

# Metropolitan Airports Commission



## Management and Operations Committee

Special Meeting Agenda  
Tuesday, January 19, 2010  
12:00 pm

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# **SEE ATTACHED INFORMATION REGARDING SECURITY CHECKPOINT INFORMATION**

## **MANAGEMENT AND OPERATIONS COMMITTEE**

Mike Landy, Chair

Andy Westerberg, Vice Chair

Pat Harris

Jack Lanners, Commission Chair

Bert McKasy, FD&E Chair

John McDonald

Don Monaco

Paul Rehkamp

Sherry Stenerson

Daniel Boivin, Human Resources and Affirmative Action Chair

## **METROPOLITAN AIRPORTS COMMISSION NOTICE OF **SPECIAL MEETING** MANAGEMENT & OPERATIONS COMMITTEE**

**Wednesday, January 19, 2010 12:00 p.m.  
Room 3048A, Lindbergh Terminal  
Wold-Chamberlain Field  
Minneapolis-St. Paul International Airport**

### **AGENDA**

#### **OPEN FORUM**

The open forum is a portion of the Commission meeting where persons will be allowed to address the Commission on subjects which are not a part of the meeting agenda. Speakers are asked to limit their remarks to two minutes each. Persons wishing to speak must complete a sign-up card prior to the start of the meeting. The sign-up card should be given to any staff person. The Commission may take action or reply at the time of the statement of may give direction to staff at the end of the meeting regarding investigation of the concerns expressed

#### **DISCUSSION**

1. RECOMMENDATION FOR AWARD OF PASSENGER LOADING BRIDGE MAINTENANCE CONTRACT - HUMPHREY TERMINAL  
Dan Foster - Assistant Director of MSP Operations/Airline & International Facilities

**Materials for this meeting are available at the following website:**  
<http://www.metroairports.org/mac/meetings/default.aspx>

## **SECURITY CHECKPOINT INFORMATION**

Stop by the information booth near the tram station on the Tram Level. At the information booth, you will be asked to complete a security checkpoint access form and show valid, government-issued photo identification, such as a driver's license. Take your completed access form with you up two floors, to the Ticketing Level security checkpoints. Show your approved access form to security checkpoint personnel. You will then be screened just as if you were traveling. Access forms are only valid for the purpose of attending a public MAC meeting at a particular date and time.

Commission Chambers are located on the Mezzanine Level overlooking the airport's central shopping area (above Chili's Restaurant), past the main security checkpoints.

Allow yourself at least 30 minutes to park, complete the access form and get through the security checkpoint prior to the meeting.

**Parking in the following areas will be validated; please bring your parking ticket to the meeting.**

### **Directions to the Tram Level Information Booth**

**From short-term parking:** At the Lindbergh Terminal entrance, take the escalator or elevator down to Tram Level. The information booth is straight ahead, in the center of the room.

**From general parking:** If you park in the **Blue or Red** ramps, take the elevator down to the tram, which will transport you directly to the Lindbergh Terminal's Tram Level. When you exit the tram, the information booth is straight ahead, in the center of the room. If you park in the **Green or Gold** ramps, take the skyway to the Lindbergh Terminal's Mezzanine Level. From there, take an elevator or escalator to Tram Level. The information booth is straight ahead, in the center of the room.

# MEMORANDUM

ITEM 1

**TO:** Management & Operations Committee

**FROM:** Dan Foster, Assistant Director – MSP Operations (726-5309)  
JoAnn Brown, Buyer/Administrator - MAC Purchasing Dept.

**SUBJECT: RECOMMENDATION FOR AWARD OF PASSENGER LOADING BRIDGE  
MAINTENANCE CONTRACT - HUMPHREY TERMINAL**

**DATE:** January 15, 2010

A Request for Proposals for Passenger Loading Bridge (PLB) Maintenance at the Humphrey Terminal was issued on December 9, 2009. Ten companies attended a pre-proposal meeting and tour on December 16, 2009. Proposals were received by the deadline of January 8, 2010 from ThyssenKrupp Airport Systems, JBT AeroTech Airport Services, Oxford Airport Technical Services and Elite Line Services.

## **Minnesota Data Practices Act**

Under state law, information submitted by proposers to MAC and information created or maintained by MAC as part of the evaluation process remains not public until MAC has completed negotiating the contract with the selected proposer(s). The names of the proposers, however, are public once the proposals are opened. Information contained in the proposals and the Not Public Memorandum is not public and should not be disclosed to anyone other than MAC Commissioners and staff. Notwithstanding the foregoing, Commissioners may discuss the information contained in the proposal(s) or the Not Public Memorandum at the Committee and Commission meetings to the extent reasonably necessary to conduct the business at hand. **The information contained in this memorandum is public data.**

## **I. BACKGROUND**

PLB maintenance and operations management services at the Humphrey Terminal are currently provided under the *Humphrey Terminal Agent and Passenger Loading Bridge Maintenance Agreement* with Aircraft Services International Inc. (ASII). In September 2009, the Commission authorized Staff to execute an Amendment to the ASII Agreement providing a two year extension that was scheduled to expire November 19, 2009. On November 16, 2009 ASII advised MAC Staff they would not execute the Amendment and is discontinuing all business at MSP. Staff and ASII executed an “emergency” amendment to the Agreement extending the original terms ninety days to provide Staff time to replace the services and staffing provided under the Agreement. This Amendment was ratified by the Commission at the December 2009 Commission Meeting and Staff advised the Commission an RFP was issued for PLB maintenance on December 9, 2009.

There are ten PLB’s (gates) at the Humphrey Terminal, each are equipped with pre-conditioned air systems and ground power equipment for aircraft. All gates are capable of supporting a wide variety of aircraft types and sizes. MAC owns all PLB equipment and other equipment and facilities at the Humphrey Terminal. Maintenance of Humphrey PLB’s has always been contracted out.

## **II. SCOPE OF SERVICES PROVIDED**

All labor, supervision, phone support, equipment, tools, materials, expendable items and replacement parts as required providing preventative maintenance and on-call repair services 24/7/365.

## **III. KEY BUSINESS TERMS**

- A. The term of the agreement is one (1) year with the possibility of three (3) one-year renewals. Contract renewals will be authorized by the Director of Operations. The start date of the agreement will be February 18, 2010, 12:01 AM CT. Note: This coincides with the expiration of the Amended ASII Agreement.
- B. Vendors were required to specify their proposed fees for the following:
  - Monthly charge for providing all services required
  - Regular, Overtime and Holiday hourly rates for technicians and electricians
  - Trip fee (if any)
  - Flat fee for Quarterly, Semi-Annual and Annual PLB Inspections
  - Mark-up (%) for parts purchased/provided by vendor
  - Any other charges or minimums

## **IV. EVALUATION CRITERIA**

The evaluation process involved a focused review by Review Team members. Following are the major elements evaluated and scored by each Review Team member for each proposal received.

1. General Information: Company background, partnerships and experience.
2. Service Approach: Describe in detail their service plan and processes they will use to deliver all services and perform all the duties required in the RFP; list any subcontractors; demonstrate their ability to provide 24/7/365 service; provide adequate qualified personnel; and any unique or innovative methods or concepts they offer that would be beneficial to MAC.
3. Personnel: Describe the number, title, tenure and qualifications of personnel that would have direct contact with MAC. Indicate the number of employees trained and available to provide the required services.
4. Administration: Describe how the vendor would perform several administrative and contract support activities including; Billing and invoicing, scheduling of work and maintenance tasks, equipment reference material, activity reporting and service logs, procurement of parts and materials, parts inventory and warranty management, contract support and employee training.
5. Vendor qualifications, Related Work Experience, References.
6. Response Time.
7. Fees.

## **V. REVIEW TEAM**

The Review Team consisted of:

Dan Foster, Assistant Director – MSP Operations/Airline Operations  
Phil Burke, Assistant Director – MSP Operations/Facilities  
JoAnn Brown, Buyer/Administrator – MAC Purchasing Department  
John Simonett, Manger of Ground Services – Sun Country Airlines

## **VI. PROPOSAL REVIEW PROCESS/RESULTS**

Each Review Team member reviewed the proposals individually followed by a Team meeting to discuss each proposal collectively. Based on both individual and Team analysis and scoring, it is the Review Team's unanimous recommendation that Elite Line Services provide PLB maintenance and repair services at the Humphrey Terminal.

Note: Elite Line Services submitted an affirmative action plan to the MN State Commissioner of Human Rights, and the plan must be approved by the Commissioner of Human Rights before a contract can be executed with MAC.

### **COMMITTEE ACTION REQUESTED:**

THAT THE MANAGEMENT AND OPERATIONS COMMITTEE RECOMMEND TO THE FULL COMMISSION AWARD OF A PASSENGER LOADING BRIDGE MAINTENANCE CONTRACT TO ELITE LINE SERVICES COMPANY FOR ONE (1) YEAR WITH THE POSSIBILITY OF THREE (3) ONE-YEAR RENEWALS TO BE APPROVED BY THE DIRECTOR OF OPERATIONS; CONDITIONED ON THE APPROVAL OF THE AFFIRMATIVE ACTION PLAN SUBMITTED BY ELITE LINE SERVICES TO THE MINNESOTA STATE COMMISSIONER OF HUMAN RIGHTS; AND THAT THE EXECUTIVE DIRECTOR OR HIS DESIGNEE BE AUTHORIZED TO EXECUTE ALL NECESSARY DOCUMENTS.