

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY
COUNTY AIRPORT AUTHORITY (MSCAA) October 18, 2018

CALL TO ORDER

APPROVAL OF BOARD MEETING MINUTES *September 13, 2018*

RECOGNITION OF VISITORS, OTHERS

Resolutions for Approval This Month

1. Approval of Contract- Software for Human Capital Management- Workday, Inc.
2. Approval of Amendment No. 12 – Jet Bridge & Aircraft Parking Utilization Study – AERO Systems Engineering, Inc.
3. Approval of Amendment No. 1 – GSE Lease Agreement w/Delta Air Lines, Inc.
4. Approval of Contract – Charles Baker Hangar Renovations-Construction – A&B Construction Company, Inc.
5. Selection of Nominating Committee

Division Reports

TREASURER and PROPERTIES REPORTS

Forrest Artz, Vice President of Finance and Administration/CFO

OPERATIONS REPORT

Terry Blue, Vice President of Operations

INFORMATION ITEMS

NEXT BOARD MEETING – November 15, 2018

RESOLUTION

WHEREAS, in accordance with state law requirements and internal policy (Policy 801 (7)(a)), the Memphis-Shelby County Airport Authority ("Authority") is authorized by the public purchasing provisions of state law to participate in the cooperative purchasing of equipment, supplies and/or services; and,

WHEREAS, the Authority Board of Commissioners has previously authorized purchases pursuant to the Master Intergovernmental Cooperative Purchases Agreement ("Agreement") with the National Cooperative Purchasing Alliance (NCPA); and,

WHEREAS, Authority staff has spent considerable time researching software applications for the efficient management of business functions utilizing integrated information sharing between functions without software customization; and,

WHEREAS, current applications in use consist of a series of standalone software packages and staff created databases which have become antiquated and/or will become unsupported in the future; and,

WHEREAS, pursuant to this Agreement, the Authority desires to purchase cloud-based software subscriptions (licensing) for the efficient management of human capital management, which includes payroll, benefits, recruiting and onboarding, time and attendance, and other modules; and,

WHEREAS, if approved, a contract will be entered into under NCPA #11-15 program with Workday, Inc; and,

WHEREAS, Workday, Inc., is in use at a number of airports across the country and comes highly recommended; and,

WHEREAS, fees for the contract that will cover the next three years are as follows:

10/26/2018 – 10/25/2019	\$235,341
10/26/2019 – 10/25/2020	\$235,341
10/26/2020 – 10/25/2021	\$235,341

WHEREAS, due to the Authority's small employee base, Workday, Inc. has included their financial management package "Financials", which includes financial management, procurement, inventory control, planning and other modules, at no additional cost under the NCPA, provided a contract is executed no later than 10/26/18; and,

WHEREAS, Management recommends that we move forward with the opportunity presented by Workday, Inc. which will greatly assist in the efficient management of our three airports and allow for the creation of seamless data exchange and the creation of integrated dashboards;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee is hereby authorized to execute a contract with Workday, Inc as herein described, cost to be paid from MSCAA Annual Operating Funds and any other funds as identified by the CFO.

10-18-18

RESOLUTION

WHEREAS, Statements of Qualifications were received on May 15, 2014 by the Memphis-Shelby County Airport Authority (Authority) for the project described as:

JET BRIDGE & AIRCRAFT PARKING UTILIZATION STUDY MSCAA PROJECT NO. 14-1374-00

and,

WHEREAS, Airport Management's Capital Program Committee by action taken on August 6, 2014, approved the Contract with AERO Systems Engineering, Inc., which was executed and dated August 22, 2014; and,

WHEREAS, the original agreement's scope of services included establishing recommendations regarding the airport's jet bridges and terminal aircraft parking aprons; and,

WHEREAS, the original agreement provided for future scope additions to include design of recommended improvements, and preparation of Construction Documents, Bid Assistance, and Construction Phase Support Services for necessary desired improvements; and,

WHEREAS, by Resolution No. 17-4775, adopted January 19, 2017, the Authority's Board of Commissioners authorized Contract Amendment No. 7 for design services to provide construction documents for aircraft parking planning, ramp fueling modifications, ramp striping removal and installation, passenger boarding bridge (PBB) demolition/refurbishment and installation, equipping gates with point of use (POU) PCA and 400Hz ground power, removing existing gate-located PCA and 400Hz ground power equipment connected to the Central Plant, and installing potable water cabinets at all required positions on Concourse "B"; and,

WHEREAS, it is now Airport Management's desire to implement Contract Amendment No. 12 to provide construction support services for Concourse Modernization Passenger Boarding Bridges, Project No. 14-1374-03; and,

WHEREAS, the original scope of work excluded construction support services for Concourse Modernization Passenger Boarding Bridges, Project No. 14-1374-03, as these services and fees could be more precisely defined after completion of design; and,

WHEREAS, staff has negotiated Contact Amendment No. 12 in a lump sum amount of Three Hundred Fifty Thousand and 00/100 Dollars (\$350,000.00); and,

WHEREAS, Management proposes to amend the Contract as follows:

Original Contract Amount	\$ 300,000.00
Amendment No. 1	\$ 145,000.00
Amendment No. 2	\$ 125,000.00
Amendment No. 3	\$ 28,000.00
Amendment No. 4	\$ 293,300.00
Amendment No. 5	\$ 80,000.00
Amendment No. 6	\$ (52,771.00)
Amendment No. 7	\$ 590,257.00
Amendment No. 8	\$ 120,000.00
Amendment No. 9	\$ 148,500.00
Amendment No. 10	\$ 25,000.00
Amendment No. 11	\$ 35,400.00
Amendment No. 12 (this item)	\$ 350,000.00

TOTAL AMENDED CONTRACT AMOUNT \$2,187,686.00

and,

WHEREAS, Airport Management's Capital Program Executive Staff, by action taken September 24, 2018, recommends approval of Amendment No. 12 to Contract 14-1374-00; and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Authority established a DBE goal of 0% for the full term of this Contract;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee, is hereby authorized to execute Amendment No. 12 to Contract 14-1374-00 with AERO Systems Engineering, Inc., as herein described, cost to be paid from Special Reserve and current and future Federal Grant funds.

10/18/18

RESOLUTION

WHEREAS, pursuant to Resolution No. 08-4423, adopted February 21, 2008, the Authority entered into a Ground Support Equipment (GSE) Building lease agreement with Delta Air Lines ("Lessee") on November 8, 2008 for a vehicle maintenance facility, located at 4210 Louis Carruthers, for a term of five years with three additional five-year renewal options ("Lease Agreement"); and,

WHEREAS, the Authority has embarked on a number of development projects in the Carruthers Drive corridor including: (1) the new Airfield Maintenance, Operations, Police, Communications/Dispatch Facility; (2) the Taxiway Bridge over Carruthers Drive; (3) a Consolidated Glycol/Deice Facility; and the relocation of Carruthers Drive and utilities to support development along this new development corridor; and,

WHEREAS, due to the above improvement projects, the Authority desires to remove 2,326 square feet of equipment parking space and replace it with 2,301 square feet of equipment parking space adjacent to the existing Delta GSE building as part of the Authority's plan to improve construction and drainage issues connected with the Authority's current construction projects on Louis Carruthers Road, at no cost to the Lessee; and,

WHEREAS, Delta is amenable to this Lease Agreement; and,

WHEREAS, Airport Management recommends approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee is hereby authorized to enter into this First Amendment to the GSE Lease Agreement with Delta Air Lines, Inc. for the purpose of modifying the Agreement as stated herein.

RESOLUTION

WHEREAS, pursuant to public advertisement, bids were received as follows:

REQUEST FOR BIDS
CHARLES BAKER HANGAR RENOVATIONS – CONSTRUCTION
MSCAA PROJECT NO. 12-1354-01
MEMPHIS INTERNATIONAL AIRPORT
Received August 30, 2018

BIDDER	Base Bid	Alt #1	Alt #2	TOTAL
A&B Construction Company, Inc.*	\$ 520,736.00	\$ 87,570.00	\$29,079.00	\$ 637,385.00
Barnes & Brower, Inc.*	\$ 567,339.00	\$ 93,449.00	\$31,024.00	\$ 691,812.00
Carroll's Roofing & Construction, LLC*	\$1,141,580.00	\$357,358.00	\$73,596.00	\$1,572,534.00
Grinder Taber & Grinder, Inc.*	\$ 592,868.00	\$ 70,679.00	\$29,001.00	\$ 692,548.00
Wagner General Contractors, Inc.*	\$ 640,581.00	\$ 31,000.00	\$58,850.00	\$ 730,431.00

**local*

and,

WHEREAS, the Bids included hangar renovations to one (1) common hangar and three (3) T-hangars. The renovations include, but are not limited to, prepping and painting existing metal siding, replacing metal siding, installing vinyl scrim, demolition of roof vents, replacing door beams, installing new elastomeric sealant, installing metal gutters, replacing exterior lighting, and removing and repouring concrete; and,

WHEREAS, the Bids were evaluated according to established criteria;

and,

WHEREAS, A&B Construction Company, Inc. was the lowest responsive bidder;

and,

WHEREAS, Airport Management's Capital Program Executive Staff, by action taken September 24, 2018, recommends award of the Base Bid and Alternate No. 1 (Metal Roof

Replacement of T-hangar #1) as well as Alternate No. 2 (Insulation of all Wall Panels in the Common Hangar);

and,

WHEREAS, Airport Management's Capital Program Executive Staff, recommends an Initial Contingency Amount (ICA) in the amount of \$63,738.50 (10%) for the project, which in accordance with Policy 701, requires approval of the President and CEO and the Board;

and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 28% for the full term of this contract; and,

WHEREAS, A&B Construction is a local, certified DBE contractor and will self-perform approximately 30% of the work; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the President and CEO or his designee is hereby authorized to execute a contract with A&B Construction Company, Inc., as herein described, cost to be paid from 2013, 2014, 2015, 2018, and 2019 Capital Outlay and State Grant Funds.

10/18/18