

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY
COUNTY AIRPORT AUTHORITY (MSCAA) December 15, 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: ***November 17, 2022***

Resolutions for Approval This Month

Approval to Negotiate and Execute a Contract – Security Services - ACTS Airport
Services, Inc

Approval to Purchase - Striker Vehicle for Aircraft Rescue and Fire Fighting
(ARFF) - Oshkosh Airport Products, LLC

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 – ***January 19, 2023***

Memphis-Shelby County Airport Authority

Treasurer's Report

For the Five Months Ended November 30, 2022

| SUMMARY | Current Period Actual | Current Period Budget | Variance | % Variance | YTD Actual | YTD Budget | YTD Variance | YTD % Variance | Annual Budget |
|---------------------|-----------------------------|-----------------------------|----------------|------------|------------------|------------------|------------------|-------------------|---------------|
| Revenues | 11,467,722 | 10,920,455 | 547,267 | 5.0% | 57,990,133 | 54,475,707 | 3,514,426 | 6.5% | 133,385,000 |
| Expenses | 9,807,057 | 10,033,225 | (226,168) | (2.3%) | 48,072,288 | 49,933,430 | (1,861,142) | (3.7%) | 133,385,000 |
| Net Revenues | 1,660,665 | 887,230 | 773,435 | | 9,917,845 | 4,542,277 | 5,375,568 | | 0 |

SUMMARY BY COST CENTER

| | | | | | | | | | |
|---------------------------|-------------------|-------------------|----------------|-------------|-------------------|-------------------|------------------|-------------|--------------------|
| Revenues | | | | | | | | | |
| Terminal | 1,744,633 | 1,753,485 | (8,852) | (0.5%) | 8,818,350 | 8,773,047 | 45,303 | 0.5% | 20,934,800 |
| Ground Transportation | 3,141,076 | 2,571,910 | 569,166 | 22.1% | 16,622,500 | 12,682,250 | 3,940,250 | 31.1% | 30,902,800 |
| Airfield | 4,375,218 | 4,548,630 | (173,412) | (3.8%) | 21,747,599 | 22,790,520 | (1,042,921) | (4.6%) | 56,772,600 |
| Other Aviation | 343,779 | 323,810 | 19,969 | 6.2% | 1,724,301 | 1,605,670 | 118,631 | 7.4% | 3,830,600 |
| Non-Aviation | 111,554 | 107,980 | 3,574 | 3.3% | 672,899 | 551,020 | 121,879 | 22.1% | 1,537,800 |
| Other Sources | 299,861 | 163,040 | 136,821 | 83.9% | 1,146,485 | 815,200 | 331,285 | 40.6% | 1,986,400 |
| Operating Revenues | 10,016,122 | 9,468,855 | 547,267 | 5.8% | 50,732,133 | 47,217,707 | 3,514,426 | 7.4% | 115,965,000 |
| Allocated Surplus | 250,000 | 250,000 | | 0.0% | 1,250,000 | 1,250,000 | | 0.0% | 3,000,000 |
| CRRSSA | 1,201,600 | 1,201,600 | | 0.0% | 6,008,000 | 6,008,000 | | 0.0% | 14,420,000 |
| Total Revenues | 11,467,722 | 10,920,455 | 547,267 | 5.0% | 57,990,133 | 54,475,707 | 3,514,426 | 6.5% | 133,385,000 |

| | | | | | | | | | |
|---------------------------------------|------------------|-------------------|------------------|---------------|-------------------|-------------------|--------------------|---------------|--------------------|
| Expenses | | | | | | | | | |
| Terminal | 1,237,101 | 1,116,760 | 120,341 | 10.8% | 5,670,102 | 5,631,270 | 38,832 | 0.7% | 14,057,670 |
| Ground Transportation | 399,690 | 446,425 | (46,735) | (10.5%) | 2,101,869 | 2,236,157 | (134,288) | (6.0%) | 5,351,200 |
| Airfield | 1,414,336 | 1,442,263 | (27,927) | (1.9%) | 7,329,114 | 7,467,091 | (137,977) | (1.8%) | 18,226,152 |
| Field Shop | 172,497 | 162,550 | 9,947 | 6.1% | 896,677 | 807,380 | 89,297 | 11.1% | 2,003,690 |
| General Admin | 1,436,011 | 1,689,127 | (253,116) | (15.0%) | 7,427,198 | 8,380,647 | (953,449) | (11.4%) | 22,564,662 |
| Operation & Public Safety | 1,015,031 | 974,675 | 40,356 | 4.1% | 4,386,608 | 4,916,445 | (529,837) | (10.8%) | 12,505,826 |
| Other & Non Aviation | 97,545 | 166,580 | (69,035) | (41.4%) | 569,280 | 803,000 | (233,720) | (29.1%) | 1,967,700 |
| Bond Principal Int. & Coverage | 3,905,650 | 3,905,650 | | 0.0% | 19,528,250 | 19,528,250 | | 0.0% | 46,867,700 |
| Capital Disbursements | 129,195 | 129,195 | | 0.0% | 163,190 | 163,190 | | 0.0% | 9,840,400 |
| Total Expenses | 9,807,057 | 10,033,225 | (226,168) | (2.3%) | 48,072,288 | 49,933,430 | (1,861,142) | (3.7%) | 133,385,000 |
| Revenues Over/(Under) Expenses | 1,660,665 | 887,230 | 773,435 | | 9,917,845 | 4,542,277 | 5,375,568 | | 0 |

RESOLUTION

WHEREAS, pursuant to public advertisement, Statements of Qualifications for Contract Security Services for the Memphis-Shelby County Airport Authority ("Airport Authority") were received as follows:

REQUEST FOR QUALIFICATIONS
CONTRACT SECURITY SERVICES
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received October 4, 2022

STATEMENTS OF QUALIFICATIONS RECEIVED FROM:

ACTS Airport Services, Inc.
American Guard Services, Inc.
Garda World Security Services
Metropolitan Security Services, Inc., dba Walden Security
Top Notch Security, Inc.
Universal Protection Service, LLC, dba Allied Universal Security Services

and,

WHEREAS, services may include, but are not limited to, security vendor screening, employee screening, routine passenger assistance, access control to restricted areas, construction access surety, and security services in response to TSA Security Directives or emergencies; and,

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

WHEREAS, the Qualifications were evaluated according to established criteria and after review, American Guard Services, Inc, and Garda World Security Services were deemed non-responsive; and,

WHEREAS, the selection committee evaluated the remaining four firms, and

after review, all four firms were interviewed by the selection committee; and,

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

1. ACTS Airport Services, Inc.
2. Top Notch Security, Inc.
3. Allied Universal Security Services

and,

WHEREAS, Airport Authority management recommends that ACTS Airport Services, Inc., be designated the top ranked firm; 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 the furtherance of its Disadvantage Business Enterprise (DBE) Program, the Airport Authority established a DBE goal of 40% for the full term of this contract; and,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that ACTS Airport Services, Inc., be hereby designated the top ranked firm, and the President and CEO or his designee be hereby authorized to negotiate and execute a contract for security 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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12-15-22

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 Aircraft Rescue and Fire Fighting ("ARFF") vehicle to replace a 2001 vehicle that is nearing the end of its useful life as a front-line primary response vehicle for Memphis International Airport ("MEM"); and,

WHEREAS, the Airport Authority is obligated by Title 14, Code of Federal Regulations Part 139, to provide Fire Protection (ARFF) services at MEM; and,

WHEREAS, under agreement with the City of Memphis, firefighting equipment for these services is provided by the Airport Authority while labor for these services, including vehicle operation and maintenance, is provided by the City of Memphis Fire Department; and,

WHEREAS, Oshkosh Airport Products, LLC ("Oshkosh"), is a current service provider for Sourcewell and, under Sourcewell cooperative purchasing contract #113021-OKC, Oshkosh is authorized to provide ARFF vehicles; and,

WHEREAS, under the terms of the Sourcewell contract, Oshkosh has proposed to furnish a model SG3-003 Oshkosh Striker 6x6 at a price of \$1,079,817.00; and,

WHEREAS, estimated delivery time of the ARFF vehicle is one (1) year; and,

WHEREAS, the acquisition of the ARFF vehicle was budgeted for in the FY 2023 Capital Outlay Budget and funds dedicated for this item will be carried over to cover the acquisition; and,

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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 striker vehicle from Oshkosh Airport Products, LLC, 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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12-15-22