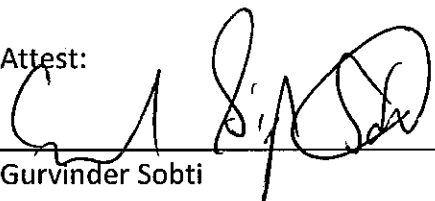
11. ADJOURNMENT

Motion to adjourn duly made by Director Tolan, seconded by Director Alcorn; motion unanimously passed. The meeting was adjourned at 4:32 p.m.

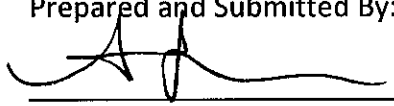
Dated this 28th, day of October, 2016.



Ricardo C. Duenas
Chairman

Attest:


Gurvinder Sobti
Secretary

Prepared and Submitted By:


Amanda O'Brien-Rios
Corresponding Secretary

A.B. WON PAT INTERNATIONAL AIRPORT AUTHORITY, GUAM
Board of Directors Regular Board Meeting
3:00 p.m. Thursday, September 29, 2016
GIAA Terminal Conference Room #3

SIGN-IN SHEET

	<u>PRINT NAME</u>	<u>COMPANY/AGENCY</u>
1.	Annmarie Muna	AM Insurance
2.	Antonio Taitingfong	Police Div.
3.	VICTOR J. CRUZ	GIAA
4.	ANDREW SCANLON	AECOM
5.	FRANK TITANO	GIAA
6.	LARRY RIVERA	TMO
7.	Potencia Pasquel	GIAA
8.	JEAN ACRISUS	GIAA
9.	J. G. JAVELLANA	GIAA
10.	Lara Ozaki	Glimpses Publications
11.	RAY SANTOS	ARPF
12.	Michael Pangelmin	CFJ
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