

**MINUTES**  
**WAYNE COUNTY AIRPORT AUTHORITY**  
**BOARD MEETING**  
**August 21, 2019**

**I. Roll Call**

Meeting of the Wayne County Airport Authority Board called to order at 2:03 p.m. at the Michael Berry Administration Building, Kevin Clark Conference Room, 11050 Rogell Drive, Building 602, Detroit, MI 48242:

Present:

Marvin Beatty, Secretary (Chaired the meeting)  
Abdul Haidous  
Ronald Hall  
Mark Ouimet

Excused: Nabih Ayad-Chairperson, Dr. Curtis Ivery-Vice Chairperson, and Athina Papas

Also Present: See attached sign-in sheet.

**II. Consent Agenda – Items for vote as a group**

Motion by Mark Ouimet to approve the Consent Agenda; Supported by Abdul Haidous

Ayes: Beatty, Haidous, Hall, Ouimet

Nays: None

Motion approved.

A. Approval of Minutes from July 17, 2019 Board Meeting

B. Resolution No. 19-85 approving Contract Nos. 1900346, 1900347, and 1900355 with the County of Wayne (Fiscal Year 2020 Services for Recurring Routine Matters)

C. Resolution No. 19-86 approving Contract No. 1900295 (DTW) and Contract No. 1900325 (YIP) with the United States Department of Agriculture – Animal and Plant Health Inspection Services – Wildlife Services (Wildlife Management Consulting Services)

D. Resolution No. 19-87 approving Contract No. 1900340 with W.W. Grainger, Inc. (MRO Equipment and Supplies)

- E. Resolution No. 19-88 approving Contract No. 1900339 with Branch Tree Service, Inc. (Tree Removal Services)
- F. Resolution No. 19-89 approving Contract No. 1900338 with United Rotary Brush Corporation (Replacement Brooms for Vammas Snow Removal Machines)
- G. Resolution No. 19-90 approving Contract No. 1900321 with Berven Industries dba New Deal Deicing (Solid Runway Deicer)
- H. Resolution No. 19-91 approving Control No. 1900322 for the Delegation of Authority to Chief Executive Officer – Approval of Maintenance Equipment and Fleet Vehicle Purchases through Purchase Arrangements
- I. Resolution No. 19-92 approving Control No. 1900323 for the Delegation of Authority to Chief Executive Officer – Approval to Purchase Original Equipment Manufacturer (OEM) Parts and Repair Services of Maintenance Equipment
- J. Resolution No. 19-93 approving Control No. 1900345 for the Delegation of Authority to Chief Executive Officer – Approval of DTE Gas and DTE Electric Agreements
- K. Resolution No. 19-94 approving Control No. 1900343 for the Delegation of Authority to Chief Executive Officer – Approval of Contract Extensions and Routine Modifications of Cooperative Purchase Arrangements
- L. Resolution No. 19-95 approving Control No. 1900348 for the Delegation of Authority to Chief Executive Officer – Approval of Federal, State and Local Grant Agreements for Detroit Metropolitan and Willow Run Airports
- M. Resolution No. 19-96 approving Contract No. 1900350 with Capturecom, LLC (Videography Services)
- N. Resolution No. 19-97 approving Contract No. 1900351 with M-1 Studios, LLC (Videography Services)
- O. Resolution No. 19-98 approving Contract No. 1900353 with M-1 Studios, LLC (Photography Services)
- P. Resolution No. 19-99 approving Contract No. 1900352 with Laurie Tennent Studio, Inc. (Photography Services)
- Q. Resolution No. 19-100 approving Contract No. 1400127 (Amendment 3) with J.C. Ehrlich Co. Inc. dba Ambius

- R. Resolution No. 19-101 approving Contract No. 1700054 (Amendment 1) with Metro Cab of Grand Rapids, LLC (Metered Taxicab Concession Service)
- S. Resolution No. 19-102 approving Contract No. 1900357 with the Detroit Regional Chamber Foundation (Marketing and Services Agreement)
- T. Resolution No. 19-103 approving Contract No. S07-083A (Amendment 2) with Trumbull Aviation, LLC (Ground Lease Agreement at Willow Run Airport)
- U. Resolution No. 19-104 approving Control No. 1900362 for the Revisions to the WCAA Travel and Training Policy

**III. Chief Financial Officer Report, Amber Hunt**

**IV. New Business**

- A. Resolution No. 19-105 approving the Amendment to the Fiscal Year and Bylaws to change to January 1 – December 31

Motion by Mark Ouimet; Supported by Ronald Hall

Ayes: Beatty, Haidous, Hall, Ouimet

Nays: None

Motion approved.

- B. Resolution No. 19-106 approving Contract No. 1900307 (Amendment 1) with Plante & Moran, PLLC (External Audit Services)

Motion by Abdul Haidous; Supported by Mark Ouimet

Ayes: Beatty, Haidous, Hall, Ouimet

Nays: None

Motion approved.

- C. Resolution No. 19-107 approving the Stub Fiscal Year Budget from October 1, 2019 and ending December 31, 2019

Motion by Abdul Haidous; Supported by Mark Ouimet

Ayes: Beatty, Haidous, Hall, Ouimet

Nays: None

Motion approved.

D. Resolution No. 19-108 approving the Recommended Budget for Fiscal Year 2020

Motion by Mark Ouimet; Supported by Abdul Haidous

Ayes: Beatty, Haidous, Hall, Ouimet

Nays: None

Motion approved.

**V. Information Items**

A. Report from Chief Executive Officer (CEO), Chad Newton

1. CEO Monthly Report – pursuant to WCAA Procurement and Contracting Ordinance, Article VII Section 1
2. Art in the Airport Program with Detroit Institute of Arts
3. SBE Presentation, John Scrivens, VP of Administration
4. Berry Terminal Columns Project

**VI. Public Comment**

Marvin Beatty opened the floor for Public Comment at 2:53 p.m.

No public comments received.

**VII. Next meeting of the Wayne County Airport Authority Board is scheduled for Wednesday, September 18, 2019 at 2:00 p.m. at the Michael Berry Administration Building, 11050 Rogell Drive, Building 602, Detroit, MI 48242**

**VIII. Adjourn**

Motion to adjourn by Abdul Haidous; Supported by Mark Ouimet

Meeting was adjourned at 2:54 p.m.

WAYNE COUNTY AIRPORT AUTHORITY CONTRACT CONTROL SCHEDULE  
 CONTRACTS APPROVED AND EXECUTED BY THE CEO  
 JULY 2019

**NEW EXPENSE CONTRACTS**

Contractor Name & Contract Number	Scope of Procurement	Contract Amount	Term	Procurement Method
Superior Materials LLC 1900170	For the purchase and delivery of Ready Mix Concrete on an as-needed basis.	Not to Exceed \$100,000.00	6/15/19 - 6/14/22, with two (2) one-year renewal options	SFQ
Joe Vernon DBA Shults Equipment, LLC 1900320	To purchase OEM Swenson parts on an as-needed basis.	Not to Exceed \$25,000.00	8/26/19 - 8/25/22	SFQ
Sav's Welding Service, Inc. (WCAA Certified SBE) 1900303	To replace and install new subfloor and finished floor in ten (10) elevator cabs in the Big Blue Deck and North Terminal Ground Transportation Center.	Not to Exceed \$50,000.00	7/8/19 - 7/7/20	Negotiated Construction
Compass Strategies (WCAA Certified SBE) 1900305	To provide community and business outreach and engagement consulting services	Not to Exceed \$50,000.00	6/24/19 - 10/23/19	Professional Services
Unlimited Recycling, Inc. (WCAA Certified SBE) 1900319	To provide compost hauling and disposal service and collection bins on an as-needed basis.	Not to Exceed \$50,000.00	9/1/19 - 8/31/22, with two (2) one-year renewal options	SFQ
Dynatest Consulting, Inc. 1900328	To calibrate and repair Airport Authority owned continuous friction monitoring equipment used for testing rubber deposits and build-up on runways at Detroit Metro Airport	Not to Exceed \$25,500.00	7/3/19 - 9/30/19	Emergency Exception
Korn Ferry 1900324	To provide full-service recruiting services for the position of Vice President of Legal Affairs/General Counsel for the Airport Authority.	Not to Exceed \$50,000.00	7/12/19 - 7/11/20	Professional Services

## ATTENDANCE RECORD

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Date/Time: August 21, 2019 at 2:00 p.m.

Place of Meeting: Michael Berry Administration Building, 11050 Rogell Drive, Building 602, Detroit, MI

NAME	EMAIL ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Christine Chyko	Christine.Chyko@wcaa.us	WCAA	Admin Manager	
Shannon Ozya		WCAA	Interim GC	
June Lee		WCAA	COO	
Hussein Berry	hussein.berry@deltac.com	DL	VP-OPS.	
Christine Undermiller		WCAA	Dir. Concessions	
Steve Grawlin	STEVEN.GRAWLIN@mbm.com	Baker & Assoc	VP	
John Scriens	JohnScriens@wcaa.us	WCAA	VP	

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NAME	EMAIL ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
Joe Stuchlik	5031.Stuchlik@wcaa.us	WCAA/IS	DD	2483182578
Mike Sullivan	mike.sullivan@wcaa.us	WCAA-PD+O	Dir.	247-7917
Bryan Wagoner	bryan.wagoner@wcaa.us	Env. & Sust.	Dir.	7-3686
L. Racey	lynda.racey	WCAA	VP	7-7222
L. GASS		Wcaa	Media Relations	
C. Steffani		WCAA-TS	CIO	
E. Donerson	eric@donerson@wcaa.us	WCAA-Ext. Aff.	VP	72792
Phil McGuire	JAMES.MCGUIRE@MBAYORNTL.com			

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NAME	EMAIL ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
MICHAEL HOLDWICK	MHOLDWICK@CSCOS.COM	CIS COMPANIES	CHIEF ENGINEER	734 953 2571
Gregory Eaton		Metro Park		734 945 1707
Nicole Martin		WCAA	Dep Director	
Marques Thomey		WCAA	Dir Business Development	77274
T. Lasswell		WCAA	Dir. RE	77159
Urry McCombs		WCAA		
Dan Sams		WCAA	D.D.	77380
ERUOL MOGA		WCAA	FPA	
Ali Bazzi		WCAA	FPA	—

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NAME	EMAIL ADDRESS	REPRESENTING (Company, Community, etc.)	TITLE/POSITION	PHONE NUMBER
John Reed	john.reed@wastia.com	Wastia	LM	
Tom Gahara	Tgahara@metrocars.com	metro Cars	VP	
Jon Zaromski	JZAROMSKI@SEMIWAY	Semi	PM	
LANCE WANAMAKER	lwanamaker@mbakerintl.com	Michael Baker	PM	
James J. Montgomery	James.montgomery@wcaa.us	WCAA	VP	
BRIAN POLLACK	Brian.Pollack@wcaa.us	WCAA	DD FP+A	
Mark Zinkivach	Mark.zinkivach@wcaa.us	WCAA	FP+A	
Michael Fawaz	Michael.Fawaz@wcaa.us	WCAA	DD Y/P	
Tom Kalbfleisch	Tom.Kalbfleisch@wcaa.us	WCAA	CNT	

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