

**GERALD R. FORD INTERNATIONAL AIRPORT AUTHORITY
OPERATIONS AND MARKETING COMMITTEE MINUTES
Wednesday, June 23, 2021
8:00 a.m.**

Present: Tory Richardson, Casey Ries, Matt Zeilstra, Mo Lynch, Tom Hatfield, JJ Swain, Tom Cizauskas, Moe Khattak, Michelle Baker, Clint Nemeth, Pat Howe, Laura Feigel, Jon Couchenour, Margie Witbeck, John Oliver (Guest), Alan Richards (VTC), Chris Norton (VTC), Megumi Hice (VTC)

Mr. Wilson asked for attendance by roll call.

Present: Floyd Wilson, Jr., Doug Small, Roger Morgan (Virtual - Onekama, MI), Dan Koorndyk - 4
Absent: 0

6-1 Meeting Minutes

The Operations and Marketing Committee minutes of May 19, 2021, were approved as submitted. Motion by Mr. Small, supported by Mr. Morgan. Motion carried.

6-2 Public Comment

No public comment

6-3 **Resolution 21-15: Wi-Fi Upgrades**

Mr. Howe said that some of the Wi-Fi access points are nearing the end of life. They will be replaced, and additional access points will be installed throughout the terminal building, Concourse A, Concourse B, ARFF, EV Charging area, and some building control locations.

Motion by Mr. Small, supported by Mr. Morgan, the approval of the purchase of Wi-Fi hardware and licenses, in the not-to-exceed amount of \$160,000, from CDW with installation services from Windemuller. Motion carried.

6-4 **Resolution 21-16: Checked Baggage Inspection System (CBIS) Pre-Design: Resolution TSA Other Transaction Agreement (OTA)**

Mr. Ries said that in 2020, TSA headquarters approached airport staff with interest in pursuing a CBIS for GRR. The OTA is expected within the next 6 weeks. A centralized checked baggage system will reduce staff needs and increase baggage throughput and capacity. He said that we have outgrown the current baggage system.

Mr. Ries said that as of right now, there are two individual pods and TSA officers must physically move baggage through the process. With the automated system, ticketing agents will place bags on the take-away belt and TSA interaction will not be necessary unless a bag alarms during screening. Currently, there are approximately 300 bags that are processed an hour in each of two locations, the new system will allow 1300 bags an hour with opportunity for future expansion.

Mr. Ries said that this is only the pre-design phase and 83% of the cost will be paid by federal funds.

Motion by Mr. Morgan, supported by Mr. Small, the approval of an Other Transaction Agreement (OTA) with the U.S. Department of Homeland Security, Transportation Security Administration (TSA) for pre-design of a Checked Baggage Inspection System (CBIS), and authorization for the President & CEO to sign. Motion carried.

6-5 **Resolution 21-17:** Checked Baggage Inspection System – Design Consultant Agreement with VTC

Mr. Ries said that a public RFQ received 8 proposals and staff unanimously agreed on VTC, beginning with a pre-design scope of services as negotiated with TSA representatives. VTC regularly works with TSA and is a woman owned DBE firm.

Mr. Ries said that in addition to negotiating the pre-design scope, a TSA allocability percentage of approximately 83% for pre-design services has been established to support the TSA/airport cost share for this contract.

Motion by Mr. Small, approved by Mr. Morgan, the approval of a contract with VTC for pre-design of a Checked Baggage Inspection System (CBIS) not to exceed \$405,297.00, and authorization for the President & CEO to sign. Motion carried.

6-6 **Resolution 21-18:** Economy Surface Lot Rehabilitation

Mr. Nemeth said that a portion of the economy surface lot needs to be rehabilitated and a modification to the pick-up and drop-off bus shelters need to be made. The project will be providing dedicated bus parking spaces, installing emergency call boxes, installing standby emergency generator to the exit plaza, and will include lighting improvements.

There is not a low bidder yet as public bids will be received in July 2021. The project design engineers, Prein and Newhof, will review the bid information and provide a recommendation to award. A construction contract will be awarded to the lowest responsive bidder.

Motion by Mr. Small, supported by Mr. Morgan, the approval of a contract with lowest responsive bidder in an amount not to exceed \$1,995,000.00 to rehabilitate a portion of the Economy Surface Lot, and authorization for the President and CEO to sign. Motion carried.

6-7 **Resolution 21-19:** Flying Colors Artwork Case

Mr. Cizauskas said the art piece, Flying Colors by Alexander Calder, will be placed between the Delta and American ticket counters. The Airport will provide an architectural casework sculpture base and glass enclosed vitrine for the aircraft model. Mr. Cizauskas added that this is in collaboration with the City of Grand Rapids. The funding is available via Gateway Transformation Phase 2 underrun, but this is not a budgeted item so it must receive board approval. Staff is recommending Bluewater Studio for the project.

Motion by Mr. Morgan, supported by Mr. Small, the approval of a Purchase Order agreement with Bluewater Studio in the amount of \$79,483.30, to provide an architectural casework sculpture base and glass enclosed vitrine, and authorization for the President and CEO to sign. Motion carried.

6-8 Project/construction report

Mr. Ries said that all projects are below board approval amounts and that the FIS – Phase 1 space with a 4th baggage claim will open in July.

6-9 Air Service Capacity Report

Mr. Khattak reviewed the Air Service Capacity Report

6-10 Other

No additional information was discussed.

Meeting adjourned at 8:49 a.m.

Maw