

REGULAR MEETING OF THE BOARD OF COMMISSIONERS, MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY (MSCAA) May 18, 2023

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: ***April 20th and 27th, 2023***

Resolutions for Approval This Month

Approval to Negotiate and Execute Contract - Automated Weather Observing System ("AWOS") Replacement at Charles W. Baker Airport - Airfield Etc., Inc.

Approval of Contract – Janitorial Supplies Services - Industrial Sales Company of Memphis

Approval to Negotiate and Execute Contract – Airport Ground Maintenance - APS – Facility Maintenance

Approval of Fiscal Year 2024 Budget (July 1, 2023 – June 30, 2024)

Division Reports

TREASURER and PROPERTIES REPORTS

Sylvester Lavender, Vice President of Finance and Administration/CFO

OPERATIONS REPORT

Terry Blue, Executive Vice President of Operations/COO

INFORMATION ITEMS

NEXT BOARD MEETING – ***June 15, 2023***

RESOLUTION

WHEREAS, pursuant to public advertisement, bids for an Automated Weather Observing System (“AWOS”) replacement at Charles W. Baker Airport for the Memphis-Shelby County Airport Authority (“Airport Authority”) were received as follows:

REQUEST FOR BIDS
AWOS REPLACEMENT SYSTEM
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received May 3, 2023

Bidder	Base Bid	Alternate	Total Bid
Airfield Etc., Inc.	\$259,642.50	\$35,000.00	\$294,642.50
Shelby Electric Company, Inc.	\$324,649.53	\$41,072.63	\$365,722.16

and,

WHEREAS, the base bid scope of work consists of, but is not limited to, removal of existing AWOS; purchase and installation of new AWOS including all incidental work such as electrical, surveying, and concrete; training; testing and commissioning; and the alternate scope of work consists of a freezing rain sensor; and,

WHEREAS, in the furtherance of its Disadvantage Business Enterprise (“DBE”) Program, the Airport Authority established a DBE goal of 18% for the full term of this contract; and,

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

WHEREAS, Airfield Etc., Inc., a local DBE, was determined to be the lowest and most responsive bidder; and,

WHEREAS, Airport Authority Management recommends that a contingency budget of \$29,464.25 (10%) be established for the Project, resulting in a total Project value of \$324,106.75; and,

WHEREAS, this project is included in the Capital Outlay section of the approved FY23 Budget; and,

WHEREAS, if the completion of the project occurs after the completion of the fiscal year, the funds will be encumbered and carried over to complete the required payments; and,

WHEREAS, Airport Authority Management recommends approval, including the alternate freezing rain sensor;

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 and execute the contract with Airfield Etc., 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.

05-18-23

RESOLUTION

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

REQUEST FOR BIDS
JANITORIAL SUPPLIES
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received March 31, 2023

Bidder	Total Bid
ACTION Janitorial Paper Safety	\$212,961.72
Industrial Sales Company of Memphis	\$213,742.18
American Paper & Twine	\$215,945.00
Ladd Safety LLC	\$221,909.76
Brighter Days & Nites, Inc.	\$236,885.92
Momentum Supply Services	\$250,104.94
X-CEL Business Products, LLC	\$265,833.63
Trusted and Dependable Solutions	\$361,518.61
Saturn Supply LLC	\$377,495.65

and,

WHEREAS, the scope of services consists of local warehousing and just in time delivery of janitorial supplies, including paper towels, toilet seat covers, baby changing

liners, toilet tissue, hand soap, and hand sanitizer; and,

WHEREAS, bid specifications set minimum standards and acceptable substitution standards for all bidders; and,

WHEREAS, the term of the contract is for a period of one-year; and,

WHEREAS, total bid pricing was based upon estimated quantities for the one-year term, and final pricing will depend upon orders placed during the one-year term; and,

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

WHEREAS, Industrial Sales Company of Memphis, a local Disadvantaged Business Enterprise, was determined to be the lowest and most responsive bidder; 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 a contract to Industrial Sales Company of Memphis, 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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05-18-23

RESOLUTION

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

REQUEST FOR PROPOSALS
GROUND MAINTENANCE
FOR MEMPHIS-SHELBY COUNTY AIRPORT AUTHORITY
Received May 1, 2023

Enlightenment Inc., dba APS – Facility Maintenance

Magnificent Grounds LLC

and,

WHEREAS, the scope of services consists of, but is not limited to, maintaining grounds owned and/or maintained by the Airport Authority, including, field mowing, finish mowing, clean-up of grass trimmings, trimming/edging, tree and shrub pruning, trash/debris removal and disposal, tire removal, turf chemical spraying, fertilizing, maintenance of landscaping beds and tree rings, pest management, and mulching; and,

WHEREAS, the proposal submitted by Magnificent Grounds LLC was deemed non-responsive; and,

WHEREAS, the proposal submitted by APS – Facility Maintenance, was determined to be the only responsive proposal; and,

WHEREAS, APS – Facility Maintenance submitted the following pricing for Year One;

Service	Package A	Package B
Mowing	\$102,647.63	\$232,127.68
Bed Maintenance	\$39,600.00	N/A

Berm Maintenance	N/A	\$8,912.16
Mulch	\$79.00/CY	\$69.00/CY
Trash Removal	\$6.39/CY	\$15.00/CY
Tire Removal	\$9.36/tire	\$6.96/tire
Turf Chemical Application	\$189.00/acre	\$236.00/acre

and,

WHEREAS, Package A generally consists of ground maintenance of Plough Boulevard, Winchester Road, and the immediate vicinity of the terminal building, totaling approximately 70 acres; and,

WHEREAS, Package B generally consists of ground maintenance of outlying properties along Airways Boulevard, Swinnea Road, Democrat Road, and Ketchum Road, totaling approximately 205 acres; and,

WHEREAS, actual costs over the contract period will fluctuate based on the quantities of work performed; and,

WHEREAS, the single responsive proposal was evaluated according to established criteria, and after review, the selection committee determined that APS – Facility Maintenance, the respondent and incumbent provider, is qualified to perform the services, 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, in the furtherance of its Disadvantage Business Enterprise (“DBE”) Program, the Airport Authority established a DBE goal of 22% for the full term of this contract; and,

WHEREAS, Airport Authority Management recommends award of the contract to

APS – Facility Maintenance, a local DBE;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that the award to APS – Facility Maintenance is hereby approved and the President and CEO or his designee is hereby authorized to negotiate and execute a contract for ground maintenance as herein described, costs to be paid from the Airport Authority’s Annual Operating Funds or a funding source identified by the CFO.

05-18-23

RESOLUTION

WHEREAS, the Memphis-Shelby County Airport Authority (“Authority”) has prepared the Fiscal Year 2024 (July 1, 2023 – June 30, 2024) Operations and Maintenance Budget, including corresponding airline rates and charges; and,

WHEREAS, the Airport Authority Board Finance and Administration Committee and Airport Authority Management recommends adoption of the budget;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Memphis-Shelby County Airport Authority, that approval be and is hereby granted to adopt the Fiscal Year 2024 Operations and Maintenance Budget as herein described and the corresponding rates and charges contained therein.

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05-18-23