

SPECIAL AIRPORT COMMISSION MEETING
May 9, 2018

A special meeting of the City of Jackson Airport Commission was held in the City Council Chambers of the Jackson City Hall at 5 P.M. on May 9, 2018 with the following persons present: Airport Commission members Chairman Chris Handevidt, Vice-Chairman Richard Hample, Paul Clymer, Kerry Ella, Tom Stoner, Matt Madden and FBO Paul Sanders, Interim City Administrator Richard Almich and Recording Secretary Dave Maschoff. (A quorum of the Airport Commission was present.)

CALL THE MEETING TO ORDER

Vice-Chairman Richard Hample called the May 9, 2018 special meeting of the Jackson Airport Commission to order.

APPROVAL OF THE MINUTES FROM THE APRIL 24, 2018 AIRPORT COMMISSION MEETING

MADDEN/STONER moved and it was unanimously carried to approve the April 24, 2018 Airport Commission minutes.

REVIEW AND CONSIDER CONSULTANT STATEMENT OF QUALIFICATIONS

Interim City Administrator Almich explained the purpose of the meeting was for the Airport Commission to consider and review the Consultant Statement of Qualifications for aviation planning services for the Airport. He explained the process of reviewing the proposals that were submitted and the criteria in choosing a consulting firm. Almich pointed out the criteria for screening, ranking and the selection of a firm includes looking at the firm's qualifications and key personnel, experience with State and Federal grant programs, approach to projects and experience with comparable projects.

Airport Commission members then reviewed Statement of Qualifications (SOQ) submitted by SEH, Bolton and Menk, TDKA, HDR and Bollig, Inc.

Upon completing its review of the SOQs submitted, the Airport Commission made a recommendation on the matter to the City Council.

STONER/CLYMER moved and it was unanimously carried to recommend to the City Council to invite HDR to negotiate a contract with the City of Jackson for “aviation planning services” for a five (5) year period beginning July 1, 2018 and ending June 30, 2023 with said recommendation based primarily on the qualifications of the firm’s key personnel assigned to the project.

- 1. Eric Hanson, Project Manager, is highly regarded by the members of the Airport Commission. The group is very satisfied with his current and past performance. They believe that he is suited to successfully oversee the consulting activities given his professional qualifications and experiences. The Commission is of the opinion that Mr. Hanson’s reputation and integrity is above reproach. Overtime, he has earned the “trust” of Commission members. Mr. Hanson is also very familiar with the Airport’s facilities and operations.**
- 2. The credentials of Jerry Searls, Airport Planner, relative to “Aviation Planning services” are significant and extensive (40 years). Given the nature of the consulting services under consideration, the role of a qualified aviation planner is critical to the success of the pending multi-year planning effort.**

ADJOURNMENT

With no further business, MADDEN/ELLA moved and it was unanimously carried to adjourn the meeting.

David A. Maschoff, Recording Secretary

