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Business Diversity Committee



NASHVILLE 2018

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA
ANNUAL CONFERENCE AND EXHIBITION
SEPTEMBER 30 - OCTOBER 2, 2018



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Business Diversity Committee Agenda

2:00 pm – 2:15 pm	Welcome and Opening Remarks Shannetta Griffin, Chair Robin Gibson, Vice Chair Davita Taylor, Assistant Vice President, Procurement & Diversity, Metropolitan Nashville Airport Authority
2:15 pm – 2:25 pm	Nomination and Election Process for 2019 Vice Chair and Steering Group Openings Shannetta Griffin, Chair
2:25 pm – 3:15 pm	FAA Update Michael Freilich, Director, National External Operations Program Office of Civil Rights, Federal Aviation Administration Dolores Leyva, DBE/ACDBE Compliance Specialist, Office of Civil Rights, Federal Aviation Administration
3:15 pm – 3:30 pm	U.S. Government Affairs Update Annie Russo, Senior Vice President, Government and Political Affairs, ACI-NA
3:30 pm – 3:40 pm	Business Diversity Committee Online Community Robyn M. Rudish-Laning, Senior Manager, Marketing. ACI-NA



FAA Questions

- 1) Car rental goals - FAA has provided information on how to set car rental goals, but not on how to get the necessary information from car rental companies to allow the appropriate setting of goals. Does the FAA have any suggestions for obtaining the necessary information? How should airports deal with goods/services purchased through regional/national contracts when setting car rental purchasing goals as each company may have different types of items purchased this way?
- 2) Can the FAA provide a complete schedule of language required for concession solicitations and contracts?
- 3) The guidance released for Advertising concessions discusses counting of participation. Can the FAA provide guidance on goal-setting for Advertising Concessions? Since there are a very small number of advertising concessionaires and they rely heavily on national relationships with advertisers, it is difficult to identify portions for subcontracting and, it would seem that a national geographic region would have to be used for a direct participation goal. In the event the goals are set based on purchases, should only typical purchases be included or should sales subcontracting, which is typically only done to satisfy an ACDBE goal, be included?



FAA Questions

- 4) How many airports in the country are achieving direct ACDBE participation in Advertising concessions and what method is being used to achieve the participation (e.g. subcontract, joint ventures, etc.)?
- 5) Foreign Currency - Define gross revenues for foreign currency exchange and ATMs - Is it based on currency exchanged or commissions?
- 6) Many Joint Venture Agreements contain clauses that allow the majority partner to consider the ACDBE in breach of the contract if the ACDBE firm has a change in control or management, even if such a change does not affect the ACDBE's certification status. What is FAA's position on this?
- 7) Will the National DBE registry ever be created and could a reciprocal program be a part of it?



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Business Diversity Committee Agenda (con't)

3:40 pm – 4:05 pm	Review of 2018 Committee Workplan and Suggestions for 2019 Workplan Shannetta Griffin, Chair Robin Gibson, Vice Chair
4:05 pm – 4:30 pm	Planning Business Diversity Sessions at 2019 Business of Airports Conference Shannetta Griffin, Chair
4:30 pm – 4:35 pm	2019 Inclusion Champions Awards Shannetta Griffin, Chair Debby McElroy, ACI-NA
4:35 pm – 4:40 pm	Other Business Shannetta Griffin, Chair
4:40 pm – 4:45 pm	Closing Remarks Shannetta Griffin, Chair



2018 BUSINESS DIVERSITY COMMITTEE WORK PLAN

- **Promote The Benefits Of Inclusion To All ACI-NA Committees**

The Committee will work with other ACI-NA Committees to promote inclusion and diversity in their work, with a focus on the Commercial Management, Operations & Technical Affairs and Finance Committees, given the opportunity to increase minority/small business contracting in concessions and construction projects at airports. The Committee will also work with the Human Resources Committee to support their work for a more diverse workforce.

- **Obtain Guidance From FAA On Part 23 Issues**

The Part 23 Task Force developed a list of issues related to airport concessions that require clarification and, in some cases, the issuance of written guidance. The list was submitted to FAA on January 4.

- **Monitor Impact of FAA Guidance on Joint Ventures**

The Committee will monitor the impact on ACI-NA members of complying with FAA guidance on joint ventures. The Committee Secretary will work with Committee leadership to identify specific issues for discussion with FAA as well as those that might require additional FAA clarification.

- **Continue To Promote and Administer the “ACI-NA Inclusion Champion” Awards**

The Committee Secretary will work with the Task Force established to better promote the awards to encourage more nominations from both airports and associate members. In 2018, the Awards will be presented at the Awards Gala Dinner on June 13, at the Business of Airports Conference in Portland, Oregon.



2018 BUSINESS DIVERSITY COMMITTEE WORK PLAN (continued)

- Plan and Administer Business Diversity Sessions at the 2018 Business of Airports Conference
The Committee will develop programming for and promote sessions focusing on business diversity topics of interest to airport and WBPs/Associates for the Business of Airports Conference. Topics to be addressed include: “Concession Trends: True Trends or Traps”; “Increasing Diversity in Bond Placement”; “Show Me the Money: Challenges in Obtaining Joint Venture Financing”; and Matchmaking and Mentoring Programs – Do They Work?”
- Develop “White Paper” on Best Practices for Nurturing New DBEs and ACDBEs
The Committee will establish a working group to develop a white paper discussing best practices in place at U.S. airports for assisting new DBEs and ACDBEs in successfully competing for large and small airport contracts.
- Assist with ACRP “Guidance for Diversity in Airport Business Contracting and Workforce Programs” Report
The Committee will provide assistance, as appropriate, to the contractor selected to conduct the research and prepare the ACRP guidance document to: identify and quantify the benefits, costs, and the regional economic impact of airport business diversity contracting initiatives; and correlate diversity and inclusion challenges with best practices to mitigate those challenges in airport workforce programs.



2018 BUSINESS DIVERSITY COMMITTEE WORK PLAN (continued)

- **Provide Additional Educational Opportunities**
The Committee will continue to work with FAA, DOT and other organizations to provide pertinent webinars and/or training sessions for airport and WBP/Associates on regulatory and legislative issues or general topics of interest. A webinar on car rental goal setting has tentatively been scheduled for April 2018.
- **Maintain Active Discourse with Government and Regulatory Agencies and Associated Airport Advocacy Organizations.**
The Committee will continue to work with DOT, FAA and other government/regulatory agencies on policies and regulatory issues impacting inclusion and diversity in all areas of airport operations. Also, the Committee will continue to work with AMAC, AAAE, and other similar organizations on issues of common interest and agreement.
- **Effective Communication With Board Liaison**
The Committee leadership and Committee Secretary will work in close cooperation with the ACI-NA Board Liaison Monica Lombraña/ El Paso International Airport to ensure that the ACI-NA Board understands and appreciates the work of the Committee.
- **2018 Conference Plans**
The Business Diversity Committee will meet on Monday, June 11, 2018 during The Business of Airports Conference in Portland, Oregon. Additionally, the Committee will meet at the ACI-NA Annual Conference in Nashville, Tennessee, on Sunday, September 30, 2018



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