

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY
COUNTY AIRPORT AUTHORITY (MSCAA) November 17, 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: ***October 20, 2022***

Resolutions for Approval This Month

Approval of Revised Purchasing Agreement - Negotiate and Execute Contract
with General Atomics International Services Corporation, dba - Cryotech Deicing
Technology

Approval of Purchase Order – Repair of Escalator #62, Economy Parking Garage
– KONE, Inc

Approval to Purchase - One (1) CAT 930M Wheel loader – Thompson Machinery

Selection of Board Vice Chairman and Nomination of Board Secretary

Division Reports

TREASURER and PROPERTIES REPORTS

Sylvester Lavender, Vice President of Finance and Administration/CFO

OPERATIONS REPORT

Terry Blue, Executive Vice President of Operations

INFORMATION ITEMS

NEXT BOARD MEETING – ***December 15, 2022***

Memphis-Shelby County Airport Authority

Treasurer's Report

For the Four Months Ended October 31, 2022

SUMMARY	Current Period Actual	Current Period Budget	Variance	% Variance	YTD Actual	YTD Budget	YTD Variance	YTD % Variance	Annual Budget
Revenues	11,844,446	11,063,179	781,267	7.1%	46,401,654	43,555,252	2,846,402	6.5%	133,385,000
Expenses	9,417,413	9,943,748	(526,335)	(5.3%)	38,769,019	39,885,205	(1,116,186)	(2.8%)	133,385,000
Net Revenues	2,427,034	1,119,431	1,307,603		7,632,635	3,670,047	3,962,588		0
SUMMARY BY COST CENTER									
Revenues									
Terminal	1,771,755	1,747,519	24,236	1.4%	7,081,734	7,019,562	62,172	0.9%	20,934,800
Ground Transportation	3,457,839	2,640,130	817,709	31.0%	13,350,154	10,110,340	3,239,814	32.0%	30,902,800
Airfield	4,354,021	4,623,540	(269,519)	(5.8%)	17,374,125	18,241,890	(867,765)	(4.8%)	56,772,600
Other Aviation	343,114	323,810	19,304	6.0%	1,403,981	1,281,860	122,121	9.5%	3,830,600
Non-Aviation	167,783	113,540	54,243	47.8%	558,629	443,040	115,589	26.1%	1,537,800
Other Sources	298,334	163,040	135,294	83.0%	826,630	652,160	174,470	26.8%	1,986,400
Operating Revenues	10,392,846	9,611,579	781,267	8.1%	40,595,254	37,748,852	2,846,402	7.5%	115,965,000
Allocated Surplus	250,000	250,000	0	0.0%	1,000,000	1,000,000	0	0.0%	3,000,000
CRRSSA	1,201,600	1,201,600	0	0.0%	4,806,400	4,806,400	0	0.0%	14,420,000
Total Revenues	11,844,446	11,063,179	781,267	7.1%	46,401,654	43,555,252	2,846,402	6.5%	133,385,000
Expenses									
Terminal	1,024,718	1,107,590	(82,872)	(7.5%)	4,657,997	4,514,510	143,487	3.2%	14,057,670
Ground Transportation	400,308	436,808	(36,500)	(8.4%)	1,655,332	1,789,732	(134,400)	(7.5%)	5,351,200
Airfield	1,449,662	1,445,391	4,271	0.3%	6,049,671	6,024,828	24,843	0.4%	18,228,652
Field Shop	172,221	165,650	6,571	4.0%	724,709	644,830	79,879	12.4%	2,001,190
General Admin	1,465,678	1,733,475	(267,797)	(15.4%)	6,130,913	6,691,520	(560,607)	(8.4%)	22,564,662
Operation & Public Safety	892,102	974,100	(81,998)	(8.4%)	3,424,684	3,941,770	(517,086)	(13.1%)	12,505,826
Other & Non Aviation	92,071	160,080	(68,009)	(42.5%)	484,117	636,420	(152,303)	(23.9%)	1,967,700
Bond Principal Int. & Coverage	3,905,650	3,905,650	0	0.0%	15,622,600	15,622,600	0	0.0%	46,867,700
Capital Disbursements	15,004	15,004	0	0.0%	18,995	18,995	0	0.0%	9,840,400
Total Expenses	9,417,413	9,943,748	(526,335)	(5.3%)	38,769,019	39,885,205	(1,116,186)	(2.8%)	133,385,000
Revenues Over/(Under) Expenses	2,427,034	1,119,431	1,307,603		7,632,635	3,670,047	3,962,588		0

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

RESOLUTION

WHEREAS, by Resolution #22-5037, dated August 18, 2022, the Board of Commissioners (“the Board”) of the Memphis-Shelby County Airport Authority (“Airport Authority”) approved award of a contract to General Atomics International Services Corporation, doing business as Cryotech Deicing Technology (“Cryotech”); and,

WHEREAS, the Board approved an initial one-year contract with Cryotech with four one-year renewal options, for a potential total contract term of five years; and,

WHEREAS, in order to align the contract term with other customers and to offer better pricing, Cryotech has recommended that the initial term be set for three years with two one-year renewal options, for a potential total contract term of five years; 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 Resolution #22-5037 is hereby revised to authorize the President and CEO or his designee to negotiate and execute a three-year contract with two one-year options with General Atomics International Services Corporation, doing business as Cryotech Deicing Technology, as herein described, cost to be paid from the Airport Authority’s Operating Funds or a funding source identified by the CFO.

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RESOLUTION

WHEREAS, by Resolution #21-4996, dated August 12, 2021, the Board of Commissioners of the Memphis-Shelby County Airport Authority ("Airport Authority") approved award of a contract to KONE, Inc. ("KONE"), for Elevator, Escalator and Moving Walkways Repair and Maintenance; and,

WHEREAS, the scope of services of the contract consists of providing a dedicated, full-time, on-site and licensed technician to perform preventative maintenance and repair services for all equipment at Memphis International Airport; and,

WHEREAS, the incidental costs in the contract are for the technician's time for preventative maintenance services, and all repairs will be completed at negotiated costs, using established hourly rates and committed discounts for the cost of parts; and,

WHEREAS, escalator #62, which is located in the economy parking structure, is currently out of service and KONE, having disassembled and inspected the escalator, has determined that the main bull gear needs replacement; and,

WHEREAS, KONE has proposed to furnish all parts and labor to complete the project for a fee of \$146,453.00; and,

WHEREAS, the scope of work includes, but is not limited to, replacement of the bull gear, replacement of damaged steps and comb teeth, replacement of the escalator step chains, installation of new handrails and rollers, and installation of new friction wheels; and,

WHEREAS, in order to allow for unforeseen conditions, Airport Authority Management recommends that a contingency of \$14,645.30 (10%) be established for the project, resulting in a total budget of \$161,098.30; and,

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WHEREAS, due to the fact that this unit has been down since before Kone took over as the service provider and the fact that supply chain issues and parts delivery will take an extended period of time, management proceeded with authorizing this repair; and,

WHEREAS, Airport Authority Management recommends ratification and approval of the decision by management to proceed with authorization prior to Board action;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the decision by the President and CEO or his designee to award a purchase order to KONE, Inc., as herein described, is hereby ratified with cost to be paid from the Airport Authority's Operating Funds or a funding source identified by the CFO.

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RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority ("Airport Authority") is authorized by the public purchasing provisions of state law to participate in the cooperative purchasing of supplies and/or services, and, as an exception to the bidding requirements, such authority is set forth in Policy 801(7)(a) of the Airport Authority's Policy Manual; and,

WHEREAS, the Airport Authority desires to purchase one (1) CAT 930M wheel loader; and,

WHEREAS, pursuant to the State of Tennessee's Statewide Contract #225 Thompson Machinery is a current service provider and is authorized to provide wheel loaders; and,

WHEREAS, under the terms of the State of Tennessee's Statewide contract, Thompson Machinery has proposed to furnish a Model 930M wheel loader at a price of \$234,171.75; and,

WHEREAS, the price reflected above is significantly lower than list price; 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 purchase a wheel loader from Thompson Machinery, as herein described, cost to be paid from the Airport Authority's Operating Funds or a funding source identified by the CFO.

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