

SECTION 305 TECH SUB COMM

MINUTES

JANUARY 15, 2015 3:00PM EASTERN

CONFERENCE CALL

FACILITATOR	<i>Mario Bergeron, Chair, NGEC Technical Subcommittee</i>
ATTENDEES	Core Team Members: Mario Bergeron, Jeff Gordon, Allan Paul, Stan Hunter, Stan Hunter also as proxy for Phil Meraz, Jack Madden, Marci Petterson, Troy Hughes, Jennifer Bastian, Melissa Shurland, Tammy Krause, Jeff Schultz, Art Peterson, Curtis McDowell, Nico Lindenau, Larry Salci, Steve Hewitt Industry Members: Chuck Wochele, Paul Jamieson, Al Bieber, Dave Warner, Tom Hunt, Kevin Myles, Al Bieber, Bill Saddler, James Michel, Tom Sisler, Rich Stegner, Stewart Bruce, Lew Hoens
ABSENTEES	<i>Dale Engelhardt, Charles Poltenson, Phil Meraz, Darrell Smith, Nikki Rudnick, Vincent Brotski, Michael Burshtin, Andrew Wood, Devin Rouse, Anand Probhakaran, Charles Bielitz, Sal DeAngelo, Michael Coltman, Brian Marquis, Patricia Llana, Shayne Gill</i>

DISCUSSION/DECISIONS MADE

1.

Chairman Bergeron called today's meeting to order and asked Steve Hewitt to call the roll.

After calling the roll, Steve confirmed the presence of a quorum.

As always, industry participants are asked to email a notification of their attendance to Steve Hewitt at shewitt109@aol.com

2.

Review of the Meeting Agenda – Mario Bergeron:

Mario Bergeron provided a brief overview of today's meeting agenda.

3.

Review of Action Items – Steve Hewitt:

Steve Hewitt reviewed the open action items, providing a brief update on those items that were not to be specifically covered on the agenda:

Maintaining Industry Participation List: Status: Steve reported that this remains an ongoing action item. There are currently **233** registered industry participants.

Requesting Backgrounder educational document: With changes to the NGEC organizational structure at the October 24th Fall Meeting, the Backgrounder will need to be updated. Steve Hewitt is working with AASHTO to incorporate the changes into a new Backgrounder. This will likely be completed by the time of the Annual Meeting

Updating ECP Standards: This is an ongoing item which the Technical subcommittee is tracking – it is anticipated that status updates will take place on every other call.

Paul Jamieson provided the following update for inclusion in today's minutes:

"On December 18, 2014, a review was held to discuss the safety analysis final report. Some revisions are required to finalize the report by January 30, 2015. The analyses and report is based on the performance standard draft 2.4. Further changes in the performance standard will be reviewed against the preliminary hazard analysis, failure mode effect and criticality analysis and safety traceability matrix. These documents are a living set of analyses for future performance standard revisions including function additions/changes.

APTA will now entry the next phase of the project which is the full implementation of the ECP brake equipment on the test train, preparation of related standards, equipment acceptance process and recommendations to RSAC for inclusion in the CFR."

Consideration of the revised Dual Mode requirements document (DC 3rd rail): Approved by the Technical Subcommittee and adopted by the Executive Board on 1-6-15.

Task Complete

Planning for Diesel Exhaust Fluid (DEF) / UREA in new Diesel-Electric Locomotive: This topic was introduced on the last call and is to be an ongoing agenda item for future calls with Chairman Bergeron specifically asking Steve Hewitt to add it to the agenda for January 15, 2015.

Agenda item 9

4.

Approval of the Minutes of the December 18, 2014 Technical subcommittee conference call – Mario Bergeron:

On a motion by Allan Paul, NCDOT, and a second by Stan Hunter, Caltrans, the Minutes from the December 18, 2014 Technical subcommittee call were approved without objection.

5.

Accessibility Working Group/RVAAC related issues update – Melissa Shurland:

Melissa Shurland reported that the RVACC will meet on February 26 and 27th at the Access Board Headquarters. This will be a meeting of the full committee, and the discussion will focus on the guidance developed by the 4 subcommittees. (The 4 subcommittee guidance documents were distributed by Steve Hewitt in advance of today's call).

Melissa provided an overview of some of the items contained within the 4 documents including; restroom clearance space – 32x64 in the enclosure which will require a larger footprint; Variable Message Signs – 2 per car – with one visible from anywhere on the car; 800 lb. wheel chair lift and 90% turning capability in the vestibule.

RVACC used PRIIA specifications as a basis for their recommendations. Some vary, but the basis came from PRIIA.

None of the recommendations that are being suggested will impact the current multi-state bi-level car procurement. There are steps that still need to be taken before the RVACC recommendations become regulations. Right now it is guidance – there will be a public comment period then a revised draft – back to the Access Board – another public comment period and then to the Department of Justice. “The conversation to get to regulations will take a significant number of months.”

When asked about the first comment period – Melissa responded “not before the end of 2015 – and likely it will carry over into next year.”

Mario Bergeron asked Melissa if she would provide an update presentation to the Technical subcommittee at a future conference call after the February RVACC meeting.

Melissa agreed that she would – Steve Hewitt will carry this as a future action item.

Mario also asked if Melissa planned to provide a summary presentation at the NGEC Annual Meeting on February 20, 2015. Melissa said she would be available to do so. Steve Hewitt noted that there is a 15 minute slot on the DRAFT agenda in anticipation of Melissa giving an RVAAC update.

6.

Document Control update - Tammy Krause:

Tammy Krause, provided the following update for inclusion in today's minutes:

"The dual mode locomotive requirements document revision A was approved by the Executive Board on 1/6/15 and is now available on the AASHTO NGEC website. The Digital Train Line Hardware Specification 305-919 is now available on the website also."

7.

Next Steps : Developing the Dual Mode Locomotive (DC 3rd Rail) Specification – Mario Bergeron/Al Bieber for Jack Madden:

Mario Bergeron opened the discussion by noting that with the approval of the Requirements Document changes, it is now time to update the specification to align with that document.

Al Bieber presented the following report on behalf of Locomotive Working Group Chair Jack Madden, and asked for its inclusion in today's minutes:

PRIIA 305 Locomotive Working Group Report

January 15, 2015

Since the last Technical Subcommittee Conference call on December 18, 2014, the PRIIA Dual Mode (DC 3rd Rail) Passenger Locomotive Requirements Document Revision A, was approved by the Executive Board on 1/6. Also available to the Executive Board were supporting documents for the DM loco 110 MPH sustained speed vs. the 125 maximum speed discussions which occurred during conference calls over the past couple of months. They included the "110 vs 125 Standardization and Empire DEIS", and the "Existing and Planned MAS-DM Operation" both of which were previously discussed with the TSC.

Using the PRIIA Diesel Electric Specification as a base, the Dual Mode Locomotive Working Group will review section by section and incorporate those additional features identified in the Requirements Document necessary to create a Dual Mode specification. Maintaining as much commonality as possible between the Diesel Electric specification and the Dual Mode specification is the goal.

On January 8, 2015, the PRIIA 305 Locomotive Working Group held a conference call to finalize the Dual Mode (DC 3rd Rail) Locomotive Specification Development Schedule, a copy of which was sent by Steve Hewitt to all TSC members on January 10, 2015. Specification Assignments are as follows:

<u>Chapter or Section: Activity</u>	<u>Team Leader</u>
General	Jack Madden
Vehicle and Track Interface (VTI)	Brian Marquis
Mechanical/Carbody	Al Bieber
Operator's Cab and Customer Amenities	Jack Madden
Environmental Characteristics	Glen Rees

Schedule milestones include:

Action	Cpt	
Teams complete Specification Development for their assigned chapters	4/2	
Amtrak Compiles Chapters, Draft Spec placed on AASHTO Website	4/30	
TSC Comment Period		6/4
Locomotive Working Group Review and Address Comments	6/18	
TSC Final Review of DM Spec		7/2
Vote to recommend DM Spec to Executive Board (after F2F meeting)	7/10	
DM Specification Review Panel	8/18	
Executive Committee vote to approve DM Specification	8/18	
Approved DM Specification on AASHTP Website	9/24	

Respectfully submitted
Al Bieber

for

John V. Madden, P.E.

At the conclusion of the presentation, Mario asked that there be ongoing updates on the progress of the development of the specification on subsequent Technical subcommittee calls.

Steve Hewitt will add this as a standing agenda item for progress reports.

8.

Update: NGENC Procurements:

Diesel-Electric Locomotive presented by Jennifer Bastian, IDOT for inclusion in today's minutes:

- a) Invoice for Milestone 'A' (master schedule and all project plans) and Milestone 'F' (major purchase orders) has been received.
- b) Follow-up action items to close IDR are on-going for closure.
- c) Detailed planning for Final Design Review (FDR) is underway for February and March 2015. The location for FDR has been confirmed for Seattle by WSDOT.
- d) The Mock-up reviews for the machine rooms (four compartments) and the under floor equipment are being closed-out.
- e) The locomotive weight is holding steady at 270,000 lbs (+/-) and the calculated P2 force is within specified limits.
- f) Five draft DCRs are being processed. Rich Stegner will contact Tammy Krause to coordinate.
- g) As the Bi-Level Car program is opting to use the 340 wheel profile, IDOT/Caltrans/WSDOT wish to do the same

for the locomotive. Unlike the car specification that calls for a 36" diameter wheel with a 1:40 taper, the locomotive specification calls for a 140M wheel profile. A DCR will be prepared to specify either a 140 or a 340 wheel profile for the locomotive."

Bi-Level Car Procurement – Stan Hunter, Caltrans:

Stan Hunter provided an update on the status of the bi-level car procurement:

First Article Inspections (FAIs) are being conducted.

In February and March FAIs on "a slew" of components will take place including: Air brake components; door leaves; hardware; latches; wheel and axle etc.

In regard to the new wheel profile Stan noted that they are working with Nippon Sharyo to make sure adequate supply of the 340 wheel profiles are available. He noted that "in California we still accept 140 profile wheels and have offered to take those if there are not enough 340 profiles for acquisition."

The FAIs will continue in April – looking at interiors, exteriors and lighting.

There is a meeting in Rochelle, Illinois in early February to go over a corrective action from the QA audit. Caltrans, IDOT and FRA will be present at this meeting with Nippon Sharyo.

Caltrans is still looking to add 11 option cars to the order and is working with IDOT and FRA on a build schedule to that would modify the Grant Agreement to ensure ARRA compliance.

Stan reported that Caltrans and Amtrak are close to executing an OBIS agreement to begin implementation.

9.

Resume Discussion: Planning for Diesel Exhaust Fluid (DEF) / UREA in new D/E Locomotive – Mario Bergeron:

Mario Bergeron resumed the discussion on the need to plan for the use and handling of Diesel Exhaust Fluid (DEF)/UREA as the new Diesel electric locomotives begin to be placed into service.

Mario pointed out that the product will require specific handling and distribution processes and the NGEN Technical subcommittee should look at the matter and assist in developing a plan.

Mario also noted that "at the moment, Amtrak has no money for purchasing new equipment and, on its own, has no need to engage in the requirements and logistics associated with carrying this product (UREA), but we want to be helpful and supportive...there is a need for a process for others and for 305 to get us there."

Mario described that the likely fueling point for Amtrak for handling UREA would be Chicago, and this product brings with it complexities within Amtrak and how it fuels. He mentioned that in addition to fueling at the facility (fixed), Amtrak also uses a Direct to Locomotive (DTL) fueling process.

All of this brings infrastructure/facility/logistics challenges.

He noted items to be addressed would include:

Safety – to progress handling of the product
Security considerations – to accurately account for the consumption of the product.
Procurement issues – fixed or Direct to Locomotive (DTL).
Issues involved with the product freezing as it is a 1/3 water based solution.
Generally – how best to handle the product.

Mario is looking to decide, ultimately, how Amtrak can support states, and how do states plan to handle UREA.

Stan Hunter commented that Caltrans has identified some facility improvements that will be necessary.

Mario asked if Stan anticipated Caltrans being in a leadership role beyond the California locations.

Stan responded that Caltrans role would be more in regard to "efficiency of shared knowledge with all of the joint procurement agencies." He elaborated "The delivery and facility improvements will focus on California locations, but we will coordinate with our partners on efficiency and knowledge sharing."

Mario asked – “What is the preferred approach for us (NGEC) to take?”

Stan commented “the NGEC could prepare a document that describes DEF and the technical complexities that go with it, such as safety and volatility. The document could provide universal information that any state can use if they are to incorporate DEF.”

Mario agreed stating that “it would frame the scope to be addressed at the same time.” He went on to suggest that the Technical subcommittee establish a working group to focus on this issue and report back to the Technical subcommittee. Included in the report to the subcommittee should be a “chronology of activities to successfully introduce the new Diesel-electric locomotives into revenue service.”

Allan Paul, NCDOT, reported that his state is “looking at this for our F59 fleet.”

Asked if it takes it to Tier 4, Allan responded that it is “close” it brings it to a “strong Tier 3 and close to Tier 4.”

Stan asked to be kept informed as NCDOT progresses this effort.

Allan agreed and noted that Curtis McDowell is the project manager on the program.

Mario asked about the timeline, and Allan replied that “we are just getting into that part of the program”, but noted “we have only one fueling place that we go to all the time” as opposed to a number of fueling locations.

Mario noted that sharing information and commonality within and among other states is very important and “reinforces the need for us to get together and stay on top of this.”

Allan agreed to keep the subcommittee informed and acknowledged that NCDOT “has a lot of experience with distribution and containment protocols which have been set up with their highways department wide to safely use and dispose of the product.”

Mario returned to the idea of establishing a working group and it was agreed that a DEF working group will be formally established on the next subcommittee call – 1-29-15. On that call, members will be appointed and a chair will be named.

Volunteers or nominations for membership in the working group are to be submitted to Steve Hewitt by COB on January 23, 2015.

Mario also asked that any comments or information on this issue be provided to Steve Hewitt as well in advance of the next subcommittee call, as a resource of information for the new working group.

10.

Overview: 2015 NGEC Annual Meeting – 2-20-15 Hyatt Regency Capitol Hill – Washington, DC – Steve Hewitt:

A formal invite notice was sent out today to everyone on the NGEC email list.

The DRAFT agenda for the Annual Meeting has been distributed – it will be re-distributed in final DRAFT as changes are made.

The Annual Meeting is the opportunity for the full NGEC to meet – the Executive Board resides over the meeting and provides status updates. All NGEC members are encouraged to attend. There is a time set aside for industry comments and Q&A.

If you plan to attend – please send an email to Steve Hewitt so that he can make sure your name is on the attendee list and that a name badge is made for you.

Information on the hotel room block will be sent out to all on Friday – 1-16-15.

Steve provided a brief overview of the proposed agenda (attached).

Other issues:

Steve Hewitt raised an issue that came up on the Finance and Administrative Subcommittee call on 1-14-15.

The Finance and Administration Subcommittee (FASC) met yesterday (1-14-15) and began focusing on funding options for the future of the NGEC. One suggestion came up with regard to outside use of the PRIIA specifications. In particular All Aboard Florida which intends to use the PRIIA spec – which is exactly what was hoped would happen with these specifications – create national standards.

The discussion yesterday revolved around reaching out to All Aboard Florida determine if there is a willingness to share information with the NGEC as changes are made to the specification and possibly discuss their willingness to pay a fee for spec use. It was agreed that if the NGEC was to be kept informed of changes made so that it could determine whether those changes were of benefit to the document for future use and should be made to the PRIIA spec that alone would be a win.

The FASC is looking for a contact name at All Aboard Florida and is determining how best to reach out for the NGEC to begin a dialogue.

Nico Lindenau raised the concept at the FASC meeting and Steve asked him to elaborate.

Nico added "look at what we (NGEC) have developed...there are some very good specifications and they are continuously being updated and made better" as we go through the multi-state procurements and "the flaws are being polished – every procurement the specs will get better."

Any non-members of the NGEC can use the specs - they are public documents and can be accessed now for free. "This is a great advantage...the benefits of using a spec and not having to expend the costs to develop one is a great advantage...how can we achieve a revenue stream from this?"

The discussion continued with Nico suggesting that the NGEC find a way to reach out to All Aboard Florida to determine if there is a willingness to share information with the NGEC as changes are made to the specification, and to possibly approach them about their willingness to pay a fee for specification use.

Jack Madden volunteered to reach out to the Siemens representative on the Locomotive Working Group.

Larry Salci suggested that the key contact for outreach at All Aboard Florida is Gene Skoropowski.

Ultimately, it was agreed that this issue should be raised by the FASC to the Executive Board and that the Board should determine who should initiate the contact. Quite likely, the NGEC Board chair would be identified as the individual to do the first outreach, and the FASC would be the place for working through the process and developing a plan for implementation going forward.

Nico pointed out that there still remained one critical question to be answered/confirmed, and that is "can the NGEC receive revenues?" The FASC, on first thought believed that it can through either AASHTO or Amtrak, but this still needs to be confirmed and a process would need to be put in place.

Adjourn: At approximately 4:20PM Eastern, Mario Bergeron adjourned today's Technical subcommittee conference call meeting.

Next Call: January 29, 2015 – 3:00pm Eastern

Decisions and Action Items

RVAAC: The RVAAC is meeting as a full committee on February 26-27 at the Access Board Head Quarters to review the 4 subcommittee guidance documents. Melissa Shurland will give an update at the NGEC Annual Meeting, and a more in depth presentation to the Technical subcommittee following the RVACC meeting. Steve Hewitt will keep it as a future action item.

Updating ECP Standards: remains as a standing action item and as activities occur; Paul Jamieson will provide status updates to the subcommittee. (Ongoing)

Today's update:

"On December 18, 2014, a review was held to discuss the safety analysis final report. Some revisions are required to finalize the report by January 30, 2015. The analyses and report is based on the performance standard draft 2.4. Further changes in the performance standard will be reviewed against the preliminary hazard analysis, failure mode

effect and criticality analysis and safety traceability matrix. These documents are a living set of analyses for future performance standard revisions including function additions/changes.

APTA will now entry the next phase of the project which is the full implementation of the ECP brake equipment on the test train, preparation of related standards, equipment acceptance process and recommendations to RSAC for inclusion in the CFR.”

Maintaining Industry Participation List: This remains an ongoing action item. There are currently **233** registered industry participants. (ongoing)

Requesting Backgrounder educational document: With changes to the NGEC organizational structure at the October 24th Fall Meeting, the Backgrounder will need to be updated. Steve Hewitt will work with AASHTO to incorporate the changes into a new Backgrounder. This will likely be completed by the time of the Annual Meeting.

Developing the Dual Mode Locomotive (DC 3rd Rail) Specification: The Locomotive Working Group has developed a schedule for completing the specification and has begun work on its development. Updates will be provided to the Technical subcommittee on its bi-weekly calls. Steve Hewitt will add it as a standing agenda item on future calls.

Planning for Diesel Exhaust Fluid (DEF) / UREA in new Diesel-Electric Locomotive: Chairman Bergeron has proposed that a Diesel Exhaust Fluid (DEF) working group be established and has asked that volunteers/nominations for participation on the working group be provided to Steve Hewitt by January 23, 2015.

The working group will be formally established on the next Technical subcommittee call – January 29, 2015 and ongoing updates will be added to the subcommittee agenda.

Members who have information on this topic are asked to share it with the subcommittee by providing it to Steve Hewitt prior to the next Technical subcommittee call.

NGEC Annual Meeting: Members are encouraged to attend and are asked to notify Steve Hewitt for purposes of being added to the head count and for name badges to be made. Hotel information is included with today’s minutes. **Room Block cut off is January 23, 2015.**

ATTACHMENTS

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The NGEC will provide national leadership in standardization, acquisition, financing and management of passenger rail equipment.

PRIIA Section 305 Tech Sub Committee Meeting

January 15, 2015

The agenda for the meeting is below:

- | | |
|------------------------------------------------------------------------------------------------|----------------------------|
| 1. Roll Call | Steve Hewitt |
| 2. Review meeting agenda | Mario Bergeron |
| 3. Review Action Items | Steve Hewitt |
| 4. Approve Minutes of December 18, 2014 | Mario Bergeron |
| 5. Accessibility Working Group/RVAAC related issues update | Melissa Shurland |
| 6. Document Control update | Tammy Krause |
| a. Status: Board approval – Dual Mode Locomotive (DC 3 rd Rail) Req. Document Rev A | |
| 7. Next Steps: Developing the Dual Mode Locomotive (DC 3 rd Rail) PRIIA spec | Mario Bergeron/Jack Madden |
| 8. Update: Procurements | |
| a. Diesel-electric locomotive | Jenifer Bastian |
| b. Bi-level Cars | Stan Hunter |
| 9. Resume Discussion: Planning for Diesel Exhaust Fluid (DEF) / UREA in new D-E Locomotive | Dale Engelhardt |
| 10. Overview: 2015 NGEN Annual Meeting – 2-20-15- Hyatt Regency Cap Hill Washington DC | Steve Hewitt |
| 11. Review this meeting: | Steve Hewitt |
| a) Decisions | |
| b) New Action Items | |

***Technical Sub Committee Conference Call Meeting:
Thursday January 15, 2015 / 3:00 Eastern / 1-866-209-1307 / passcode 6486648#***

***Please call in a few minutes early so all is in attendance for Roll Call.
Thank you***

Next Call – 1-29-15 at 3:00pm Eastern



The NGEC will provide national leadership in standardization, acquisition, financing and management of passenger rail equipment.

**PRIIA Section 305 Next Generation Corridor Equipment Pool Committee (NGEC)
5th Annual Meeting**

DRAFT

Agenda - Version 3

February 20, 2015

8:30am – 4:00 pm EST

**Hyatt Regency Hotel on Capitol Hill
Washington, DC**

8:00 - 8:30 am	Registration
8:25 – 8:30 am	Hotel Safety Briefing – Hyatt Regency Hotel Representative
8:30 – 8:40 am	Welcome and Introductions-Convene Annual Meeting – Eric Curtit, Chair, NGEC Executive Board
8:40 – 8:45 am	Roll call of NGEC members (Executive Board & non-Board member states) – Steve Hewitt, Manager, NGEC Support Services
8:45 – 8:50 am	Approval of the Minutes from the February 17, 2015 Executive Board conference call
8:50 – 9:05 am	NGEC Chairman’s Report – Eric Curtit, NGEC Chair
9:05 – 9:45 am	NGEC Treasurer’s Report/ Finance and Administration Subcommittee report – Darrell Smith, NGEC Treasurer
9:45 – 9:55 am	Consideration of Approval: Proposed Updates to NGEC By-Laws – Eric Curtit
9:55 – 10:05 am	Consideration of Approval: Proposed SOW and budget for a no-cost Grant Agreement extension through 9-30-17 – Eric Curtit
10:05 – 10:25 am	Break
10:25 – 10:40 am	Update from FRA – Paul Nissenbaum, FRA (Acting Administrator Feinberg?)
10:40 – 10:55 am	Update from Amtrak Government Affairs – TBD
10:55 – 11:15 am	Report: Technical Subcommittee – Mario Bergeron, Chair
11:15 – 11:30 am	Report: Technical Subcommittee’s Accessibility Working Group – Melissa Shurland, FRA
11:30 – 11:40 am	Progress Report: Section 6 – Mid-West States – Tim Hoeffner, Michigan DOT
11:40– Noon	Progress Report: the 514 Subcommittee – Ron Pate, Chair
Noon – 1:15 pm	Lunch (on your own)
1:15	Re-convene the meeting – Eric Curtit

1:15 – 1:45 pm Status Update: NGEN Procurements

 a. Diesel-electric Locomotive: John Oimoen, IDOT, and Siemens Representative (?)

 b. Bi-level cars – Stan Hunter, Caltrans & Nippon Sharyo/Sumitomo Representative (?)

1:45 – 2:45 pm Discussion: Long term Future of the NGEN – structure/funding/next steps– Eric Curtit

2:45 – 3:00 pm Break

3:00 – 3:30 pm Questions/Comments – All Attendees

3:30 – 3:45 pm Other Issues - All

3:45 – 3:50 pm Meeting Summary/Action Items Review – Steve Hewitt

3:50 – 4:00 pm Next Steps/Closing Comments – Eric Curtit

4:00 pm Adjourn

HOTEL INFORMATION:

A block of rooms have been set aside at the

Hyatt Regency Washington on Capitol Hill

SCORT Washington meeting & NGEN Annual meeting.

HYATT REGENCY WASHINGTON ON CAPITOL HILL
400 New Jersey Avenue, NW, Washington, DC 20001, USA
Tel: +1 202 737 1234

Registrants must make their own room reservations
Following is the link to the hotel reservations website: <https://resweb.passkey.com/go/AASHTOSCORTFEB2015>

Room rate: \$177.00 (single/double occupancy)

Room reservation cut-off date: **Tuesday, January 23rd 2015**
Reservations received after this date will be on a space and rate available basis only.

State and local taxes: 14.5% (or prevailing at time of meeting)

Check-in Time: 3:00 PM
Check-out Time: 12 Noon