

# Agenda of the Joint Meeting of the MNAA and MPC Operations, Engineering & Strategic Planning Committees



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Date/Time: Wednesday, August 9, 2023, at 9:00 a.m.

Place: Nashville International Airport – Tennessee Board Room

Operations Committee Members: Bobby Joslin, Committee Chair  
Tony Giarratana, Committee Vice Chair  
Stuart McWhorter  
Masami Tyson

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I. CALL TO ORDER

II. APPROVAL OF MINUTES

July 12, 2023 Minutes of the Joint Meeting of the MNAA and MPC Operations, Engineering & Strategic Planning Committees

III. PUBLIC COMMENTS

No requests for public comment received to date. Deadline is August 7 at 9 pm.

IV. CHAIR'S REPORT

V. ITEMS FOR APPROVAL

1. Professional Services Contract for Terminal 2 Siting Study
2. Professional Services Contract for On Call Engineering Services
3. TARI -Telecommunication Provider License and Access Fees Agreement (Crown Castle)
4. Professional Services Contract for Commercial Trash, Recycled Materials and Electronics Disposal
5. Amendment to Professional Services Contract for Custodial Services Satellite Concourse

VI. INFORMATION ITEMS

1. BNA Development Update
2. JWN Development Update

VII. ADJOURN

# Minutes of the Joint Meeting of the MNAA and MPC Operations, Engineering & Strategic Planning Committees



Date: July 12, 2023

Location: Metropolitan Nashville Airport Authority  
Tennessee Boardroom

Time: 9:00 a.m.

Committee Members Present:

Bobby Joslin, Committee Chair; Tony Giarratana, Committee Vice Chair; Stuart McWhorter; and Masami Tyson

Committee Members Absent:

None

Others Present:

Jimmy Granbery

MNAA Staff Present:

Doug Kreulen, Neale Bedrock, Lisa Lankford, Trish Saxman  
Marge Basrai, Kristy Bork, Chris Davidson, David Griswold,  
Traci Holton, Ijeoma Ike, Carrie Logan, Rachel Moore,  
Ted Morrissey, Stacey Nickens, Robert Ramsey, Davita Taylor

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## I. CALL TO ORDER

Chair Joslin called the Joint Meeting of the MNAA and MPC Operations, Engineering & Strategic Planning (Operations) Committee to order at 9:00 a.m. pursuant to Public Notice dated July 7, 2023.

## II. APPROVAL OF MINUTES

Chair Joslin stated there was no meeting in June.

## III. PUBLIC COMMENTS

Chair Joslin stated there were no public comment requests received.

## IV. CHAIR'S REPORT

Chair Joslin welcomed all the new Committee members and thanked them all for serving. President Kreulen expressed his appreciation for the willingness of the Commissioners to serve and thanked them for organizing the three Committees. President Kreulen explained that stated for all Committee meetings, Commissioners are welcome to sit in and participate in the discussions even if they are not a member of that particular Committee; however, only Committee members can vote on approval items. President Kreulen told the Board that the hard business is conducted at the Committee meetings so that the Board meetings run smoothly. President Kreulen told the Board that votes would be taken by roll-call and that there were many updates to

provide the new Committees with some historical context. President Kreulen stated with the transition of the Committees and Board, we do have a light July; however, in August we return with several items for approval. Chair Joslin encouraged the Committee Members to please ask questions because there is a lot happening.

V. ITEMS FOR APPROVAL

1. Professional Services Contract for Executive Program Management Services

President Kreulen introduced Traci Holton, VP, Chief Engineer, to brief the Committee on the Professional Services Contract for Executive Program Management (“EPM”) Services for airport planning and capital improvement projects at BNA. In 2016 the MNAA Board approved the first Executive Program Management Contract to provide the needed assistance undertaking a large capital program like the BNA Vision. The EPM role has been providing critical, executive level, and program management advisory services related to the implementation of the Vision and New Horizon Program since 2016, and as BNA continues to experience unprecedented growth there is continued need for these services.

On April 24, 2023, MNAA published a Request for Qualifications (“RFQ”) and on May 24, 2023 one Statement of Qualifications (“SOQ”) was received from the Paslay Group (“PG”). The selection committee evaluated that proposal based on the firm’s experience at providing equivalent services at large hub airports; key personnel’s professional qualifications, experience and availability; qualifications, reputation, professional integrity and competence; and evidence that the consultant has met SMWBE participation levels or made good faith efforts. MNAA recommended PG for this contract. PG showed outstanding experience at other airports with similarly large and complex programs and is currently performing these services today at airports like LAX, DFW and PIT. Upon approval and award, MNAA anticipates 8 positions PG will provide immediately including the Executive Program Manager, Deputy Chief Engineer, 3 Senior Project Manager/Construction Managers, and 3 Concessions Program/Project Managers. This will be a one-year contract, with 6 one-year renewals at \$6.5M NTE per year for a total of \$45.5M NTE over the 7 years. The funding for the services is provided through the program on a project-by-project basis.

Ms. Holton introduced Clay Paslay, CEO and Managing Partner, with the Paslay Group (“PG”). President Kreulen stated MNAA began its partnership with PG at the beginning of BNA Vision, which was the first time MNAA had done a \$1.5B program. Mr. Paslay has 25 years of experience and just completed building DFW and now working on LAX. President Kreulen stated that MNAA is very proud of PG’s

performance over the past 6 years, and in December the project will be on schedule and on budget thanks to Mr. Paslay's mentorship and guidance. This contract will help MNAA in transitioning from BNA vision to the New Horizon project, which will increase passenger capacity to 35M. President Kreulen strongly endorsed the staff's recommendation for this contract. Chair Joslin stated he remembers when Mr. Paslay first joined BNA and they toured DFW. Chair Joslin said he has been very impressed, and Mr. Paslay has delivered here at BNA. Mr. Paslay thanked Chair Joslin and President Kreulen and said it has been PG's honor.

Commissioner McWhorter asked if it is normal to only receive one qualification. Ms. Holton responded that MNAA does a lot of outreach, with marketing calls for those who are potentially interested, as well as at our Business Taking Off event where 400-450 industry people attend. Ms. Holton stated she cannot provide an answer as to why any other firms chose not to propose. President Kreulen stated this is not typical, normally we will have more than one firm bidding but with PG's performance over the past 6 years performance, President Kreulen regarded this decision as low risk. Commissioner Giarratana stated it is hard to beat on time and on budget.

Ms. Holton requested the Operations Committee recommend to the Board of Commissioners that it accept the SOQ by PG to provide EPM and authorize the Chair and President & CEO to execute the proposed Professional Services Contract to PG in the amount not to exceed \$6.6M NTE annually.

Chair Joslin asked for a motion to approve as presented. Commissioner McWhorter made a motion and Vice Chair Giarratana seconded the motion. Chair Joslin asked Ms. Saxman for a roll call:

Chair Joslin - Yes

Vice Chair Giarratana - Yes

Commissioner McWhorter - Yes

Commissioner Tyson - Yes

The motion was passed with a vote of 4 to 0.

VI. INFORMATION ITEMS

1. BNA Development Update

Ms. Holton reported MNAA has two big receptions coming soon - the Marketplace & International Arrivals Facility (“IAF”) and the Satellite Concourse. On September 25, 2023 BNA will have a welcome reception for the Marketplace & International Arrivals Facility and will go live two days later on September 27, 2023 with 6 gates and 15 concessions. The Satellite Concourse reception will be held on October 19, 2023 and will open on October 21, 2023.

President Kreulen stated today when passengers go through security, there is a construction wall, and this will open with 6 international gates—today BNA only has one. All international arrivals and departures will move to the front and MNAA hopes to land more international service soon. In addition to these 6 gates, there are 15 retail and food and beverage spaces that are being constructed. “Save the Date” invitations for the evening of September 25<sup>th</sup> will be sent to community and state leaders. Reception guests will walk through the IAF and go underground where customs and the border protection areas are located. There is a tunnel under the airport that will lead to the rental car counters. It will be a fun evening with cocktails and food provided.

President Kreulen stated that when MNAA was halfway into BNA Vision, staff realized that Nashville Tennessee was poised for larger growth, so the Board had faith in staff’s recommendation to add the Satellite Concourse. That facility will hold 8 jet bridges and jets will be moved there on October 20, 2023. On October 19, 2023 MNAA will hold another reception at the Satellite Concourse, where guests will board our new electric shuttle buses and get dropped off to experience it. This is huge because MNAA when were awarded support from the State of Tennessee, the Governor, Finance, Economic and Community Development (“ECD”) and Transportation (“TDOT”) were focused on return on the investment. We received \$33M from the State and one invoice was for \$34M, so we spent the funds in a day. The State was pleased with that. Commissioner Bryson and Commissioner Eley were here when construction first started and in FY24 the State has promised BNA \$38M, which will be used for the extension of Concourse D. It is all about the return on the investment. By building and opening the Satellite Concourse in September, MNAA will go from 40 gates to 54 gates and the Satellite will have approximately 2.5 – 3.5M new visitors coming in and out. It is a great investment for the city of Nashville and State of Tennessee. Chair Joslin asked once MNAA opens the IAF, will the expansion of Concourse A begin. President Kreulen replied as soon as Concourse D extension opens, we will start Concourse A.

President Kreulen explained Concourse A will close with 7-8 gates and come back at 16 gates and that is how we go from 54 gates to 70 gates. The entirety of Concourse A will be demolished.

Ms. Holton stated the new Dormakaba Security Exit Breach Control opened on 2 of the 9 lanes, which was showcased on social media and Channel 5 News and had no issues with passengers going through. The exits will still have BNA security personnel for a couple more weeks, and then it will not have to be guarded. Before we had it monitored 24/7 so that passengers could not walk back through. There will be 5 lanes on one side and 4 on the other. President Kreulen stated the automated security system elevates BNA's status.

Ms. Holton presented a slide with a photograph showing a sneak peek behind the dust wall at the new Marketplace and IAF. Ms. Holton reported that the terrazzo is complete, the ceiling work is almost done, the stainless steel column wraps are complete, and the installation of the carpet will begin today. President Kreulen stated this is where the reception is going to be on the evening of September 25<sup>th</sup> and this is one of the 3 areas where guests can go underground to customs and the border protection areas.

Ms. Holton stated that the backup entering the airport has been reported on the news and she provided a photo of discrete widening getting into the terminal. MNAA is working on widening discrete to two lanes and is also working with TDOT to have two lanes to exit off Interstate 40. It is a little slow going due to the utility work. Some underground work is happening right now and we are still waiting on overhead sign structures. Grading should be starting later this year and finishing by January.

## 2. JWN Development Update

Ms. Holton reported that Contour FBO construction progress at JWN includes slab preparation and that we should start seeing steel coming out of the ground for the hangars in October with substantial completion in July 2024. President Kreulen stated this has been a long running battle for Commissioners. Since the tornadoes damaged these 3 hangars back in 2020, we have been battling with Contour to get to this point and we are now starting to see progress and looking forward to opening in July 2024. Ms. Holton stated Dunn Construction is the contractor.

Ms. Holton showed photos of the blasting on the northside of JWN. Ms. Holton reported that grading and drainage work is underway, and that utilities work is almost complete on the roadway, so paving will start later this year. The retainer wall goes behind the state hangar today, and we are looking for

completion on this project in October 2023. Commissioner McWhorter stated that he was returning to JWN during the blasting and he had to circle for an hour. Chair Joslin presented some old drawings of Taxiway Bravo and stated he would like it to extend the entire length.

Commissioner Giarratana asked if there will be specific airlines assigned to the Satellite terminal. Ms. Holton replied it is all common use which means any airlines can use the gates. As of now Allegiant and Spirit will use the gates and maybe some other low-cost carriers. President Kreulen stated Allegiant and Spirit are the two primary airlines that will occupy 5 of the 8 gates initially; but Spirit may increase its flights and use 6 of the 8 and other airlines may use for common use. Allegiant and Spirit may grow and take over the whole Satellite terminal. Vice Chair Giarratana stated in the old days there would be a gate that served only one airline and now technologically has advanced so that a gate can serve more than one airline, by changing the graphics on the screens. President Kreulen agreed and stated in the old days it was exclusive use, now it is preferential use and we are increasing common use. The big airlines are running preferential gates and the Airline Use & Lease Agreement (“AULA”) that Ms. Basrai, Executive Vice President & Chief Financial Officer, helped negotiate. It requires that if an airline has a preferential use gate, it needs to be used 6 times a day, if not, it becomes a gate at risk and if another airline wants that gate, then MNAA can pull that gate. BNA tracks the use of jet bridges to determine usage. Commissioner Granbery asked what turns Southwest averaging now, to which President Kreulen responded that Southwest has between 8 and 10 turns on some days with 16 gates, and they want to expand to 30 gates. President Kreulen remarked that that is why MNAA is planning for 70M passengers, which the New Horizon plans will show.

Commissioner Granbery asked for a Rough Order of Magnitude (“ROM”) for extending Taxiway Bravo and Ms. Holton said that she would provide that information. President Kreulen stated at JWN we have three major priorities: the North Development area with 10 hangars, the production of the second FBO RFP, and expanding the West side. President Kreulen stated he and Ms. Basrai will discuss the financial analysis to make sure we figure out how to pay for it.

President Kreulen introduced Carrie R. Logan, Associate General Counsel, who gave an update on JWN North Development lease progress. Ms. Logan stated that the construction that Ms. Holton reported on was necessary to facilitate the development of the 10 parcels on the North side of JWN, which went two rounds of Notices of Availability (“NOA”), and she showed a summary of the primary financial terms of those 10 parcels. Leases have been executed for Parcels 2-10 and an executed Letter of Intent for

Parcel 1 was submitted by Steve Smith, LLC this morning. The next step for Parcel 1 is to bring the material terms to the Board for approval and begin negotiating the lease. President Kreulen stated relative to Parcel 10, we are building that for Metro Nashville Police Department (“MNPDP”), and we are in the design phase. Metro has an option once the design is complete and is presented with the cost and to repay us over a 30-year term. If Metro decides not to exercise that option, we will put the parcel back on the market. MNAA thought Tennessee Highway Patrol would want Parcel 1, but they did not, and so we went ahead and rented it which saves us a lot because we do not have to finance another state hangar. All other hangars are financed on their own. Commissioner Granbery stated that with the investment stated in the lease is the minimum that is required, and a lot more will actually be invested. President Kreulen agreed.

VII. ADJOURN

There being no further business brought before the Operations Committee, Chair Joslin adjourned the meeting at 9:27 a.m.

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Masami I. Tyson, Board Secretary



# STAFF ANALYSIS

## Operations Committee

Date: August 9, 2023  
Facility: Nashville International Airport  
Subject: Professional Services Contract for BNA Terminal 2 Siting Study

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### I. Recommendation

Staff requests that the Operations Committee recommend to the Board of Commissioners that it:

- 1) Accept the proposal by Strategic Planning Services, Inc. (SPS) to conduct a study that will recommend a site for a second terminal complex at Nashville International Airport (BNA); and
- 2) Authorize the Chair and President and CEO to execute the Professional Services Contract for a not-to-exceed contract value of \$3 million.

### II. Analysis

#### A. Background

BNA has been and continues to experience significant aviation market growth through rapidly increasing enplanements and operations. The existing terminal complex is quickly approaching its maximum capacity of 35 million annual passengers and room for continued expansion with the current facility will quickly become infeasible. In order to continue to provide the level of service required, BNA in the near future, will need a second terminal complex to meet the growing passenger demand.

The scope of the study consists of a comprehensive analysis of the operational conditions and constraints at BNA that will necessitate the construction of a 2<sup>nd</sup> terminal facility. Using the existing Master Plan as a baseline, the future required capacity for a new terminal complex will be prepared and models will be developed to scale the new terminal and assist with location siting. Sites will be analyzed regarding their operational and financial feasibility, as well as their connection to the existing terminal complex (roads, people mover, utilities, parking, etc.) and connection to the off-airport system (roads, transit, jet fuel, utilities, etc.). A series of alternatives will be developed showcasing the ability of the identified locations to accommodate the required 2<sup>nd</sup> terminal facility. A future CONRAC will also be analyzed, including the size, location, and infrastructure connections necessary to serve both terminal complexes.

In general, the project will include the following work items:

1. Situational Assessment
2. Existing Conditions Evaluation
3. Terminal Sizing and Expansion Requirements

4. Terminal Siting and Location Requirements
5. Terminal Access and Connection
6. Preliminary Engineering, Environmental, and Geotechnical Feasibility
7. Preferred Alternatives Selection
8. Financial and Implementation Feasibility
9. Final Documentation

On May 1, 2023, the MNAA published a Request for Qualifications (RFQ) for the Terminal 2 Siting Study.

On May 31, 2023, three (3) statements of qualifications were received as follows: Strategic Planning Services, Inc. (SPS), HOK, Jacobsen Daniels (JDA)

The selection committee evaluated the SOQs based on the criteria below:

1. Capability to perform
2. Key personnel qualifications
3. Qualifications and experience of subconsultants
4. Project approach
5. Understanding of the project’s potential challenges
6. SMWBE participation

The selection committee evaluated the SOQs, and their scores are below:

Firm	Score
HOK	366
Jacobsen Daniels	434
SPS	503

All firms were quailed, however, the committee selected Strategic Planning Services based on their comprehensive and well qualified team with the experience and capability to perform the required work. The team consists of the following firms: SPS, Demattei Wong Architecture, Faithful+Guild, Kimley Horn, Landrum & Brown, Munich Airport International, Garver, Lea+Elliott, Terracon, Gresham Smith, Civil Infrastructure Associates, LLC (CIA), and Presentation & Design, Inc.

The SMWBE participation level established by MNAA for this contract is 6.51% MBE and/or WBE. SPS has committed to exceed this participation level utilizing CIA and Presentation & Design, Inc.

**B. Impact/Findings**

MNAA SMWBE Participation Level:	6.51% MBE and/or WBE
SPS’s SMWBE Participation Level:	7.0% WBE
Anticipated Contract Start Date:	August 16, 2023
Duration of Contract:	1 year
Contract Completion Date:	August 16, 2024
Contract Cost:	\$3,000,000 NTE
Funding Source:	MNAA

### C. Strategic Priorities

- Invest in BNA
- Plan for the Future

### D. Options/Alternatives

**Do Nothing:** The “Do Nothing” option will result in BNA not expanding beyond 35 MAP, failing to meet the needs of middle Tennessee air travelers, and failing to meet the needs of business and tourist travelers desiring to visit Nashville and contributing to its economic vitality.

# STAFF ANALYSIS

## Operations Committee

Date: August 9, 2023  
Facility: Nashville International Airport and John C. Tune Airport  
Subject: Professional Services Contract for On Call Engineering Services

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### I. Recommendation

Staff requests that the Operations Committee recommend to the Board of Commissioners that it:

- 1) accept the statement of qualifications by Garver to provide on call engineering services at Nashville International Airport (BNA) and John C. Tune Airports; and
- 2) authorize the Chair and President and CEO to execute the On Call Engineering Professional Services Contract for an annual not-to-exceed contract value of \$5 Million, with two (2) one-year renewal options.

### II. Analysis

#### A. Background

The MNAA relies on professional engineering services to execute the Capital Improvement Plans for BNA and JWN each year. Historically a separate procurement was solicited for each project, taking up to four (4) months to execute a contract and begin work. With the utilization of an on call professional services contract, MNAA will be able to mobilize the consultant and begin work quickly. With the current growth that MNAA is experiencing and the need to expedite projects, this contract is critical for the Engineering Department to meet expectations and deliver the capital program on schedule.

It is intended for the selected team to provide engineering design services for all capital projects for the next three (3) years. Execution of projects will be via task order issued under this contract, which consists of a one-year term with two (2) one-year renewals, at an amount not-to-exceed \$5M. Additionally, supplemental, project-specific contracts, with separate terms, fees, and SMWBE participation levels, will be executed for scopes that start during this on-call engineering contract, but extend beyond its term.

Anticipated projects for FY 24 are as follows:

- Part 139 Runway RSA/TSA Improvements
- Intrusion Detection System Replacement
- Parking Access and Revenue Control System Replacement
- Deicing Treatment Engineering Study
- Airfield and Landside Pavement Condition Index Updates
- Municipal Separate Storm Sewer System (MS-4) Study

- JWN Southwest Side Drainage Improvements

On May 30, 2023, the MNAA published a Request for Qualifications (RFQ) for on call engineering services.

On June 29, 2023, one (1) Statement of Qualifications (SOQ) was received from Garver.

The selection committee evaluated the SOQ based on the criteria below:

1. Team Structure
2. Key Personnel Qualifications
3. Experience on similar projects
4. Approach to address the variety of tasks/projects requested
5. SMWBE participation

The selection committee evaluated the proposal and their scores are below:

Firm	Score
Garver	255

Garver presented a comprehensive and well qualified team with the experience and capability to perform any requested engineering task. The team consists of the following firms: Garver, Atkins, Jacobs, and Kimley Horn; and proposed subconsultants Barge Civil Associates, CEC, Civil Infrastructure Associates, Exult Engineering, Shrewsberry and Terracon. Additionally, if needed Garver can add Gresham Smith, HMMH, Benesch and Burns Engineering to the team if deemed necessary.

The SMWBE participation level established by MNAA for this contract is 10% MBE and/or WBE. Garver has committed to meet this participation level utilizing CIA (WBE) and Shrewsberry (MBE).

**B. Impact/Findings**

MNAA SMWBE Participation Level:	10% MBE and/or WBE
Garver’s SMWBE Participation Level:	10% MBE and/or WBE
Anticipated Contract Start Date:	August 16, 2023
Duration of Contract:	1 year, with two (2) one-year renewal options
Contract Completion Date:	August 16, 2026
Contract Cost:	\$5,000,000 NTE (per year)
Funding Source:	Determined on a task-by-task basis

**C. Strategic Priorities**

- Invest in BNA and JWN
- Plan for the Future

- Prepare for the Unexpected

#### **D. Options/Alternatives**

**Do Nothing:** The “Do Nothing” option will result in the inability to use On Call Engineering Professional Services, requiring MNAA to procure these services for individual projects, adding months to each project delivery schedule, reducing staff’s ability to respond to needs efficiently, and eliminating the ability to cost-effectively execute small-scale project work.

## STAFF ANALYSIS

### Operations Committee

Date: August 9, 2023

Facility: Nashville International Airport

Subject: Terminal Access Roadway Improvements – Telecommunication Provider License and Access Fee

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#### I. Recommendation

Staff requests that the Operations Committee recommend to the Board of Commissioners that it:

- 1) authorize the President and CEO to receive license and access fees associated with telecommunication service relocations from Crown Castle in an amount up to \$345,000.

#### II. Analysis

##### A. **Background**

The Terminal Access Roadway Improvement (TARI) project encompasses the realignment of existing roadways and the construction of new roadways to provide permanent access to Interstate 40 and Donelson Pike as part of the proposed Donelson Pike Relocation to be completed by the Tennessee Department of Transportation. Included in this project is the design of approximately 12 lane-miles of new construction roadway, a five-lane bridge, retaining walls, expansion and modifications to existing parking facilities, and all associated drainage and utility work.

The TARI project will impact all telecommunication providers that operate on MNA A property and provide service to the Terminal building, including AT&T, Comcast, and Lumen. Through the progression of design and utility coordination with each provider, TDOT, and MNA A, it was determined that MNA A was the appropriate party to coordinate and implement relocated services for each provider. A pathway was developed that allowed for a one-time installation of infrastructure that would not be impacted by future project construction. In doing so, MNA A and each service provider tentatively agreed to share a single consolidated concrete-encased duct bank where each provider would be licensed individual conduits for exclusive use. Several spare conduits were included in the duct bank for future MNA A or other telecommunications providers.

The license agreement governing the presence of each provider in the consolidated duct bank requires each provider to pay a license fee. The license fee consists of a construction cost and a property access fee. The construction cost is prorated for each telecommunication service provider based on the number and length of conduits occupied in the duct bank. The property access fee is based on the length of duct bank occupied for each service provider.

In November 2021, MNA A Board of Commissioner approved receipt of license and access fees

from AT&T, Comcast, Centurylink and Verizon in the amount of \$2,848,000.

Crown Castle has facilities on MNAA property through a sublease to AT&T but is now seeking its own conduit. Crown Castle will enter into a license agreement with MNAA for occupancy in the duct bank as other service providers have but must also submit an AIR independent of the TARI project for extending their service from the duct bank termination point into other facilities on property.

**B. Impact/Findings**

Crown Castle License Fee: \$345,000

**C. Strategic Priorities**

- Invest in BNA
- Plan for the Future

**D. Options/Alternatives**

**Do Nothing:** The “Do Nothing” option will result in each telecommunication provider serving BNA to have service interruptions once TARI and TDOT construction begin.



# STAFF ANALYSIS

## Operations Committee

Date: August 9, 2023

Facility: Nashville International Airport

Subject: Professional Services Contract for Commercial Trash, Recycled Materials and Electronics Disposal

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### I. Recommendation

Staff requests that the Operations Committee recommend to the Board of Commissioners that it:

- 1) Accept the proposal by Waste Management for Trash Removal Services at BNA and outlying properties.
- 2) Authorize the Chair and President and CEO to execute the awarded contract for the amount contained herein.

### II. Analysis

#### A. Background

The Maintenance Department is responsible for trash removal services at BNA along with several MPC outlying building properties. With the current Trash Removal Service contract expiring on 31 August 2023 and the continued expansion of BNA, a need for continued trash removal services is necessary, as the previous contract expires. The proposal by Waste Management was superior to the other parties that bid and was selected as the Contractor for Trash Removal Services. The new contract allows for a streamlined process in which BNA trash is handled along with innovation of monitoring compactors to prevent unforeseen impacts. The extensive growth of BNA puts a strain on the compactors and with newly introduced preventive maintenance plans it will allow BNA to better serve our community and vendors ensuring operational needs are met to the highest standard.

On 02 March 2023, Staff developed and submitted the scope of work based on existing contracts, feedback directly from previous contract oversight, and existing contracts from outside airports.

On 22 May 2023, MNAA team members signed a project information form estimating the cost of the three-year contract at a total \$3,972,000 excluding two option years.

On 05 June 2023, the Request for Proposal for the Trash Removal Services was published and went live.

On 07 July 2023, proposals were received from Waste Management and J&J Services.

On 13 July 2023, the selection committee chose Waste Management for award of the contract, based on their pricing, quality assurance program, equipment, and number of personal they intend to dedicate to the airport.

## B. Impact/Findings

SMWBE Goal:	0.00%
Anticipated Contract Start Date:	01 September 2023
Duration of Contract:	3 Years w/ 2 Renewal Options
Contract Completion Date:	31 August 2026
Contract Cost Year 1 (Estimated)	\$726,146.80
Contract Cost Year 2 (Estimated)	\$765,954.14
Contract Cost Year 3 (Estimated)	<u>\$807,751.85</u>
<b>Estimated Contract Cost 3 years:</b>	<b>\$2,299,852.79</b>
Optional 1 Contract Year 4 (Estimated)	\$851,639.44
Optional 2 Contract Year 5 (Estimated)	<u>\$897,721.41</u>
<b>Estimated Contract Cost 3 years with 2 Optional years:</b>	<b>\$4,049,213.64</b>
Funding Source:	Operations and Maintenance (O&M)

## C. Strategic Priorities

- Invest in BNA
- Plan for the Future
- Prepare for the Unexpected

## D. Options/Alternatives

1. Do Nothing: The “Do Nothing” option will result in the inability to provide trash removal services to BNA and create a potential hazardous environment which will ultimately reduce the overall customer experience.
2. Not awarding a contract: This method will drastically increase the cost of trash removal services while reducing the dedication of a selected vendor equipment to BNA. Resulting in drastic wait time for services to be performed.

## STAFF ANALYSIS

### Operations Committee

Date: August 9, 2023

Facility: Nashville International Airport

Subject: Amendment to Professional Services Contract for Custodial Services for Satellite Concourse

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#### I. Recommendation

Staff requests that the Operations Committee recommend to the Board of Commissioners that it:

- 1) Accept the proposal by Bestway Services for Custodial Services for Satellite Concourse.
- 2) Authorize the Chair and President and CEO to execute the proposed amendment to the professional services contract for the amount contained herein.

#### II. Analysis

##### A. Background

The Maintenance Department is responsible for all custodial services within the terminal property. With the expansion of BNA Vision and completion of the Satellite Concourse that is scheduled to open on 21 October 2023 a need for additional custodial and window cleaning services is necessary, as the previous contracts for custodial services failed to include the identified areas. This allows BNA to better serve its community as it gives vendors opportunities to join our team and participate in the success of BNA. Custodial services are needed for approximately 90,000 sq ft for Satellite Concourse. In addition, the contractor will apply restroom technology (SMART Restrooms) if requested by MNAA which will allow for greater customer satisfaction by tracking customer flow in and out of the restrooms. New technological innovation of two (2) autonomous floor cleaners is also being introduced.

On 01 December 2022, MNAA team members held a meeting establishing the path forward for the Satellite Concourse services that lacked attention from previous contracts. Staff developed this scope of work based on existing contracts, feedback directly from previous contract oversight, and existing contracts from outside airports, to include the implementation of restroom technology and autonomous floor cleaners.

On 19 December 2022, the Invitation to Bid for the Custodial Services was published and went live.

On 27 December 2022, a pre-bid meeting was held for the services, with final addendum issued on 3 January 2023.

On 18 January 2023, the Board approved the selection of Bestway Services for the Grand Lobby and

IAF at an estimated cost of \$2,216,528 for the contract years 1 – 3 and \$6,845,586 including the two 1-year options. The contract included the option to amended and add additional services and was signed 25 January 2023.

This amendment adds the Satellite Concourse janitorial and window cleaning services. The estimated contract cost is listed below:

**B. Impact/Findings**

*Custodial Services for Satellite Concourse:*

SMWBE Goal:	Remains the same 18.11%
Anticipated Contract Start Date:	21 October 2023
Duration of Contract:	2 Years
Contract Completion Date: Contract	24 January 2026, expiration with Grand Lobby
Contract Cost Year 1 (Estimated)	\$1,284,013.00
Contract Cost Year 2 (Estimated)	<u>\$1,322,533.39</u>
Estimated Contract Cost 2 years:	\$2,606,546.39
Funding Source:	Operations and Maintenance (O&M)

**C. Strategic Priorities**

- Invest in BNA
- Plan for the Future
- Prepare for the Unexpected

**D. Options/Alternatives**

1. Do Nothing: The “Do Nothing” option will result in the inability to provide the main focus point of BNA to go without services that are a need and will ultimately reduce the overall customer experience.
2. Use current custodial services contractors: This approach will produce little results as the current contractor consistently lacks the necessary employees to meet contract requirements outlined in the ITB.