

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) November 18, 2021

CALL TO ORDER

Board Meeting conducted in person to the Board of Commissioners and Airport Authority Executive Staff and via ZOOM Webcast to the Public.

APPROVAL OF BOARD MEETING MINUTES: ***October 21, 2021***

Resolutions for Approval This Month

Approval of Contract - DBE Consulting Services- Ken Weeden & Associates, Inc.

Approval of Contract - Construction Quality Control and Testing Services – Professional Service Industries, Inc.

Nomination and Selection of Board Chairman and Board Secretary

Division Reports

TREASURER and PROPERTIES REPORTS

Forrest Artz, Vice President of Finance and Administration/CFO

- **Presentation of the Annual Comprehensive Financial Report (ACFR)**
- **Presentation of the Updated Investment Policy**

OPERATIONS REPORT

Terry Blue, Vice President of Operations

INFORMATION ITEMS

NEXT BOARD MEETING – ***December 16, 2021***

RESOLUTION

WHEREAS, pursuant to public advertisement, Statements of Qualifications for Disadvantaged Business Enterprise (“DBE”) Consulting Services for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR QUALIFICATIONS
DBE CONSULTING SERVICES
FOR MEMPHIS INTERNATIONAL AIRPORT
Received October 19, 2021

STATEMENTS OF QUALIFICATIONS RECEIVED FROM:

Charbonnet & Associates Planner and Consultants, Inc.*

GCAP Services, Inc.*

Ken Weeden & Associates, Inc.*

Milligan Consulting, LLC*

SPC Business Consulting LLC*

Unison Consulting, Inc.*

** Out of town firm*

and,

WHEREAS, the scope of services consists of providing assistance with various aspects of the Airport Concession Disadvantaged Business Enterprise Program (“ACDBE”), Disadvantaged Business Enterprise (“DBE”) Program, Car Rental Program, Small Business Participation Program, and the Title VI Program for the Airport Authority; and,

WHEREAS, the initial term of the contract will be for a period of one (1) year with four (4) one (1) year renewal options to be exercised at the Airport Authority’s sole discretion, for a potential total contract term of five (5) years; and,

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

WHEREAS, the selection committee subsequently ranked the firms in the

following order:

1. Ken Weeden & Associates, Inc.
2. Milligan Consulting, LLC
3. GCAP Services, Inc.

and,

WHEREAS, Airport Authority management will negotiate a contract for services to be performed with the top-ranked firm; however, if negotiations are unsuccessful with the top-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 the furtherance of its DBE Program, the Airport Authority established a DBE goal of 35% for the full term of this contract; and,

WHEREAS, final DBE percentages will be established in negotiations as articulated above; and,

WHEREAS, Airport Authority management recommends that Ken Weeden & Associates, Inc., be designated as the top-ranked firm for negotiations; 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 negotiate and execute a contract for DBE consulting services with Ken Weeden & Associates, Inc., as referenced above, with cost to be paid from the Airport Authority's capital funds or any other funds as identified by the CFO.

RESOLUTION

CONSTRUCTION QUALITY CONTROL AND TESTING SERVICES
Memphis International Airport
MSCAA PROJECT NO. 21-1451-00
Statement of Qualifications
Received October 19, 2021

WHEREAS, pursuant to public advertisement, Statement of Qualifications were received on October 19, 2021, to provide quality assurance inspection and testing on an as-needed basis in support of Memphis-Shelby County Airport Authority's (MSCAA) overall Airport Capital Improvement Program; and,

WHEREAS, the scope of work shall include, but not be limited to, supplying qualified personnel to provide field and lab sampling and testing of various construction materials; maintaining a full lab operation conforming to ASTM D3666, plus full accreditation of the personnel and facility by a nationally-recognized independent evaluation authority, such as AASHTO or A2LA; compilation and maintenance of all testing reports and materials documentation as part of each project's permanent record; and performing all work in full compliance with MSCAA and FAA standards of quality and consistency; and,

WHEREAS, Qualifications Statements were received and evaluated, according to established criteria, from the following firms:

1. ECS Southwest, LLP
2. Geotechnology, LLC
3. Professional Service Industries, Inc.
4. Terracon Consultants, Inc.

and,

WHEREAS, all of the firms listed above are local; and,

WHEREAS, Professional Service Industries, Inc. was deemed the most qualified firm to provide the referenced services; and,

WHEREAS, Airport Management's Capital Program Executive Staff, by action taken on November 11, 2021, recommends award of the contract for construction quality control and testing services to Professional Service Industries, Inc.; and,

WHEREAS, Airport Management, based on an anticipated scope of services and projects, with commensurate unit billing rates, has established an estimated budget for the first contract year of \$550,000.00, to be tracked by specific project and expenditures, and recommends award of contract to Professional Service Industries, Inc.; and,

WHEREAS, the term of the agreement will be for three (3) years with two (2) one-year options, subject to the Authority's sole discretion; and,

WHEREAS, in furtherance of its Disadvantaged Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 0%, due to the lack of subcontracting opportunities per FAA regulations for the full term of this contract; and,

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 a contract with Professional Service Industries, Inc., as herein described, cost to be paid from various funding based on related and designated projects associated with the required testing.