Minutes of the Joint Meeting of MNAA and MPC Finance/Administration/Properties Committees

BNA Nashville International Airport

Date:	October 14, 2020	Place:	Nashville International Airport Board Room / Electronic Meeting
Time:	9:15 a.m.		
Committee Members Present:			Amanda Farnsworth, Chair; Bill Freeman, Vice Chair; Bobby Joslin; John Doerge; and Kevin Crumbo
Committee Members Absent:			None
Others Present:			Aubrey B. Harwell III; Jimmy Granbery; Nancy Sullivan; Christy Smith; Joycelyn Stevenson; Doug Kreulen; Cindy Barnett; Lisa Lankford; and Angela Edwards

I. Call to Order

Chair Farnsworth called the meeting of the MNAA and MPC Finance, Administration, and Properties (FAP) Committee to order at 9:37 a.m., pursuant to Public Notice dated October 9, 2020.

II. Roll Call and Open Meetings Act Announcement

Ms. Angela Edwards, Staff Secretary, read the Open Meetings Act Announcement as follows:

The Joint Meeting of the MNAA and MPC Finance/Administration/Properties Committees will be held in accordance with Executive Order No. 16, signed by Governor Bill Lee on March 20, 2020, as amended by Executive Order No. 34, signed by Governor Bill Lee on May 6, 2020, allowing a governing body to hold meetings by electronic or other means of communication without a quorum being physically present if the governing body determines that meeting by electronic means is necessary to prevent the spread of COVID-19 or other related epidemics to protect the health, safety and welfare of the public and members of the governing body. All votes taken during this meeting will be by roll call vote.

Ms. Edwards called roll of the members of the Joint Meeting of the MNAA and MPC Finance/ Administration/Properties Committees. All members were present.

III. Approval of Minutes

Chair Farnsworth called for a motion to approve the September 9, 2020 Minutes of the FAP Committee meeting. A motion was made by Vice Chair Freeman and seconded by Commissioner Joslin. Ms. Edwards took a roll call vote and the motion carried by vote of 5 to 0.

IV. Chair's Report

Chair Farnsworth had no Chair's Report.

V. Items for Approval

None

VI. Information Items

A. BNA Concessions Program Update

Ms. Margaret Martin, VP, Chief Development Officer, presented a chart of weekly concessions sales beginning August 2, 2020 through September 20, 2020. There were 3 new concept openings last week. Those concepts include Tootsie's, Tennessee Brew Works, and Green Beans. Sales per enplanement were lower over this time last year due to the decline in passenger enplanements and the availability of open locations and sufficient operation hours.

On October 5, 2020, MNAA sent a contract penalty letter and invoice to Fraport. MNAA continues to work with Fraport on contract penalties. Thirty concepts were currently open.

This item was provided for informational purposes only with no action required.

B. Parking Facilities/Valet Services RFP Release

Ms. Martin briefed the Committee on this item. A Request for Information (RFI) was issued in July 2020 to solicit innovative and customer focused options for parking and valet services. 7 responses were received. Staff conducted interviews with 3 companies.

The current contract expires on June 30, 2021, therefore the Request for Proposal (RFP) is planned for release in October 2020 in order to have a recommendation to the Committee and Board in February 2021.

The RFP is being structured as 1 solicitation with 2 packages: one for parking and one for valet. A company can bid on one or both packages. Ms. Martin gave an overview of what would be included in the RFP.

This item was provided for informational purposes only with no action required.

VII. Adjourn

There being no further business brought before the FAP Committee, Chair Farnsworth adjourned the meeting at 9:46 a.m.

Angela Edwards /staff secretary
William H. Freeman, Board Secretary