

**BI-STATE DEVELOPMENT
OPERATIONS COMMITTEE MEETING
OPEN SESSION MINUTES
January 16, 2018**

Committee Members in Attendance

Michael Buehlhorn, Chairman
David Dietzel (absent)
Irma Golliday, via phone
Vernal Brown, via phone
Constance Gully, via phone

Other Commissioners in Attendance

Justin Zimmerman, via phone

Staff in Attendance

John Nations, President and Chief Executive Officer
Barbara Enneking, General Counsel and Deputy Secretary
Shirley Bryant, Certified Paralegal
Ray Friem, Executive Director Metro Transit
Barbara Georgeff, Director of Executive Services
Jim Cali, Director Internal Audit
Erick Dahl, Director St. Louis Downtown Airport
Scott Grott, General Manager MetroLink
Kent Swagler, Director Corporate Compliance & Ethics
Trenise Winters, General Manager MetroBus
Mark Vago, Controller
Larry Jackson, Executive Vice President of Administration
Kathy Brittin, Director Risk Management, Safety & Claims
Diana Wagner-Hilliard, Director Workforce Diversity/EEO
Kerry Kinkade, Vice President, Chief Information Officer
Diana Bentz, Vice President Organizational Effectiveness
Virginia Alt-Hildebrandt, Manager Administrative Services
David Toben, Director Benefits
Patti Beck, Director of Communications
Evan Glantz, Senior Administrative Assistant
Charles Priscu, Director Labor Relations

Others in Attendance

None

1. **Call to Order**
8:00 a.m. Chairman Buehlhorn called the Open Session Operations Committee Meeting to order at 8:00 a.m.

2. **Roll Call**
8:00 a.m. Roll call was taken.

3. Public Comment

8:01 a.m. There was no public comment.

4. Minutes from October 17, 2017 Operations Committee

8:01 a.m. The October 17, 2017 Open Session Operations Committee Meeting minutes were provided in the Committee packet. A motion to approve the minutes was made by Commissioner Brown and seconded by Commissioner Golliday. **Motion passed unanimously.**

5. Adoption of a Board Policy and Leasing Standards for Airport Operations

8:02 a.m. The briefing paper regarding the Adoption of a Board Policy and Leasing Standards for Airport Operations, together with the draft Board Policy and Leasing Standards, were included in the Committee packet. Erick Dahl, Director St. Louis Downtown Airport, provided a brief overview. There are Board Policies for the approval of leases with Bi-State, however the St. Louis Downtown Airport (**the “Airport”**) has certain unique circumstances that require its own Board Policies and Leasing Standards. The unique policy considerations involved in the leasing of real property at the Airport are not reflected in Board Policy, *Section 40.040 – Real Property Leasing*. In addition, the current policy does not address that the Agency has taken advantage of a unique infrastructure program sanctioned by the Federal Aviation Administration (**FAA**) of the U.S. Department of Transportation for the development of aeronautical activities at the Airport. The proposed new Board Policy would provide guidance for Airport Operations, Airport Leasing Standards, and Regulation of Conduct at the Airport. The proposed new policy would provide that the operation of the Airport be as self-sufficient as possible and that the rates, fees, and charges be set to accomplish that goal, to the extent feasible. Each year Management will come before the Board to set the rates and fees at the Airport. The infrastructure program encourages private parties to invest more into the Airport, decrease the Airport’s overall costs, and increase the economic efficiency of the tenants. The Airport decreases its operational cost by having the tenants maintain certain infrastructure improvements at the Airport. Additional discussion followed regarding portable hangar leases, infrastructure program leases, the length of the leases, and property ownership at the end of the lease. John Nations, President & CEO, informed the Committee that there are many federal regulations that govern these issues relating to the length of the lease and the use of the property. This new proposed policy will ensure that the Airport is in line with the Agency’s practices and federal guidelines. Management recommends the approval of the proposed *Chapter 130 Airport Operations* of the Collected Policies of the Agency and the proposed Leasing Standards for Operation of the St. Louis Downtown Airport. In addition, management recommends that the proposed Board Policy, *Chapter 130 Airport Operations* **not** be table pursuant to *Article VI(D)* of the Board Policies and be approved at the February 23, 2018 Board meeting. A motion was made by Commissioner Brown and seconded by Commissioner Zimmerman to approve this agenda item as presented in the briefing paper, with the recommendation that the policy **not** be tabled pursuant to *Article VI(D)* of the Board Policies and forward to the Board for final approval. **Motion passed unanimously.**

6. 1st Quarter Operations Report and Capital Projects Update

8:07 a.m. The 1st Quarter Operations Report and Capital Projects Update was provided in the Committee packet. Ray Friem, Executive Director Metro Transit, provided a brief overview. Year-to-date expenses for the Transit Operations Department are below budget by over 9%. The major cost drivers for FY2018 are fuel, parts, and completion of grant-funded maintenance projects. An additional \$20 million was budgeted for security projects in FY2018, but have not yet been funded by the regional partners. System revenues are lagging budget by over 7%; and

passenger revenue is behind the FY2017 performance by 1.7%. MetroLink ridership was down approximately 10% for the quarter. MetroBus ridership was down 6.9%, and Call-A-Ride ridership was down 0.3%. Some impacts on MetroBus occurred as a result of the re-opening of the expanded Civic Center Transit Center during the first quarter of FY2018. Call-A-Ride has the ability to adjust daily service levels to match demand, which result in small improvements in efficiencies during the first quarter. There have been significant changes to the Security system in FY2018. Key statistics are being tracked in the quarterly reports. Metro cannot compile a comprehensive report about the entire Security effort because separate records are maintained by Police partners reflecting their own efforts. System Performance Measures continue to meet the very high goals set. Information call volume continued to decline in the first quarter of FY2017 in spite of the extended hours implemented in the call center in August 2017. Calls regarding service issues increased in the first quarter primarily due to the re-opening of the Civic Center Transit Center on August 14, 2017. The November issue of the *Mass Transit* magazine contained an article entitled “Bring Predictive Maintenance Into Your Maintenance Program”, and this article was about the Cleveland RTA. In that interview with Cleveland RTA, they acknowledged that they were following the practices of the Metro St. Louis maintenance program. Efforts are underway to develop an escalator replacement plan to coincide with more aggressive overhauls of the downtown stations. Positive reviews have been received regarding the re-opening of the Downtown Civic Center Transit Center. Construction continues on the Boyle Avenue MetroLink Station, and it is on target for late spring opening. This project also includes an extension of the Central West End platform. The radio system is effectively complete and another radio hotspot at Brentwood will be included as well as a small tower at North County. A major presentation will be made in March regarding Smart Card. Vehicle acquisitions are on schedule with the exception of van. Although we have completed the minimum requirements for the van order, a decision was made to not complete the order. Metro is not satisfied with the performance of these vans, and there have been various customer service and maintenance issues. Specifications for new vans are expected to be issued by the end of the fourth quarter of this fiscal year. Some discussion followed regarding capital maintenance, Metro Reimagined, and van passenger capabilities. This report was informational only, and no Committee action was required. A copy of the report will be kept at the office of the Deputy Secretary.

7. Unscheduled Business

8:16 a.m. There was no unscheduled business.

8. Call of Dates for Future Committee Meetings

8:16 a.m. The Committee was advised of upcoming meetings as follows:

Audit, Finance & Administration Committee:	Friday, January 26, 2018, 8:00 a.m.
Board Meeting:	Friday, February 23, 2018, 8:00 a.m.

- 9. Executive Session - If such action is approved by a majority vote of the Bi-State Development Agency’s Board of Commissioners who constitute a quorum, the Board may go into closed session to discuss legal, confidential, or privileged matters pursuant to Bi-State Development Board Policy Chapter 10, Section 10.080(D) Closed Records; Legal under § 10.080(D)(1); Real Estate under §10.080(D)(2); Personnel under § 10.080 (D)(3); Health Proceedings under §10.080(D)(4); Employee Negotiations under § 10.080(D)(5); Data Processing under § 10.080(D)(6); Purchasing and Contracts under § 10.080(D)(7); Proprietary Interest under § 10.080(D)(8); Hotlines under § 10.080(D)(9); Auditors under**

§ 10.080(D)(10); Security under § 10.080(D)(11); Computers under § 10.080(D)(12); Personal Access Codes under § 10.080(D)(13); Personal Information under § 10.080(D)(14); Insurance Information under § 10.080(D)(15); Rail, Bus, or Facilities Safety and Accidents under § 10.080(D)(16) or Protected by Law under § 10.080(D)(17).

8:17 a.m. Pursuant to the requirements of Bi-State Development Board Policy, Chapter 10, Section 10.080(D); (1); (5); (7); (11); and (16), Chairman Buehlhorn requested a motion to allow the Committee to go into closed session. A motion to go into Executive Session was made by Commissioner Zimmerman and seconded by Commissioner Brown. A roll call vote was taken, and the Commissioners present, Brown, Gully, Buehlhorn, Golliday, and Zimmerman voted to approve this agenda item. **Motion passed unanimously, and the Open Session meeting was adjourned at 8:17 a.m.**

Deputy Secretary to the Board of Commissioners
Bi-State Development