

Wayne County Airport Authority Board Meeting

Via Cisco Web-ex
Wednesday, 1/20/2021
2:00 - 4:00 PM ET

DRAFT AGENDA

I. ROLL CALL

II. CEO ANNOUNCEMENTS

III. CONSENT AGENDA

A. North American Construction Enterprises, LLC (Customs and Border Protection Office Relocation at Willow Run Airport) (WCAA Certified SBE)

Resolution to approve a contract with North American Construction Enterprises, LLC, to provide construction services for the Customs and Border Protection Office Relocation at Willow Run Airport. The term of the contract shall commence upon Board approval and terminate upon the final payment for all required services. The cost of the contract shall not exceed \$1,130,989.40. The contract was competitively solicited and North American Construction Enterprises, LLC was deemed the lowest responsive and responsible bidder.

*Resolution - North American Construction Enterprises, LLC
North American Construction Enterprises Contract Award Recommendation*

B. Metro Energy, LLC (Energy Project Operating and Maintenance Agreement)

Resolution to approve an amendment to the contract with Metro Energy, LLC, to amend the scope of the Energy Project Operating and Maintenance Agreement exhibits H-1 (Scope of Interconnection O&M Services) and H-2 (Inventory of Spare Parts). The term and cost of the contract remains unchanged.

*Resolution - Metro Energy, LLC
Metro Energy Contract Award Recommendation*

C. Limno-Tech, Inc. dba LimnoTech (On-Call Environmental Consulting and Related Services (WCAA Certified SBE))

Resolution to approve an amendment to the contract with Limno-Tech, Inc., dba LimnoTech, to add funds for on-call, as-needed environmental consulting and related services to utilize Michigan Department of Environment, Great Lakes and Energy Grant funds to investigate and mitigate PFAS impacts at Detroit Metropolitan and Willow Run Airports. The term of the contract remains unchanged. The cost of the amendment shall not exceed \$500,000.00; which, together with the previous contract authorization amount of \$1,750,000.00, results in total contract costs that shall not exceed \$2,250,000.00.

*Resolution - Limno-Tech, Inc.
LimnoTech Contract Award Recommendation*

D. AvFlight Willow Run Corporation (Lease of Space in Hangar 1 at Willow Run Airport)

Resolution to approve an amendment to the lease agreement with AvFlight Willow Run Corporation, to extend the contract term and reduce the rental rate in Hangar 1, Bay 4 at Willow Run Airport. The amended term of the lease agreement shall be retroactive to October 1, 2020 and terminate on September 30, 2021. The rental rate shall be reduced from \$7.00 per square foot to \$6.62 per square foot, resulting in annual rental revenue of \$123,529.00 for Hangar 1 Bay 4. The amended total annual revenue for the lease agreement shall be \$423,590.06.

*Resolution - AvFlight Willow Run Corporation
Avflight Contract Award Recommendation*

E. Delaware North Companies Travel Hospitality Services, Inc. (Correction to Term for Food and Beverage Services in the McNamara Terminal)

Resolution to correct a clerical error in the amended contract term of two (2) concession agreements with Delaware North Companies Travel Hospitality Services, Inc. for 1) a Nationally Branded Fried Chicken and 2) a Nationally Branded Coffee and Nationally Branded Sandwich Shop in the McNamara Terminal at Detroit Metropolitan Airport. The amended contract was previously approved at the December 2, 2020 Board meeting. The amended contract term shall commence on March 30, 2021 (instead of April 1, 2021) and terminate on March 29, 2022, with an option to extend on a month-to-month basis up to 12 months, not to exceed March 29, 2023. The annual concession fees and revenue shall remain the same.

*Resolution - Delaware North Companies
Delaware North Companies Memorandum*

IV. NEW BUSINESS

A. 2021 WCAA Business Plan

Resolution to approve the proposed 2021 WCAA Business Plan.

*Resolution - CY2021 WCAA Business Plan
Board Presentation 2021*

B. Salenbien Trucking & Excavating, Inc. (Construction Services for "A" Street Extension Parking Lot at Willow Run Airport)

Resolution to approve a contract with Salenbien Trucking & Excavating, Inc., to provide construction services for the "A" street extension and parking lot construction to accommodate future development at Willow Run Airport. The term of the contract shall commence upon Board approval and terminate upon final payment for all required services. The cost of the contract shall not exceed \$2,691,324.00. The contract was competitively solicited and Salenbien Trucking & Excavating, Inc. was deemed the lowest responsive and responsible bidder.

*Resolution - Salenbien Trucking and Excavating, Inc.
Salenbien Trucking and Excavating Contract Award Recommendation*

C. Jacobsen Daniels Associates, LLC (Rental Car Tenant Representative for Facility Improvements at DTW) (WCAA Certified SBE)

Resolution to approve an amendment to the contract with Jacobsen Daniels Associates, LLC, to add funding to provide a technical and operational representative for rental car companies and provide program management extension and staff support services for the Rental Car Brand Consolidation project at Detroit Metropolitan Airport. The amended anticipated completion date for all required services shall be in December 2022. The cost of the amendment shall not exceed \$697,350.00; which, together with the previous contract authorization amount of \$349,849.00, results in total contract costs that shall not exceed \$1,047,199.00.

*Resolution - Jacobsen Daniels Associates, LLC
Jacobsen Daniels Associates Contract Award Recommendation*

D. Demattei Wong Architecture, Inc. (Engineering and Design Services for Rental Car Facility Improvements at DTW)

Resolution to approve an amendment to the contract with Demattei Wong Architecture, Inc., to add funding and to modify the scope of work and fee for professional engineering and related design services for rental car facility improvements at Detroit Metropolitan Airport. The term of the contract remains unchanged. The cost of the amendment shall not exceed \$3,216,400.00; which, together with the previous contract authorization amount of \$3,114,497.00, results in total contract costs that shall not exceed \$6,330,897.00.

*Resolution - Demattei Wong Architecture, Inc.
Demattei Wong Architecture Contract Award Recommendation*

E. Collective Bargaining Agreements (Contract Extensions)

Resolution to approve an extension to the terms of the Collective Bargaining Agreements with AFSCME Supervisory Union Locals 1690, 2057, and 2926; AFSCME 953, 3317, Government Administrators Association (GAA) and Local 741. The parties have successfully negotiated a tentative agreement that would forfeit the October 1, 2020 scheduled 3% base wage increase in exchange for an extension of the agreements through September 30, 2022, a 3% base wage increase on October 1, 2021 and a no layoff provision through December 2021 (September 2022 for Local 741). All other provisions for the respective collective bargaining agreements shall remain the same.

*Resolution - Collective Bargaining Agreements Contract Extension
Collective Bargaining Agreements Extension Memorandum*

F. Election of Wayne County Airport Authority Board Officers

V. INFORMATION ITEMS

A. Audit Committee Report from December 2, 2020 Audit Committee Meeting, Marvin Beatty, Audit Committee Chairperson

12.2.20 - Audit Committee Meeting Summary

B. Monthly Financial Update, Amber Hunt, Chief Financial Officer

*Monthly Board Dashboard November 2020
Management Report Dashboard November 2020*

C. Chief Executive Officer Report, Chad Newton

1. CEO Monthly Report - pursuant to WCAA Procurement and Contracting Ordinance, Article VII Section 1

CEO Report - November-December 2020

VI. CHAIRPERSON'S COMMENTS

VII. PUBLIC COMMENT

VIII. CLOSED SESSION

In accordance with the Michigan Open Meetings Act, MCL 15.268 Section 8(a), to consider a periodic personnel evaluation of the Chief Executive Officer (CEO), to take place in a closed hearing at the request of the CEO.

IX. NEXT MEETING OF THE WAYNE COUNTY AIRPORT AUTHORITY BOARD IS SCHEDULED FOR WEDNESDAY, FEBRUARY 17, 2021 AT 2:00 P.M.

X. ADJOURN