

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY
AIRPORT AUTHORITY (MSCAA) May 16, 2019

CALL TO ORDER

RECOGNITION OF VISITORS, OTHERS

APPROVAL OF BOARD MEETING MINUTES *April 18, 2019*

Resolutions for Approval This Month

1. Approval of Contract – Negotiate and Execute a Contract for the Shared Use/Common Use Passenger Processing System
2. Approval of Contract – Construction Administration, Inspection & Program Management Srv – Parsons Transportation Group, Inc.
3. Approval of Sole Source Agreement – Airfield Lighting Computer Control and Monitoring System - Cooper Crouse-Hinds, LLC.
4. Approval of Agreement – Computer Software Services Through Statewide Contract – Dell Marketing L.P.
5. Approval of Contract – Airfield Marking Services through Sourcewell Contract – Hi-Lite Airfield Services, LLC
6. Approval of Contract – Substation 5B Addition/Construction – Pyramid Electric, Inc.
7. Approval of Lease Amendment – Temporary Trailer Facilities Lease Extension – William Scotsman, Inc
8. Approval of Fiscal Year 2020 Budget (July 1, 2019 – June 30, 2020)

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 – June 27, 2019 (*adjusted date*)

RESOLUTION

WHEREAS, pursuant to public advertisement, Statements of Qualifications for Shared Use/Common Use Passenger Processing System for the Memphis-Shelby County Airport Authority ("Airport Authority") were received as follows:

REQUEST FOR QUALIFICATIONS
SHARED USE/Common Use PASSENGER PROCESSING SYSTEM
FOR MEMPHIS INTERNATIONAL AIRPORT
Received March 13, 2019

STATEMENTS OF QUALIFICATIONS RECEIVED FROM:

Amadeus Airport IT Americas, Inc.*
Collins Aerospace *

** Out of town firms*

and,

WHEREAS, the scope of services consists of the design, installation, project management, testing, training, commissioning, maintaining and warranting of a Common Use Passenger Processing/Common Use Self Service System; and,

WHEREAS, the term of the contract will be for the length of time to fulfill the obligations set forth in the contract; and,

WHEREAS, the Qualifications were evaluated according to established criteria and the selection committee interviewed both firms; and,

WHEREAS, the selection committee subsequently ranked the firms in the following order:

1. Amadeus Airport IT Americas, Inc.
2. Collins Aerospace

and,

WHEREAS, Airport Authority Management will negotiate a contract for services to be performed with the number-one ranked firm; however, if negotiations are unsuccessful with the number-one ranked firm, negotiations will terminate with that firm and begin with the next-ranked firm until a satisfactory agreement has been reached; and,

WHEREAS, in furtherance of its Disadvantage Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 3% for the full term of this contract; and,

WHEREAS, all respondents pledged to meet or exceed the DBE goal; and,

WHEREAS, because this is a qualifications-based selection process, DBE partners, dollars, and percentages will be determined in negotiations; and,

WHEREAS, Airport Authority Management recommends award of the contract to Amadeus Airport IT Americas, Inc.;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the award to Amadeus Airport IT Americas, Inc., is hereby approved, and the President and CEO or his designee is hereby authorized to negotiate and execute a contract for a Shared Use/Common Use Passenger Processing System as referenced above, with cost to be paid from the Airport Authority's operating funds or any other funds as identified by the CFO.

05-16-19

RESOLUTION

CONSTRUCTION ADMINISTRATION,
INSPECTION AND PROGRAM MANAGEMENT SERVICES
MSCAA PROJECT NO. 19-1422-00

Statement of Qualifications
Received March 27, 2019

A2H, Inc.*

Allen & Hoshall, Inc.*

Parsons Transportation Group, Inc.*

** local*

WHEREAS, pursuant to public advertisement, Statements of Qualifications were received on March 27, 2019 to provide construction administration, inspection and program management services in support of MSCAA's Capital Improvement Program; and,

WHEREAS, the Scope of Services will include, but not be limited to, review of construction documents (prepared by others) for airfield, building and/or other landside modifications and improvements in conformance with MSCAA's and the Federal Aviation Administration's standards of quality and consistency; assistance with advertising for and reviewing of public bids; daily construction administrative responsibilities for awarded contracts; provision and supervision of full-time construction inspectors of the required disciplines; coordination and review of quality assurance testing by the airport's testing laboratory; monitoring construction progress and schedule compliance; assistance in reviewing and updating detailed construction schedules; providing opinions of construction costs; delivery of record documents and electronic data files; upon request, providing additional planning, architectural and

engineering design; and all other full construction contract administrative and closeout efforts; and,

WHEREAS, the Statement of Qualifications of all firms were evaluated by the Selection Committee according to established criteria, and after review, the three firms were ranked in the following order:

1. Parsons Transportation Group, Inc.
2. Allen & Hoshall, Inc.
3. A2H, Inc.

WHEREAS Policy 702 requires Airport Management negotiate a Scope of Services with commensurate unit billing rates with the selected firm before presenting to the Board of Commissioners, however the President has elected to waive policy in order to present the ranking for approval; and,

WHEREAS, Airport Authority Management will negotiate a contract for services to be performed with the number-one ranked firm, negotiations will terminate with that firm and begin with the next-ranked firm until a satisfactory agreement has been reached; and,

WHEREAS, the Airport Authority's Capital Program Executive Staff, by action taken on May 3, 2019, recommends award of the contract to Parsons Transportation Group, Inc., to provide full construction administration services; and,

WHEREAS Airport Management has established an estimated budget for the first contract year of \$ 7,100,000 (based on anticipated projects and estimated billing rates) to be tracked by specific project and expenditures, and recommends award of contract to Parsons Transportation Group, Inc.; and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Memphis-Shelby County Airport Authority (Airport Authority) established a DBE goal of 30% for the full term of this contract; and,

WHEREAS, the term of the agreement will be for three (3) years with two one-year options, subject to the Authority's sole discretion;

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 under MSCAA Project No. 19-1422-00 with Parsons Transportation Group, Inc. as herein described, cost to be paid from various funding sources based on related projects.

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05/16/19

RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority ("Airport Authority") currently utilizes an Airfield Lighting Computer Control and Monitoring System ("ALCMS") to monitor and control all runway and taxiway lighting at the Memphis International Airport; and,

WHEREAS, the ALCMS is a proprietary system of Eaton's Crouse-Hinds Airport Lighting Products, a division of Cooper Crouse-Hinds, LLC ("Cooper Crouse-Hinds"); and,

WHEREAS, Cooper Crouse-Hinds is the only provider of parts and services for the ALCMS; and,

WHEREAS, the Airport Authority requires parts and services to maintain the integrity of the ALCMS; and,

WHEREAS, in accordance with established Airport Authority Policies, Cooper Crouse-Hinds is designated as the Sole Source Vendor for the parts and services related to the ALCMS at Memphis International Airport; and,

WHEREAS, under the prior five-year contract, Cooper Crouse-Hinds performed the final year of service for a price of \$101,071.31; and,

WHEREAS, Airport Management recommends entering into a five (5) year Maintenance Service Agreement with Cooper Crouse-Hinds for a total price of \$572,608.00, with yearly fees as follows:

Year 1 (7/1/19 - 6/30/20)	\$107,853.00
Year 2 (7/1/20 - 6/30/21)	\$111,089.00
Year 3 (7/1/21 - 6/30/22)	\$114,422.00
Year 4 (7/1/22 - 6/30/23)	\$117,854.00
Year 5 (7/1/23 - 6/30/24)	\$121,390.00

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 the Maintenance Service Agreement with Cooper Crouse-Hinds, LLC, as herein described, cost to be paid from annual operating funds or any other funds as identified by the CFO.

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05-16-19

RESOLUTION

WHEREAS, pursuant to public advertisement, the State of Tennessee competitively selected Dell Marketing L.P. ("Dell") to provide computer software and services to local governmental agencies in the State of Tennessee under Statewide Contract Number 3006 which expires September 30, 2019; and,

WHEREAS, The Memphis-Shelby County Airport Authority ("Airport Authority") has the opportunity to purchase required services and products under the Statewide Contract; and,

WHEREAS, the Airport Authority desires to enter into a new three-year Enterprise Agreement (EA) with Microsoft through their authorized reseller, Dell, to provide software licenses, hosting services, and updates for Microsoft operating systems and Microsoft application software for a three-year period starting July 1, 2019, and ending on June 30, 2022; and,

WHEREAS, the pricing proposed by Dell is as follows:

July 1, 2019 through June 30, 2020 (year one)	\$93,596.46
July 1, 2020 through June 30, 2021 (year two estimated)	\$93,596.46
July 1, 2021 through June 30, 2022 (year three estimated)	\$93,596.46

and,

WHEREAS, costs for years two and three are estimates and shall be determined by a final inventory count of the Airport Authority's computer servers, licenses, services, and desktop units; and,

WHEREAS, Airport Authority Management recommends approval;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, Memphis-Shelby County Airport Authority, that the President and CEO or his designee

is hereby authorized to execute an Agreement with Microsoft through their authorized reseller, Dell Marketing L.P. for the three-year term as herein described, cost to be paid from MSCAA Annual Operating Funds or any other funds as identified by the CFO.

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05-16-19

RESOLUTION

WHEREAS, the airfield markings at Memphis International Airport ("MEM") need replacement and realignment due to a change in Federal Aviation Administration standards; and,

WHEREAS, the Memphis-Shelby County Airport Authority ("Airport Authority") desires to complete the process in an expeditious manner so as to not interfere with aircraft operations; and,

WHEREAS, the Airport Authority Board has previously approved the use of the National Joint Powers Alliance (or NJPA) cooperative purchasing contracts for the acquisition of goods and services; and,

WHEREAS, Hi-Lite Airfield Services, LLC ("Hi-Lite"), has a Sourcewell (formerly known as National Joint Powers Alliance or NJPA) cooperative purchasing contract #062817-HLA to provide airport consumable products with related supplies and services; and,

WHEREAS, under the terms of the Sourcewell contract, Hi-Lite has proposed to provide airfield marking services at MEM for a fee of \$597,794.30; and,

WHEREAS, as the fee proposed is based upon estimated quantities and is subject to change based upon the final scope of work, the not-to-exceed purchasing authority of this action is \$650,000.00; and,

WHEREAS, Airport Authority 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 execute a contract with Hi-Lite as herein described,

cost to be paid from the Airport Authority's Annual Operating Budget under the Capital Outlay program and any other funds as identified by the CFO.

05-16-19

RESOLUTION

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

REQUEST FOR BIDS
SUBSTATION 5B ADDITION – CONSTRUCTION
MSCAA PROJECT NO. 10-1306-09
MEMPHIS INTERNATIONAL AIRPORT
Received April 18, 2019

BIDDER	BID AMOUNT
Pyramid Electric, Inc.*	\$ 876,543.00
Tristate Armature & Electric Works, Inc.*	\$1,003,084.00

**local*

and,

WHEREAS, the Bids include installing a new 2,500 KVA substation 5B to serve new Passenger Boarding Bridges (PBBs) on Concourse B. Work includes individual circuits for power to each PBB, 400Hz aircraft power units, and aircraft preconditioned air equipment. Scope also includes modification of existing electrical feeders for up to and including 15,000 Volt systems; and,

WHEREAS, the Bids were evaluated according to established criteria;

and,

WHEREAS, Pyramid Electric, Inc. was the lowest responsive bidder;

and,

WHEREAS, Airport Management's Capital Program Executive Staff, recommends an Initial Contingency Amount (ICA) in the amount of \$87,654.30 (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 25% for the full term of this contract; and,

WHEREAS, Pyramid Electric, Inc. is a local prime contractor, is using a local certified DBE subcontractor totaling 35% of the project, which will total \$306,790.05 on this contract; 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 Pyramid Electric, Inc., as herein described, cost to be paid from 1999D Capital and FAA Grant funds.

05/16/19

RESOLUTION

WHEREAS, in accordance with state law requirements and Policy 801(7)(a) of the Memphis-Shelby County Airport Authority ("Airport Authority") Policy Manual, the Airport Authority is authorized to participate in cooperative purchasing and,

WHEREAS, the Board of Commissioners of the Airport Authority ("Board") approved purchases pursuant to the Master Intergovernmental Cooperative Purchasing Agreement ("Agreement") with the National Intergovernmental Purchasing Alliance Company ("IPA"); and,

WHEREAS, IPA acquired The Cooperative Purchasing Network ("TCPN") in 2015; and,

WHEREAS, by resolution 17-4784 adopted on May 22, 2017, the Board authorized execution of a lease agreement under TCPN Contract Number R160101 with Williams Scotsman, Inc., for the lease of temporary trailers in an amount not to exceed \$225,000 based on the expected duration of the Airfield Maintenance & Operations Support Facility construction at that time; and,

WHEREAS, based on the current expected duration of the construction of the permanent facilities for Airfield Maintenance and other Departments, the total anticipated cost of the lease agreement with Williams Scotsman, Inc., will exceed \$225,000; and,

WHEREAS, Airport Authority Management recommends approval of an additional \$100,000 of purchasing authority to extend the lease of these temporary trailer facilities;

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 lease amendment with Williams Scotsman, Inc., as herein described, cost to be paid from MSCAA Annual Operating Funds or any other funds as identified by the CFO.

05-16-19

RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority ("Authority") has prepared the Fiscal Year 2020 (July 1, 2019 – June 30, 2020) Operations and Maintenance Budget, including corresponding airline rates and charges; and,

WHEREAS, the Airport Authority Board Finance and Administration Committee and Airport Authority Management recommends adoption of the budget;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that approval be and is hereby granted to adopt the Fiscal Year 2020 Operations and Maintenance Budget as herein described and the corresponding rates and charges contained therein.

05-16-19