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MINUTES

Meeting of the Administration Committee Tuesday, January 9, 2007

ROLL CALL

The meeting was called to order at 3:00 p.m.

In attendance were the Committee Chair, Commissioner **Kramer**, 1st Vice President **Ayers-Johnson**, President **Batarse**, and appropriate staff.

CLOSED SESSION

Commissioner **Kramer** convened the Committee in Closed Session at 3:02 p.m. and reconvened in Open Session at 3:35 p.m. There were no actions to report.

OPEN SESSION

The Committee considered and recommended for forwarding to the full Board the following items for the January 16th Board Meeting:

- O-1* Addition of one (1) Executive Assistant position in the Information Technology Division.
- O-2* Addition of one (1) Administrative Analyst II position in the Aviation Security Department.
- O-3* Creation of a new classification and one (1) position of Construction Estimator/Scheduler in the Engineering Construction Management Department, Contract Administration Section; Creation of a new Salary Schedule 955.
- O-4* Creation of a new classification and one (1) position of Assistant Director of Aviation to be assigned to Salary Schedule 607.6 in the South Airport Administration Department.
- O-5* Authorization to waive standard bidding and enter into agreement With Saylor and Hill, Insurance Brokers, to serve as retained broker for certain employee benefit insurance plans.

The Committee also considered and recommended for forwarding to the full Board the following items for the February 6th Board Meeting:

Authorization to dispense with standard bidding procedures for furnishing labor, materials and equipment for paving, grading and associated general contractor services for Port facilities for the period commencing April 1, 2007 and ending June 30, 2008, 2009 or 2010, in the amount of \$11,475,000 as a three-year maximum with a Small Business Enterprise (SBE) and Non-SBE firms.

Approval to hire three consultant teams to provide as-needed environmental planning consulting services for a period of five years, in the amount of \$800,000 for each consultant for a total of \$2.4 million for all three contracts.

Waiver of standard bidding and authorization for the Executive Director to execute an agreement with Business Edge Solutions for development of the Information Technology Strategic Plan for \$225,000.

OPEN FORUM

There were no appearances in Open Forum.

ADJOURNMENT

The Committee adjourned at 4:03 p.m.

The next Regular Meeting of the Committee is scheduled for February 27, 2007.