

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY  
COUNTY AIRPORT AUTHORITY (MSCAA) April 15, 2021

CALL TO ORDER

***Board Meeting provided via ZOOM Webcast to Airport Authority Staff and  
the Public.***

APPROVAL OF BOARD MEETING MINUTES: ***March 18 , 2021***

**Resolutions for Approval This Month**

Appointment of Airport Authority Secretary

Approval of Contract – Roof Replacement at 3505 Tchulahoma - Ark Roofing  
Company, Inc

Approval to Negotiate and Execute a Contract – Identification Management  
System (IDMS) – Convergent Technologies LLC

**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 – ***May 20, 2021***

## RESOLUTION

WHEREAS, in accordance with the Tennessee Metropolitan Airport Authority Act, the President is required to appoint a Secretary to the Memphis-Shelby County Airport Authority (“Authority”), who shall be confirmed by the Board of Commissioners; and,

WHEREAS, the Authority Secretary position has traditionally been filled by the then serving General Counsel; and,

WHEREAS, the General Counsel and Authority Secretary positions have been vacant since March 2020; and,

WHEREAS, In the absence of General Counsel, Janet L. Shipman was appointed by the President & CEO as Acting General Counsel effective October 11, 2020 and named Assistant Secretary; and,

WHEREAS, the Authority’s Assistant Secretary and Assistant Treasurer appointments do not require Board approval; and,

WHEREAS, the Authority President and CEO has appointed Amber D. Floyd to the position of General Counsel, effective April 5, 2021 and hereby recommends the appointment of Amber D. Floyd as Authority Secretary effective on that same date;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that Amber D. Floyd is hereby confirmed to be appointed to the office of Authority Secretary as described herein.

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04-15-21

RESOLUTION

WHEREAS, pursuant to public advertisement, bids for roofing replacement for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR BIDS  
3505 TCHULAHOMA ROOF REPLACEMENT  
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY  
Received March 11, 2021

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Bidder	Roof Area A	Contingency Items	Total Bid
A & B Construction Co., Inc.*	\$174,942.72	\$19,332.00	\$194,274.72
Ark Roofing Company, Inc.*	\$122,450.00	\$16,175.00	\$138,625.00
Carroll's Roofing & Construction, LLC*	\$220,987.00	\$36,013.00	\$257,000.00

\* *Local company*

and,

WHEREAS, the property located at 3505 Tchulahoma, formerly known as the Airport Authority’s Administration Building, is currently leased to FedEx; and,

WHEREAS, the Airport Authority constructed the warehouse expansion and parking canopies to the former Administration Building in 2001, and, notwithstanding ongoing repairs, the parking canopies retain much of the original roofing system; and,

WHEREAS, based on the above and the evaluation of our Open-End Designer, Renaissance Group, it has been determined that the canopy roof is approaching the end of its useful life; and,

WHEREAS, Renaissance Group prepared the specifications included within the Request for Bids documents; and,

WHEREAS, the entire canopy roof is in need of replacement; and,

WHEREAS, the scope of work for the canopy roof, identified in the bid package as "Roof Area A," consists of, but is not limited to, a total roof replacement of up to 23,400 sq. ft. to include tearing off and removing of existing roof; installing new mechanically-attached, high-density cover board; installing new 60 mil, fully-adhered TPO roof; sealing drains, vents, gutters, flashing, and roof-mounted fixtures; repairing metal ridge trims; and,

WHEREAS, the necessity of some repairs cannot be confirmed until the existing roof system is removed, and therefore, estimated quantities of Contingency Items were as bid unit prices for (1) repairing rigid insulation, (2) wire brushing and painting deck, (3) overlaying with similar metal decking, (4) removing and replacing of steel decking; and (5) replacing existing roof drains; and,

WHEREAS, the bids were evaluated according to established criteria; and,

WHEREAS, Ark Roofing Company, Inc., was the lowest and most responsive bidder; and,

WHEREAS, in furtherance of its Small Business Participation Program, the Airport Authority determined that only certified Small Business Enterprises would be eligible to submit bids for this project; and,

WHEREAS, Ark Roofing has successfully completed other roofing projects for the Airport Authority; and,

WHEREAS, Airport Authority Management recommends that an overall project contingency budget of \$13,862.50 (10%), on top of bidder Contingency Items above, be established, resulting in an estimated total project construction budget amount of

\$152,487.50; 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 award the roof replacement project to Ark Roofing Company, Inc., as herein described, with costs to be paid from the Airport Authority's annual operating funds or any other funds as identified by the CFO.

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04-15-21

## RESOLUTION

WHEREAS, pursuant to public advertisement, Statements of Qualifications for Identification Management System (“IDMS”) for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR QUALIFICATIONS (“RFQ”)  
IDENTIFICATION MANAGEMENT SYSTEM  
FOR MEMPHIS INTERNATIONAL AIRPORT  
Received February 25, 2020

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### STATEMENTS OF QUALIFICATIONS RECEIVED FROM:

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Convergint Technologies LLC\*  
HID Global Safe, Inc.\*\*

\* *Out of town firm with local office*

\*\* *Out of town firm*

and,

WHEREAS, the evaluation and selection process for the IDMS was paused in March 2020 due to the Covid-19 Pandemic and resumed in January 2021; and,

WHEREAS, the scope of services consists of implementation and installation of a new IDMS which must integrate with the Airport Authority’s existing Access Control and Alarm Monitoring System (ACAMS), third-party Designated Aviation Channeler (DAC), and third-party cloud-based Learning Management System (LMS); the IDMS must provide for security media identification badges in accordance with 49 CFR 1542 and associated Transportation Security Administration-issued Security Directives; and,

WHEREAS, due to the nature of the information contained within the IDMS, how

this information is stored onsite, how this information is transmitted online between the airport, its tenant partners, and the DAC, and as the aviation security purposes for which this information is used, the data is highly regulated and comes with immense inherent liability; accordingly, the RFQ was prepared with input from the Airport Authority's third-party aviation consultant, and the RFQ included stringent performance requirements for the IDMS; and,

WHEREAS, the term of the implementation contract will be 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. Convergent Technologies LLC
2. HID Global Safe, Inc

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, should the Authority be unable to negotiate a satisfactory contract with either firm, the process will be terminated; and,

WHEREAS, due to a lack of subcontracting opportunities under its Disadvantaged Business Enterprise (DBE) Program, the Airport Authority was unable to establish a DBE goal for this contract; and,

WHEREAS, Airport Authority Management recommends Convergent Technologies LLC be designated as the top ranked firm for negotiations;

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 negotiate and execute a contract for an Identification Management System with Convergent Technologies LLC, as referenced above, with cost to be paid from the Airport Authority's capital funds or any other funds as identified by the CFO.

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