

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) March 24, 2022

CALL TO ORDER

The Board Meeting is 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: ***February 17, 2022***

Resolutions for Approval This Month

Approval of Amendment No. 1- Terminal C and A Retail Demolition- Construction- Castle Black, Inc.

Approval of Contract - Water Treatment & Testing Services - Water Tech, Inc

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

- Update of Terminal Modernization and BIL Grant Application

NEXT BOARD MEETING – ***April 28, 2022 (adjusted date)***

Memphis-Shelby County Airport Authority

Treasurer's Report

For the Eight Months Ended February 28, 2022

SUMMARY	Current Period Actual	Current Period Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD % Variance	Annual Budget
Revenues	8,362,116	9,314,848	(952,732)	(10.2%)	82,316,846	78,265,180	4,051,666	5.2%	117,863,700
Expenses	9,275,251	10,231,799	(956,548)	(9.3%)	70,556,065	72,780,927	(2,224,862)	(3.1%)	117,863,700
Net Revenues	(913,134)	(916,951)	3,816		11,760,781	5,484,253	6,276,527		0
SUMMARY BY COST CENTER									
Revenues									
Terminal	1,531,136	1,443,660	87,476	6.1%	13,257,590	11,766,310	1,491,280	12.7%	17,749,800
Ground Transportation	2,287,047	1,321,870	965,177	73.0%	21,111,874	12,036,040	9,075,834	75.4%	18,562,000
Airfield	3,627,832	3,762,610	(134,778)	(3.6%)	32,125,439	32,197,020	(71,581)	(0.2%)	48,116,100
Other Aviation	313,043	307,825	5,218	1.7%	2,797,839	2,497,660	300,179	12.0%	3,718,700
Non-Aviation	122,434	119,223	3,211	2.7%	1,075,667	889,870	185,797	20.9%	1,400,500
Other Sources	147,225	153,660	(6,435)	(4.2%)	1,228,536	1,229,280	(744)	(0.1%)	1,843,900
Operating Revenues	8,028,716	7,108,848	919,868	12.9%	71,596,946	60,616,180	10,980,766	18.1%	91,391,000
Allocated Surplus	333,400	333,400		0.0%	2,667,200	2,667,200		0.0%	4,000,000
CARES ACT		1,872,600	(1,872,600)	(100.0%)	8,052,700	14,981,800	(6,929,100)	(46.3%)	22,472,700
Total Revenues	8,362,116	9,314,848	(952,732)	(10.2%)	82,316,846	78,265,180	4,051,666	5.2%	117,863,700
Expenses									
Terminal	1,042,749	983,628	59,121	6.0%	8,708,394	8,360,861	347,533	4.2%	12,423,022
Ground Transportation	331,391	403,426	(72,035)	(17.9%)	2,791,649	3,166,878	(375,229)	(11.8%)	4,745,800
Airfield	790,818	1,269,425	(478,607)	(37.7%)	7,021,492	7,743,386	(721,895)	(9.3%)	12,858,286
Field Shop	130,905	156,770	(25,865)	(16.5%)	1,252,880	1,285,414	(32,533)	(2.5%)	1,924,524
General Admin	1,113,092	1,412,193	(299,101)	(21.2%)	11,162,104	12,389,368	(1,227,263)	(9.9%)	20,322,269
Operation & Public Safety	707,054	812,095	(105,041)	(12.9%)	6,698,946	6,838,201	(139,255)	(2.0%)	10,305,799
Other & Non Aviation	99,171	134,190	(35,019)	(26.1%)	973,950	1,050,170	(76,220)	(7.3%)	1,563,700
Bond Principal Int. & Coverage	3,527,900	3,527,900		0.0%	28,223,200	28,223,200		0.0%	42,335,800
Capital Disbursements	1,532,172	1,532,172		0.0%	3,723,449	3,723,449		0.0%	11,384,500
Total Expenses	9,275,251	10,231,799	(956,548)	(9.3%)	70,556,065	72,780,927	(2,224,862)	(3.1%)	117,863,700
Revenues Over/(Under) Expenses	(913,134)	(916,951)	3,816		11,760,781	5,484,253	6,276,528		0

**Report is comprised of estimates and is for internal management purposes only.

RESOLUTION

WHEREAS, pursuant to public advertisement, bids were received on February 7, 2022 by the Memphis-Shelby County Airport Authority (“Authority”) for the project described as:

**TERMINAL C AND A RETAIL DEMOLITION - CONSTRUCTION
MSCAA PROJECT NO. 19-1423-26-01**

WHEREAS, Airport Management’s Capital Program Executive Staff, by action taken on February 10, 2022, approved the Contract with Castle Black, Inc., which was executed and dated February 17, 2022; and,

WHEREAS, the original agreement’s scope of services included demolition of two former tenant spaces in the Terminal C ticketing lobby for additional queue capacity in preparation of new entrants. The initial contract included new ceiling tiles, walls, and flooring materials installed to match existing conditions. In the affected area, adjustment to building systems (including HVAC, lighting, cameras, etc.) will be made to reflect the new configuration of the space; and,

WHEREAS, it is now Airport Management’s desire to implement Contract Amendment No. 1 to accept Bid Alternate #1 for Terminal C Men’s Restroom Demolition, and Alternate #2 for Terminal A Tenant Space Demolition; and,

WHEREAS, Alternates #1, and #2, included in Amendment No. 1, are as follows:

Alternate #1	\$ 117,500.00
Alternate #2	\$ 296,000.00
TOTAL AMOUNT OF ALTERNATES	\$ 413,500.00

WHEREAS, Management proposes to amend the contract as follows:

Original Contract Amount	\$ 364,000.00
Amendment No. 1	\$ 413,500.00
TOTAL AMENDED CONTRACT AMOUNT	\$ 777,500.00

and,

WHEREAS, Airport Management's Capital Program Executive Staff, by action taken February 10, 2022, recommends approval of Amendment No. 1 to Contract Agreement 19-1423-26-01; and,

WHEREAS, the Airport Authority's Capital Program Executive Staff recommends an Initial Contingency Amount (ICA) in the amount of \$50,100.00 (15%) 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, Airport 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 Amendment No. 1 to Contract Agreement 19-1423-26-01 with Castle Black, Inc., as herein described, cost to be paid from Capital Outlay funds and other funding sources as identified by the CFO.

03-24-22

RESOLUTION

WHEREAS, pursuant to public advertisement, proposals for water treatment services for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR PROPOSALS
WATER TREATMENT & TESTING SERVICES
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received February 1, 2022

Chem-Aqua, Inc.*

Global Water Technology, Inc.*

SWE, Inc.*

Water Tech, Inc.*

** Out of town firm*

and,

WHEREAS, the scope of services consists of providing water testing of all water systems (including, but not limited to cooling towers, closed loops, low pressure boilers, condensate return, and feed water makeup tank), distribution lines, and resupply lines that are currently in operation at the Memphis International Airport water plants; ensuring that the systems are operating efficiently; providing chemical application recommendations; and providing appropriate supply of chemicals for staff to insert into the systems; 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 selection committee evaluated all four (4) proposals, and subsequently selected the incumbent, Water Tech, Inc., as the top ranked proposer;

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 award of the contract to Water Tech, Inc.;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that Water Tech, Inc., be hereby designated the top ranked proposer, and the President and CEO or his designee be hereby authorized to execute a contract for water treatment & testing services in accordance with this Resolution, with cost to be paid from the Airport Authority's annual operating funds or any other funds as identified by the CFO.

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03-24-22