



GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY

4700 Airport Drive - Denison, Texas 75020
Tel. 903.786.3566 - Fax 903.786.9185 - www.gcrma.com

January 21, 2016

AGENDA

The Agenda for the Grayson County Regional Mobility Authority Board Meeting scheduled for 6:30 p.m., Monday, January 25, 2016, in the Greater Texoma Utility Authority conference room, 5100 Airport Drive, Denison, Texas 75020 is as follows:

1. Call To Order. * * * * *
2. Act on request to adjourn into Executive Session pursuant to Texas Government Code Section 551.074 Deliberations Regarding Personnel Matters – Discuss Status of open position for NTRA’s Airport Director.
3. Reconvene Regular Session; Action on Executive Session Items
4. Consideration of approval authorizing the solicitation of Proposals to provide Airport Management Services as presented.
5. Public Comments.
6. Adjourn.

PUBLIC COMMENT PERIOD – At the conclusion of all other agenda items, the Grayson County Regional Mobility Authority Board (GCRMA) will allow for a public comment, not to exceed fifteen minutes, to receive public comment on any other matter that is under the jurisdiction of the RMA. No action will be taken. Each speaker will be allowed a maximum of three minutes. Speakers must be signed up prior to the beginning of the public comment period. If you plan to attend this Meeting, and you have a disability that requires special arrangements, please contact the Administration Office at 903-786-2904 within 24 hours of the Meeting and reasonable accommodations will be made to assist you.

* Members of Commissioners Court may be attending this meeting.

** The Board may vote and/or act upon each of the items listed in this Agenda.

*** The Board reserves the right to retire into Executive Session concerning any of the items listed on this Agenda whenever it is considered necessary and legally justified under the Open Meetings Act.



NORTH TEXAS REGIONAL AIRPORT

www.northtexasregionalairport.com

RMA BOARD AGENDA

ITEM NUMBER: Two
MEETING DATE: 01/25/16

ITEM TITLE: Act on request to adjourn into Executive Session pursuant to Texas Government Code Section 551.074 Deliberations regarding Personnel Matters – Discuss status of open position of NTRA’s Airport Director.

SUBMITTED BY: Terry Morrow, Interim Airport Director

DATE SUBMITTED: January 22, 2016

SUMMARY:

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS:

RMA BOARD AGENDA

ITEM NUMBER: Three
MEETING DATE: 01/25/16

ITEM TITLE: Reconvene Regular Session; Action on Executive Session Item

SUBMITTED BY: Terry Morrow, Interim Director

DATE SUBMITTED: January 22, 2016

SUMMARY:

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS:

RMA BOARD AGENDA

ITEM NUMBER: Four
MEETING DATE: 01/25/16

ITEM TITLE: Consideration of approval authorizing the solicitation of Proposals to provide Airport Management Services as presented.

SUBMITTED BY: Terry Morrow, Interim Airport Director

DATE SUBMITTED: January 22, 2016

SUMMARY:

A Request for Proposals has been prepared for certain airport management services. The RFP will be provided at the meeting.

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS

Approve the solicitation of proposals for Airport Management Services as presented



RESOLUTION No. 16-01

WHEREAS, the Grayson County Regional Mobility Authority (“GCRMA”) was created pursuant to the request of Grayson County and in accordance with provisions of the Transportation Code and the petition and approval process established in 43 Tex. Admin. Code § 26.01, *et seq.* (the “RMA Rules”); and

WHEREAS, the Board of Directors of the GCRMA has been constituted in accordance with the Transportation Code and the RMA Rules; and

WHEREAS, GCRMA entered into an Interlocal Agreement with Grayson County for the operation of the North Texas Regional Airport (“NTRA”) on October 31, 2008; and

WHEREAS, the Board of Directors desires to retain services of an Airport Management Company to oversee certain aspects of the operation of NTRA; and

WHEREAS, the Board of Directors desires that staff initiate the process of procuring airport management services by drafting and issuing a request for proposals (“RFP”) to solicit responses from firms interested in providing such services to the GCRMA.

NOW THEREFORE, BE IT RESOLVED, that the Board of Directors of the GCRMA hereby authorizes GCRMA staff and consultants to develop and issue an RFP for airport management services; and

BE IT FURTHER RESOLVED, that the Chairman shall implement a process to review the RFP responses and develop a recommendation for the Board of Directors as to the best qualified firm or firms to provide airport management services to the Authority; and

BE IT FURTHER RESOLVED, that no contract for airport management services shall be executed without the prior approval of the GCRMA Board of Directors.

APPROVED THIS 25th day of January, 2016, by the Board of Directors of the Grayson County Regional Mobility Authority.

Submitted and reviewed by:

Approved:

Terry Morrow
Interim Director for the Grayson County
Regional Mobility Authority

Clyde Siebman
Chairman, Board of Directors
Resolution Number 16-01
Date Passed 01/25/16

GRAYSON COUNTY REGIONAL MOBILITY AUTHORITY

REQUEST FOR PROPOSALS TO PROVIDE AIRPORT MANAGEMENT SERVICES

RFP Issue Date: January 25, 2016

Responses Due: 3:00 p.m. C.S.T. February 25, 2016

Grayson County Regional Mobility Authority
4700 Airport Dr.,
Denison, TX 75020
Attn: Terry Morrow

**GRAYSON COUNTY
REGIONAL MOBILITY AUTHORITY
REQUEST FOR PROPOSALS
TO PROVIDE
AIRPORT MANAGEMENT SERVICES**

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**GRAYSON COUNTY
REGIONAL MOBILITY AUTHORITY
REQUEST FOR PROPOSALS
TO PROVIDE
AIRPORT MANAGEMENT SERVICES**

I. INTRODUCTION

The Grayson County Regional Mobility Authority (the “GCRMA”), a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the “RMA Act”), is requesting information from qualified firms interested in providing airport management services to the GCRMA in connection with the management of the North Texas Regional Airport (“NTRA”).

Qualified firms should have relevant management experience with major national airports and airlines, as well as current experience working with Texas governmental entities in the operation and development of airports and related aviation facilities. Interested firms are asked to submit a response setting forth their qualifications for and proposed approach to the anticipated work, and may, at the GCRMA’s sole option, be asked to make an oral presentation. All firms providing a response to this Request for Proposals (“RFP”) are hereinafter collectively referred to as the “Proposers” or, individually, as a “Proposer.”

II. DESCRIPTION OF THE GCRMA, NTRA, AND TERM OF AGREEMENT

The GCRMA is an independent governmental agency created by the Texas Transportation Commission pursuant to the request of Grayson County. The GCRMA is governed by a five member Board of Directors, with four members of the board appointed by the Grayson County Commissioners Court and the presiding officer appointed by the Governor. The GCRMA’s purpose is to provide Grayson County with opportunities to accelerate needed transportation projects which will improve mobility, enhance safety, support economic development, and improve the quality of life for residents of the region.

The GCRMA oversees the activities of the NTRA, a regional airport 60 miles north of Dallas between Sherman and Denison, Texas. The NTRA encompasses nearly 1,400 acres of property, with 32 businesses currently operating at the Airport. The Airport has more than 400-acres suitable for aviation and industrial development and is well-suited for heavy aircraft maintenance, flight operations, aviation and industrial manufacturing.

The resulting agreement with the airport management firm shall be for a period of five (5) years, subject to the GCRMA's periodic review, approval and satisfaction with the firm's performance, and will be subject to termination by the GCRMA at any time upon a stipulated notice period, or extended upon agreement of both parties. Compensation is expected to be a combination of monthly fixed consulting fees and deferred compensation based on incentive bonuses calculated as a percentage of new revenue generated as a result of the selected firm's airport management services.

III. SCOPE OF SERVICES

The GCRMA is requesting proposals from firms to provide airport management services for the NTRA. The airport management services shall include, but are not limited to, the following:

- Promotion of the NTRA to prospective tenants;
- Coordination of any build to suit needs along with required equity investment and/or financing components;
- Provision of guidance and support to NTRA staff and the GCRMA in matters related to the efficient day-to-day operations of the NTRA;
- Provision of operational oversight to insure the efficient operation of NTRA at the optimum level required to function properly and attract new investment; and
- Coordination with NTRA staff to pursue state and federal funding programs that will benefit the NTRA.

IV. REQUIREMENTS AND DEADLINES

This RFP details the information that will enable the GCRMA to properly evaluate the abilities of each Proposer. Responses should be limited to not more than fifteen (15) pages single-spaced, and should include only the material requested in this RFP. Additional support, such as resumes, schedules, charts, and tables may be provided as attachments in addition to the fifteen (15) pages allowed for the response.

Questions arising from the RFP must be directed (via email or in writing) to:

Grayson County Regional Mobility Authority
4700 Airport Dr,
Denison, TX 75020
Attn: Terry Morrow
Email: morrowt@co.grayson.tx.us

Questions must be received by 5:00 p.m., C.S.T. on February 8, 2016.

Responses to the RFP should be delivered by 3:00 PM C.S.T. on February 25, 2016 as follows:

7 copies (and 1 additional copy on CD-ROM or flash drive) to:

Grayson County Regional Mobility Authority
4700 Airport Dr,
Denison, TX 75020
Attn: Terry Morrow

One copy of the response shall be marked original and bear all original signatures. The other six (6) may be copies.

V. RESPONSE CONTENT

Provide the following information in the order requested.

A. Overview of Firm

1. Name, address, telephone number, fax number, e-mail address, and title of the firm's principal contact for purposes of this RFP to whom questions or requests for additional information should be directed.
2. A brief description of the firm and its history.

B. Experience

1. A description of the firm's experience providing airport management services with an emphasis on municipal and regional airports.
2. A description of the firm's experience in at least the last five (5) years providing airport management services in conjunction with a Texas governmental entity.
3. A summary of a) the firm's prior experience in at least the last five (5) years with management of major national airports; b) the firm's prior experience in at least the last five (5) years with management of major commercial airlines; and c) all current management contracts for general aviation airports in the state of Texas. For all prior engagements, please provide the name and location of the airport, a description of the work performed, and the name and contact information for the primary client contact.
4. A description of the firm's experience with vertical development projects with a value of at least \$1,000,000.

5. Provide a brief description of the firm's capital structure to include total capital, equity, net capital and excess capital. Explain material changes that have occurred within the firm over the last three (3) years regarding staffing, capital, and organizational structure, as well as planned future changes related to mergers, acquisitions, or change in ownership. Provide a copy of the firm's most recent audited financial statements and certificate of incorporation or other evidence of organization formation or qualification to do business filed with the Texas Secretary of State's office.
6. Provide three (3) public sector references, with telephone and email contact information.
7. Identify any litigation (including any formal administrative proceedings) in which the firm is currently involved or has been involved in the last five (5) years. Indicate the current status or disposition of such litigation or proceedings and whether the proceeding was initiated by the firm or by a third party. Provide the names of all parties to such litigation, if any.
8. Identify any litigation, complaint or filing against the firm in the last five (5) years regarding equal employment, discrimination, or sexual harassment and the disposition of any such complaint.

C. Staffing and Resources

1. Provide a description of the firm's Texas offices, including a summary of resources that would be assigned to the GCRMA.
2. Identify key personnel to be assigned to this engagement, with the anticipated role of each person, including brief biographies of each individual and brief descriptions of previous experience with airport management services (full resumes may be included as appendix material).

D. Conflict of Interest

1. Disclose any prior or existing relationships between the responding firm and the GCRMA, any member of the GCRMA Board of Directors, or any entity that provides services to the GCRMA. For a list of GCRMA Board members and individuals and entities providing services to the GCRMA, please refer to the GCRMA Designation of Key Personnel at <http://www.co.grayson.tx.us/default.aspx?name=rma.home>.
2. Disclose any prior or existing relationship with Grayson County or any governmental entity operating within the GCRMA's jurisdiction.

3. Disclose any prior or existing relationships between the responding firm and an airport or other aviation related business located within 50 miles of the NTRA which would impact the development or expansion of the NTRA.

E. Historically Underutilized (“HUB”) and Disadvantaged Business Enterprise (“DBE”) Participation

1. Provide a statement indicating whether the firm is a qualified Historically Underutilized Business (“HUB”) or Disadvantaged Business Enterprise (“DBE”). If it is, provide supporting documentation including letters of certification.
2. Provide a description of the efforts made or the efforts that will be made to encourage HUB and/or DBE participation if the firm is selected.
3. Provide an organizational chart for your organization indicating the total number of employees and the percentage of minority employees by standard classification for race and sex.
4. Identify all sub-consultants, if any, that you propose to use if selected for the contract. If any of the sub consultant firms are certified as a HUB or DBE firm provide supporting documentation including letters of certification. If so, provide the name of the firm, the principals, with a summary of the work to be performed and the percentage of the total contract.
5. Provide a summary of the firm’s affirmative action program and current firm profile.

F. Pricing

1. Provide a description of approach to billing for services provided and a proposed monthly rate for the provision of the services described in this RFP.

VI. EVALUATION AND SELECTION

Responses submitted to the GCRMA will be reviewed by an evaluation committee. The evaluation committee will make a recommendation regarding selection of one or more Proposer(s). The final selection, if any, will be made by the GCRMA Board of Directors following completion of the review of responses and firm interviews (if necessary).

The criteria for selection will be weighted using the following factors:

<u>Criteria</u>	<u>Weighting</u>
1. Experience	45%

2. Staffing and Resources (including HUB/DBE participation) 35%
3. Price 20%

Some or all of the firms being considered for the services may, at the sole discretion of the GCRMA, be asked to appear for interviews. The interviews, if required, shall be conducted so as to elicit information to enable the GCRMA to evaluate the capability of the Proposers to provide the desired services. If the GCRMA notifies a Proposer that an interview is required, the GCRMA will inform that Proposer of the schedule, order and procedure for the presentation, including its content, time limits, identity of the presenters, and use of handouts and visual aids. The GCRMA may tape record and/or videotape any presentations. The Board of Directors may consider the oral presentations, if any, when selecting the best-qualified firm to provide the financial advisory services. Some or all firms may also be requested to provide more specific pricing proposals with respect to a specific scope of services.

Notwithstanding the foregoing, the GCRMA emphasizes that it may elect to forego oral presentations for all or some Proposers. Consequently, all responses should be comprehensive and clear on their face, pricing proposals should be accurate, and no Proposer should rely upon the opportunity to present additional or clarifying information at a later time.

VII. MISCELLANEOUS

- A. Public Information Act. All responses to this RFP shall be deemed to be the property of the GCRMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the Proposer to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the GCRMA receives a request for public disclosure of all or any portion of a response, the GCRMA will use reasonable efforts to notify the Proposer of the request and give the Proposer an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the PIA or other applicable law within the time period allowed under the PIA.
- B. Cost of Responses. All costs directly or indirectly related to preparation of a response to this RFP and any supplement to a response to this RFP (including any oral presentation) shall be the sole responsibility of, and shall be borne by, the responding firm.
- C. Proposer’s Acknowledgment. By submitting a response to this RFP, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFP, and that the Proposer has asked questions and received satisfactory answers from the GCRMA regarding any provisions of this RFP with regard to which the Proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by the GCRMA, the property of the GCRMA and may not be returned.

- D. Anti-Lobbying Prohibition. During the pendency of this procurement, except as provided herein, prospective respondents may not contact the GCRMA Board of Directors, staff, GCRMA consultants, and/or evaluation committee members (as posted on the GCRMA website) concerning this procurement. All contact with the GCRMA must be through the GCRMA contact designated in the Section IV above. Any firm violating this anti-lobbying prohibition may be disqualified from consideration in this procurement.

RMA BOARD AGENDA

ITEM NUMBER: Five
MEETING DATE: 01/25/16

ITEM TITLE: Public Comment.
SUBMITTED BY: Terry Morrow, Interim Director
DATE SUBMITTED: January 22, 2016

SUMMARY:

This item has been added so that the public may address the Board. Each person will be limited to three minutes.

ATTACHMENTS (LIST)

ALTERNATIVES/RECOMMENDATIONS: